



**Board Meeting Minutes**  
**Thursday, February 8, 2024**  
**11:00 a.m.**  
**Teleconference - GoToMeeting**

- 1. Call to Order/Welcome: :11:01**
- 2. Roll Call/Establish Quorum**
  - a. Attending: Ben Lutkoski, Betsy Ford, Hillary Gatlin, Kimber Brumbaugh, Lisa Coombes, Matt Debellis, Robert Michaud
  - b. Not Attending: Theresa Wall
- 3. Approve January 2024 Board Meeting Minutes**
  - a. Motion to Approve: Betsy Ford
  - b. Seconded: Robert Michaud
- 4. Financial Report (Theresa)**
  - a. January 2023
    - i. Income: \$180.33
    - ii. Expenses: \$100.33
    - iii. Net: \$80.00
    - iv. Balance: \$6,457.98
- 5. Membership Report (Robert)**
  - a. Current Membership at 32 members.
    - i. 2 renewing/new members
    - ii. 2 members expiring soon
      1. Robert has emailed them about renewing
  - b. Had someone who renewed yesterday and only charged \$5. Looking into why they weren't charged the full amount.
    - i. Robert will reach out to Heather Leamon about this.
- 6. Public Relations Report (Hillary/Matthew)**
  - a. 39 people registered for today's event (13 Chapter Members/26 Non-Members)
  - b. This month's event was added to the Big ARMA Calendar.
- 7. Programs Update (Betsy)**
  - a. Programs:
    - i. February 8—The Presidential Records Act (Jason R. Baron)
    - ii. March 7—E Discovery State of the Industry Report (Doug Austin)
    - iii. April 11--?

- iv. May 2—State of Chapter/Discussion of StarChapter
  - b. Spring Seminar Mania Updates:
    - i. Spring Seminar events will be scheduled for Thursdays at 12:00 in April & May
      - 1. Betsy tentatively signed Triangle up for 4/11– we can change if we need to
      - 2. The meeting should be free for all attendees
        - a. Track attendance to report back to Rick
    - ii. There are virtual passports to get stamped, and there will be a \$50 gift card drawing from VRC (event sponsor)
      - 1. Public employees can only accept \$25 so maybe do that instead of \$50, possibly 2 of those instead of 1 \$50
      - 2. Betsy will send Lisa the Spring Seminar mania planning meeting invites
      - 3. Event Finale (trivia, celebration) – drawing based on # webinars they went to
      - 4. We need to provide chapter information, fun geographic facts, etc. to highlight or chapter and city; reuse what we've submitted in the past?
  - c. Event CLEs
    - i. Betsy will look into what would be involved in getting them pre improved.
- 8. Website (Matt):**
- a. Should add the Spring Seminar Mania notice once available as we're kicking it off.
- 9. Old Business:**
- a. Location to Store Board Documentation (Ben):
    - i. Please review two options outlined by Ben at December meeting, and be prepared to discuss:
      - 1. Website connected to the ARMA website ([chapter central](#))
      - 2. Community group in [myARMA](#)
  - b. Advertising to Library Schools Update (Ben)
    - i. Sent out to 3 local schools, but not sure if it's being received.
- 10. New Business:**
- a. Where do we/should we store our physical records? Lisa has some as does Kimber.
    - i. Set a retention schedule for our records
      - 1. Does ARMA already have a retention schedule we can work from?
      - 2. Could discuss at our May meeting
      - 3. Betsy will draft up a schedule to cover our records
  - b. Hillary will be out of office for part of the week of the March meeting. She'll be back by our meeting.
- 11. Announcements: NA**
- 12. Close Meeting: 11:28**

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

Minutes approved

Date

<b>ARMA Triangle Chapter Financial Report</b>	
<b>BALANCE SHEET</b>	
<b>Thursday, January 31, 2024</b>	
<b>ASSETS</b>	
Checking/Savings	
<i>Basic BusinessChecking (FCB)</i>	\$2,527.67
<i>Business Savings (FCB)</i>	\$3,910.56
<i>Petty cash</i>	\$19.75
<b>Total Checking/Savings</b>	<b>\$6,457.98</b>
<b>TOTAL ASSETS</b>	<b>\$6,457.98</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Equity</b>	
<i>Opening Bal Equity</i>	\$11,567.44
<i>Unrestrict (retained earnings)</i>	-\$5,416.83
<i>Net Income</i>	\$307.37
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>\$6,457.98</b>
<i>Cash Basis As of January 31, 2024</i>	
<b>ARMA Triangle Chapter</b>	
<b>PROFIT &amp; LOSS</b>	
<b>January 2024</b>	
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
<i>Dividends</i>	\$0.33
<i>Seminars and Meetings</i>	\$180.00
<b>Total Income</b>	<b>\$180.33</b>
<b>Expenses</b>	
<b>Miscellaneous</b>	
<i>StarChapter Pay Transaction Fee</i>	\$37.38
<b>Total Miscellaneous</b>	<b>\$37.38</b>
<i>StarChapter Payment Processing</i>	\$9.95
<i>Virtual Meeting Platform</i>	\$53.00
<b>Total Expense</b>	<b>\$100.33</b>
<i>Net Ordinary Income</i>	\$80.00
<b>Net Income</b>	<b>\$80.00</b>
<i>Cash Basis January 2024</i>	