



**Board Meeting Minutes
Thursday, March 3, 2022
11:00 a.m.**

Teleconference - GoToMeeting

- 1. Call to Order/Welcome:** 11:02 am
- 2. Roll Call/Establish Quorum**
 - **Attending:** Lisa Coombes, Hillary Gatlin, Matt DeBellis, Theresa Wall, Chris Prince, Janet Dodson
 - **Not Attending:** Emily Singletary
- 3. Approve February 2022 Board Meeting Minutes**
 - Motion to Approve: Lisa Coombes
 - Seconded: Matt DeBellis
- 4. Financial Report (Theresa)**
 - Income: \$30.09
 - Expenses: \$11.37
 - Net: \$18.72
 - Balance: \$6958.01
- 5. Membership Report (Chris)**
 - Current Membership at 36
 - 2 recent expirations. Chris will follow up as needed.
- 6. Public Relations Report (Emily)-N/A**
- 7. Programs Update (Janet)**
 - March: Rick Surber and Jennifer Chadband from Zasio speaking on litigation holds
 - Collaboration with ARMA Madison Chapter
 - Taking place at 1:00 on Thursday, March 17.
 - Currently 54 people registered between the two chapters
 - Slides are prepped for March meeting
 - April: Mark MacFarlane on RIM auditing
 - Will take place on April 6 at 12.
 - Will be part of larger Spring Seminar Mania.
 - 13 different chapters part of this event. Trivia events and prizes
 - Spring Seminar Mania team will send out brochures.
 - May – State of the Chapter/Networking

- Individuals will speak on their topics
- New survey for May. Everyone think of questions.
- Keep meeting virtual.

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

9. Website (Matt)

- Will update with correct date for April meeting

10. Old Business: N/A

11. New Business: N/A

12. Announcements

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

13. Close Meeting: 11:30 am

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

Minutes approved _____ Date _____

ARMA Triangle Chapter Financial Report

BALANCE SHEET

Monday, February 28, 2022

ASSETS	
Checking/Savings	
<i>Basic BusinessChecking (FCB)</i>	\$3,034.31
<i>Business Savings (FCB)</i>	\$3,903.95
<i>Petty cash</i>	\$19.75
<u>Total Checking/Savings</u>	<u>\$6,958.01</u>
TOTAL ASSETS	\$6,958.01
LIABILITIES & EQUITY	
Equity	
<i>Opening Bal Equity</i>	\$11,567.44
<i>Unrestrict (retained earnings)</i>	-\$4,765.23
<u><i>Net Income</i></u>	<u>\$155.80</u>
TOTAL LIABILITIES & EQUITY	\$6,958.01

Cash Basis As of February 28, 2022

ARMA Triangle Chapter

PROFIT & LOSS

February 2022

Ordinary Income/Expense

Income	
Philanthropic Contributions	
Total Contributions	
<i>Dividends</i>	\$0.09
<i>Interest</i>	\$0.00
<i>Membership Dues and Assessments</i>	\$30.00
Total Income	\$30.09
Expenses	
Dues and Memberships	
Email Blast	\$9.90
Miscellaneous	
<i>Stripe Transaction Fee</i>	\$1.47
<i>Website</i>	
Total Miscellaneous	\$1.47
Total Expense	\$11.37
<u>Net Ordinary Income</u>	<u>\$18.72</u>
Net Income	\$18.72

Cash Basis February 2022