



**Board Meeting Minutes**  
**Thursday, March 6, 2025**  
**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, Matt DeBellis, Robert Michaud, Teresa Wall
  - b. Not Attending: NA
- 3. Approve February 2025 Board Meeting Minutes**
  - a. Motion to Approve: Theresa
  - b. Seconded: Matt
- 4. Financial Report (Theresa)**
  - a. February 2025
    - i. Income: \$115.30
    - ii. Expenses: \$86.16
    - iii. Net: \$29.14
    - iv. Balance: \$6,585.16
- 5. Membership Report (Robert)**
  - a. Current Membership at 31 members.
    - i. 1 recently renewed member, 4 members expiring soon that Robert will reach out to
    - ii. Robert still working on getting information on the new reporting process
- 6. Public Relations Report (Hillary/Matthew)**
  - a. 34 people registered for today's event (12 Chapter Members/22 Guests)
- 7. Programs Update (Betsy)**
  - a. Programs:
    - i. March 6 – Mastering Records Management Training by Tyrene Bada
      1. Postponed! Betsy will reschedule for later in March.
        - a. Email sent to registrants. Website updated. Questions directed to [armatriangle@gmail.com](mailto:armatriangle@gmail.com)
        - b. We will send all original registrants the recording if they are unable to attend the rescheduled meeting
      2. Meeting will be rescheduled for March 20 and we will reopen registration on Friday March 7 by noon.

- ii. April 10 – Spring Seminar Mania: Pathways to Mastering Modern Information Governance by Darra Hoffman
  - 1. Free as part of SSM
- iii. May 8 – In-Person chapter meeting at local bar.
  - 1. Hillary will present state of the chapter presentation (if non-board members attend).
  - 2. ZincHouse Winery and Brewery - <https://www.zinhouse.com/>
  - 3. Board meeting at usual time

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

**9. Old Business:**

a. BillHighway:

- i. New ARMA website should be live as of March 4.
- ii. BillHighway/re:Members update:
- iii. Two training sessions available in March:
  - 1. **Billhighway/re:Members Chapter Financial Management Platform Training Session:** March 7, 1pm – 2:30pm ET: [Register Here](#)
  - 2. **Memberplanet Event Management Platform Training Session:** March 21, 1pm – 2pm ET: [Register Here](#)
  - 3. Please register and plan to attend if you are able.
- iv. New accounts in BillHighway/re:Members should be available on March 7. Every board member should receive an email with login info.
- v. We will continue to use StarChapter for registration until the end of the program year.
  - 1. Theresa and Ben, can you work together to move our finances to BillHighway/re:Members?

b. Chapter Connections Meetings:

- i. “I is for Invite Them”: Thoughts?
- ii. Next session is “C is for Collaborative Connections” March 17, 2025 11am CT

c. Board participation and succession planning:

- i. Who will be leaving the Board this year?
- ii. Positions currently open:
  - 1. Vice President
  - 2. Communications
  - 3. Program Chair
- iii. Ideas for volunteers for additional Board members?
  - 1. Consider ARMA members who aren't necessarily local for board membership as most of our meetings are still virtual
  - 2. Will advertise open positions at March and April meetings
- iv. We will need a minimum of 6 board members to continue with the chapter.

**10. New Business:**

- a. Circulation of local job posting
  - i. Hillary will send it out on Monday to our ARMA Triangle membership

**11. Announcements: NA**

**12. Close Meeting: 11:42**

*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, February 28, 2025</b>	
<b>ASSETS</b>	
Checking/Savings	
<i>Basic BusinessChecking (FCB)</i>	\$2,645.08
<i>Business Savings (FCB)</i>	\$3,920.33
<i>Petty cash</i>	\$19.75
<u>Total Checking/Savings</u>	<u>\$6,585.16</u>
<b>TOTAL ASSETS</b>	<b>\$6,585.16</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>	<u>\$39.14</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>\$6,585.16</b>
<i>Cash Basis As of February 28, 2025</i>	
<b>ARMA Triangle Chapter</b>	
<b>PROFIT &amp; LOSS</b>	
<b>February 2025</b>	
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
<i>Dividends</i>	\$0.30
<i>Seminars and Meetings</i>	\$115.00
<b>Total Income</b>	<b>\$115.30</b>
<b>Expenses</b>	
<i>Fullsteam Transaction Fee</i>	\$8.21
<i>StarChapter Payment Processing</i>	\$19.95
<i>StarChapter Platform</i>	\$58.00
<b>Total Expense</b>	<b>\$86.16</b>
<u>Net Ordinary Income</u>	<u>\$29.14</u>
<b>Net Income</b>	<b>\$29.14</b>
<i>Cash Basis February 2025</i>	