



**Board Meeting Minutes**  
**Thursday, February 3, 2022**  
**11:00 a.m.**  
**Teleconference - GoToMeeting**

- 1. Call to Order/Welcome:** 11:03 am
- 2. Roll Call/Establish Quorum**
  - **Attending:** Lisa Coombes, Hillary Gatlin, Chris Prince, Janet Dodson, Theresa Wall, Emily Singletary
  - **Not Attending:** Matt DeBellis
- 3. Approve January 2022 Board Meeting Minutes**
  - Motion to Approve: Theresa Wall
  - Seconded: Lisa Coombes
- 4. Financial Report (Theresa)**
  - Income: \$60.10
  - Expenses: \$215.16
  - Net: -\$155.06
  - Balance: \$6939.29
  - Janet won raffle of SharePoint book. Janet will contact Theresa for purchase.
- 5. Membership Report (Chris)**
  - Current Membership at 36
  - 2 members expired
  - We had someone join the chapter in error. Theresa will reach out and process a refund.
- 6. Public Relations Report (Emily)**
  - Emily will send email about Haven House Services.
- 7. Programs Update (Janet)**
  - February: Policy Center Iron Mountain
  - March: Rick Surber and Jennifer Chadband from Zasio on Litigation Holds
    - Collaboration with ARMA Madison Chapter
    - Taking place at 1:00 on Thursday, March 17. Triangle ARMA Board meeting will be at normal day/time.
    - We will use our GoToMeeting. We will send link to Madison Chapter.
    - Advertise with Zasio and Big ARMA
    - Prepping slides for March.

- April: Mark MacFarlane RIM auditing
  - Mention survey for May
- May – State of the Chapter/Networking
- Possible future presentations:
  - Philip Droege, Director of the White House Office of Records Management. Janet will reach out for December presentation or spring seminar presentation.
  - Could possibly have an additional presentation from Erica as well.

**8. Hospitality Update (Emily/Lisa)-N/A**

**9. Website (Matt)-N/A**

**10. Old Business:**

- Back Up Plans for GoToMeeting, Gmail, MailChimp, Weebly
  - Janet as back-up for GoToMeeting.
  - Hillary as back-up for MailChimp.
  - Hillary, Emily, Matt, Lisa cover Weebly.
- Theresa changed password for Gmail. Theresa will update recovery email and phone number for Emily.
- At summer meeting, discuss use of StarChapter to replace Weebly.

**11. New Business:**

- Big ARMA is inquiring if the chapter would like to start offering **student chapter memberships at no charge.**
  - Way to increase memberships.
  - Clarification needed on whether students would still need to be members of Big ARMA and how much that would cost. Lisa will follow up.

**12. Announcements**

- Will use slide deck to advertise next session at meetings.

**13. Close Meeting: 11:38 am**

*Minutes approved by Board on DATE. Will be signed at later date.*

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Minutes approved

Date

**ARMA Triangle Chapter Financial Report**

**BALANCE SHEET**

**Monday, January 31, 2022**

<b>ASSETS</b>	
Checking/Savings	
<i>Basic BusinessChecking (FCB)</i>	\$3,015.68

<i>Business Savings (FCB)</i>	\$3,903.86
<i>Petty cash</i>	\$19.75
<u>Total Checking/Savings</u>	<u>\$6,939.29</u>
<b>TOTAL ASSETS</b>	<b>\$6,939.29</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Equity</b>	
<i>Opening Bal Equity</i>	\$11,567.44
<i>Unrestrict (retained earnings)</i>	-\$4,765.23
<u><i>Net Income</i></u>	<u>\$137.08</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>\$6,939.29</b>

Cash Basis As of January 31, 2021

#### ARMA Triangle Chapter

#### PROFIT & LOSS

January 2022

#### Ordinary Income/Expense

<b>Income</b>	
<i>Dividends</i>	\$0.10
<i>Membership Dues and Assessments</i>	\$60.00
<b>Total Income</b>	<b>\$60.10</b>
<b>Expenses</b>	
<b>Dues and Memberships</b>	<b>\$205.00</b>
<b>Email Blast</b>	<b>\$8.99</b>
<b>Miscellaneous</b>	
<i>Stripe Transaction Fee</i>	\$1.17
<i>Website</i>	
<b>Total Miscellaneous</b>	<b>\$1.17</b>
<b>Total Expense</b>	<b>\$215.16</b>
<u>Net Ordinary Income</u>	<u>-\$155.06</u>

<b>Net Income</b>	<b>-\$155.06</b>
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*Cash Basis January 2022*