



**Board Meeting Minutes  
Thursday, March 2, 2023  
11:00 a.m.**

**Teleconference - GoToMeeting**

1. **Call to Order/Welcome:** 11:05 am
2. **Roll Call/Establish Quorum**
  - a. **Attending:** Hillary Gatlin, Janet Dodson, Chris Prince, Emily Singletary
  - b. **Not Attending:** Matt DeBellis, Theresa Wall, Lisa Coombes
3. **Approve February 2023 Board Meeting Minutes**
  - a. Motion to Approve: Janet Dodson
  - b. Seconded: Chris Prince
4. **Financial Report (Theresa)**
  - a. February 2023
    - i. Income: \$180.30
    - ii. Expenses: \$48.40
    - iii. Net: \$131.50
    - iv. Balance: \$6107.50
5. **Membership Report (Chris)**
  - a. Current Membership at 32 members.
  - b. 4 people expiring in March
  - c. Question for Theresa about people renewing membership: Do they have the option to add chapter membership after they are already ARMA International members, or does chapter membership have to be selected at the same time as ARMA membership?
6. **Public Relations Report (Emily)**
  - a. 20 Registrants (12 guests/8 members) for this month
7. **Programs Update (Janet)**
  - a. Programs:
    - i. March: Tom Corey, Working with Privacy Professionals
      1. 20 Registrants (12 guests/8 members)
    - ii. April: Pat Franks, Spring Seminar Mania
      1. Verify that Spring Seminar Mania info and sponsorship is listed on webpage.

iii. May: Board Chapter Meeting—Use this meeting to make decisions regarding the future of the chapter.

1. Will need to send out email/letter prior to May meeting explaining the situation and emphasizing the importance of Chapter members attending May meeting to determine future of chapter.

b. Triangle Travels: Janet has investigated travel options

i. There is a train to DC if we wish to pursue travel options.

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

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

10. **Old Business:** N/A

11. **New Business:** N/A

12. **Announcements:** N/A

13. **Close Meeting:** 11:22 am

*Minutes approved by Board on 4/6/2023. Will be signed at later date.*

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Minutes approved

Date

**ARMA Triangle Chapter Financial Report**

**BALANCE SHEET**

**Tuesday, February 28, 2023**

<b>ASSETS</b>	
Checking/Savings	
<i>Basic BusinessChecking (FCB)</i>	\$2,180.80
<i>Business Savings (FCB)</i>	\$3,906.95
<i>Petty cash</i>	\$19.75
<u>Total Checking/Savings</u>	<u>\$6,107.50</u>
<b>TOTAL ASSETS</b>	<b>\$6,107.50</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Equity</b>	
<i>Opening Bal Equity</i>	\$11,567.44
<i>Unrestrict (retained earnings)</i>	-\$4,535.83
<u><i>Net Income</i></u>	<u>-\$924.11</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>\$6,107.50</b>

Cash Basis As of February 28, 2023

**ARMA Triangle Chapter**

**PROFIT & LOSS**

**February 2023**

**Ordinary Income/Expense**

<b>Income</b>	
<b>Raffles</b>	
<i>Dividends</i>	\$0.30
<i>Interest</i>	\$0.00
<b>Meetings &amp; Seminars</b>	
<i>Meetings</i>	\$60.00
<b>Total Meetings &amp; Seminars</b>	<b>\$60.00</b>
<i>Membership Dues and Assessments</i>	\$120.00
<b>Total Income</b>	<b>\$180.30</b>
<b>Expenses</b>	
<b>Miscellaneous</b>	
<i>StarChapter Pay Transaction Fee</i>	\$4.80
<b>Total Miscellaneous</b>	<b>\$4.80</b>
<i>StarChapter</i>	\$44.00
<b>Seminars &amp; Meetings</b>	
<b>Total Expense</b>	<b>\$48.80</b>
<u>Net Ordinary Income</u>	<u>\$131.50</u>
<b>Net Income</b>	<b>\$131.50</b>

Cash Basis February 2023