



**Board Meeting Minutes**  
**Thursday, February 6, 2025**  
**11:00 a.m.**  
**Teleconference - GoToMeeting**

1. **Call to Order/Welcome: 11:05**
2. **Roll Call/Establish Quorum**
  - a. Attending: Ben Lutkoski, Betsy Ford, Hillary Gatlin, Kimber Brumbaugh, Robert Michaud, Teresa Wall
  - b. Not Attending: Matt DeBellis
3. **Approve January 2025 Board Meeting Minutes**
  - a. Motion to Approve: Theresa
  - b. Seconded: Ben
4. **Financial Report (Theresa)**
  - a. January 2025
    - i. Income: \$275.33
    - ii. Expenses: \$83.01
    - iii. Net: \$192.32
    - iv. Balance: \$6,556.02
5. **Membership Report (Robert)**
  - a. Current Membership at 31 members.
    - i. 1 renewing member, 3members expiring soon
    - ii. Robert to reach out to ARMA about the new reporting system
6. **Public Relations Report (Hillary/Matthew)**
  - a. 81 people registered for today's event (11 Chapter Members/70 Guests)
  - b. No charge this month as this is a chat, not a formal presentation. This may have led to higher numbers registering to attend.
7. **Programs Update (Betsy)**
  - a. Programs:
    - i. February 6 – Quick Wins for RIM: A Lunchtime Chat
      1. Board members will kick off discussion, then we will open up for chat and participation by attendees
        - a. Hillary will speak
        - b. Betsy will speak
        - c. Ben will speak
      2. Meeting will NOT be recorded
    - ii. March 6 – Mastering Records Management Training by Tyrene Bada

- iii. April 10 – Spring Seminar Mania
  - 1. Ideas for speaker?
  - 2. Note this is the 2nd Thursday, not our usual 1st Thursday
- iv. May 8 – In-Person chapter meeting at local bar. Hillary will present state of the chapter presentation (if non-board members attend).

**8. Website (Matt): NA**

**9. Old Business:**

a. BillHighway:

- i. Hillary completed interest form in January. No response from BillHighway.
- ii. BillHighway is now changing name to re:Members.
- iii. According to recent Chapter Connections email, migration is now set for March 2025. ARMA should reach out to us when our accounts are ready to go.
  - 1. There is a FAQ page here about account access and financial features: <https://app.smartsheet.com/b/publish?EQBCT=189df3b711be4e518235e421f4aba187>

**10. New Business:**

- a. “O is for Outreach” meeting. Did anyone attend? Hillary & Kimber did, Robert was there briefly.
  - i. Next session is “I is for Invite Them”: scheduled for February 19.
- b. Board participation and succession planning: We will discuss this in more detail in March.
  - i. We will need a minimum of 6 board members to continue with the chapter.

**11. Announcements: NA**

**12. Close Meeting: 11:31**

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

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Minutes approved

Date

<b>ARMA Triangle Chapter Financial Report</b>	
<b>BALANCE SHEET</b>	
<b>Thursday, January 31, 2025</b>	
<b>ASSETS</b>	
Checking/Savings	
<i>Basic BusinessChecking (FCB)</i>	\$2,621.80
<i>Business Savings (FCB)</i>	\$3,914.47
<i>Petty cash</i>	\$19.75
<u>Total Checking/Savings</u>	<u>\$6,556.02</u>
<b>TOTAL ASSETS</b>	<b>\$6,556.02</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Equity</b>	
<i>Opening Bal Equity</i>	\$11,567.44
<i>Unrestrict (retained earnings)</i>	-\$5,021.42
<i>Net Income</i>	\$10.00
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>\$6,556.02</b>
<i>Cash Basis As of January 31, 2025</i>	
<b>ARMA Triangle Chapter</b>	
<b>PROFIT &amp; LOSS</b>	
<b>January 2025</b>	
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
<i>Dividends</i>	\$0.33
<i>Seminars and Meetings</i>	\$45.00
<i>Membership Dues and Assessments</i>	\$230.00
<b>Total Income</b>	<b>\$275.33</b>
<b>Expenses</b>	
<i>Fullsteam Transaction Fee</i>	\$5.06
<i>StarChapter Payment Processing</i>	\$19.95
<i>StarChapter Platform</i>	\$58.00
<b>Total Expense</b>	<b>\$83.01</b>
<u>Net Ordinary Income</u>	<u>\$192.32</u>
<b>Net Income</b>	<b>\$192.32</b>
<i>Cash Basis January 2025</i>	