



**Board Meeting Minutes
Thursday, March 7, 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, Robert Michaud, Theresa Wall
 - b. Not Attending: Matt Debellis
- 3. Approve February 2024 Board Meeting Minutes**
 - a. Motion to Approve: Ben
 - b. Seconded: Betsy
- 4. Financial Report (Theresa)**
 - a. February 2024
 - i. Income: \$190.31
 - ii. Expenses: \$83.97
 - iii. Net: \$106.34
 - iv. Balance: \$6,561.68
- 5. Membership Report (Robert)**
 - a. Current Membership at 33 members.
 - i. 5 renewing/new members
 - ii. 3 members expiring soon
 1. Robert will email to prompt them to renew
 - iii. Member dues question follow up
 1. Due to lapsed membership, they prorated her membership dues for the remainder of what would've been the original membership year then she will need to renew for a full year.
- 6. Public Relations Report (Hillary/Matthew)**
 - a. 16 people registered for today's event (9 Chapter Members/7 Non-Members)
 - b. This month's event was added to the Big ARMA Calendar.
- 7. Programs Update (Betsy)**
 - a. Programs:
 - i. March 7—E Discovery State of the Industry Report (Doug Austin)

- ii. April 11—Lessons from the Past: Preparing for the Future of Information Governance (Elizabeth Adkins)
- iii. May 2—State of Chapter (includes discussion of StarChapter)
 - 1. Lisa to send State of the Chapter presentation to Hillary to update for this meeting
- b. Spring Seminar Mania Updates:
 - i. The meeting should be free for all attendees
 - 1. Track attendance to report back to Rick
 - ii. Gift cards drawing for attendees
 - iii. We need to provide chapter information, fun geographic facts, etc. to highlight or chapter and city; reuse what we've submitted in the past?
- 8. **Website (Matt):**
 - a. Where can we post information on Spring Seminar Mania? Home page?
- 9. **Old Business:**
 - a. Location to Store Board Documentation (Ben):
 - i. Please review two options outlined by Ben, and be prepared to discuss at May meeting:
 - 1. Website connected to the ARMA website ([chapter central](#))
 - 2. Community group in [myARMA](#)
 - b. Advertising to Library Schools Update (Ben):
 - i. No library school registrants at February meeting
 - ii. Send out the April 11 Spring Seminar Mania info
 - c. Storing our physical records
 - i. Betsy plans to draft retention schedule
 - ii. Follow up/questions?
 - 1. Lisa will look into ARMA retention schedule information
 - iii. Discuss at May meeting?
- 10. **New Business: NA**
- 11. **Announcements:**
 - a. Spring Seminar Mania - We're kicking it off on April 11
- 12. **Close Meeting: 11:25**

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

Minutes approved

Date

ARMA Triangle Chapter Financial Report	
BALANCE SHEET	
Thursday, February 29, 2024	
ASSETS	
Checking/Savings	
<i>Basic BusinessChecking (FCB)</i>	\$2,631.06
<i>Business Savings (FCB)</i>	\$3,910.87
<i>Petty cash</i>	\$19.75
Total Checking/Savings	\$6,561.68
TOTAL ASSETS	\$6,561.68
LIABILITIES & EQUITY	
Equity	
<i>Opening Bal Equity</i>	\$11,567.44
<i>Unrestrict (retained earnings)</i>	-\$5,416.83
<i>Net Income</i>	\$411.07
TOTAL LIABILITIES & EQUITY	\$6,561.68
<i>Cash Basis As of February 29, 2024</i>	
ARMA Triangle Chapter	
PROFIT & LOSS	
February 2024	
Ordinary Income/Expense	
Income	
<i>Dividends</i>	\$0.31
<i>Seminars and Meetings</i>	\$130.00
<i>Membership Dues and Assessments</i>	\$60.00
Total Income	\$190.31
Expenses	
<i>StarChapter Pay Transaction Fee</i>	\$30.97
Total Miscellaneous	\$30.97
<i>Virtual Meeting Platform</i>	\$53.00
Total Expense	\$83.97
Net Ordinary Income	\$106.34
Net Income	\$106.34
<i>Cash Basis February 2024</i>	