



Board Meeting Minutes
Thursday, April 6, 2023
11:00 a.m.
Teleconference - GoToMeeting

1. **Call to Order/Welcome: 11:02 am**
2. **Roll Call/Establish Quorum**
 - a. **Attending:** Hillary Gatlin, Janet Dodson, Emily Singletary, Matt DeBellis, Lisa Coombes, Theresa Wall, Chris Prince
 - b. **Not Attending:** N/A
3. **Approve March 2023 Board Meeting Minutes**
 - a. Motion to Approve: Janet Dodson
 - b. Seconded: Matt DeBellis
4. **Financial Report (Theresa)**
 - a. March 2023
 - i. Income: \$150.00
 - ii. Expenses: \$1096.34
 - iii. Net: \$-946.34
 - iv. Balance: \$5161.16
 - v. As of April 4, there is a credit back to account for \$1044.99 dollars that was stolen. That will be reflected in April financial report.
5. **Membership Report (Chris)**
 - a. Current Membership at 31 members.
 - b. 9 people have paid throughout Feb/March/April to renew chapter membership.
6. **Public Relations Report (Emily)**
 - a. 128 Attendees today (11 Chapter Members/117 Non-Chapter members)
7. **Programs Update (Janet)**
 - a. Programs:
 - i. April: Pat Franks, Spring Seminar Mania
 1. 128 Attendees (11 Chapter/117 Non-Chapter members)
 2. Janet will monitor chat. Janet has also updated slide show.
 3. Emily will review attendees and verify who actually attends.
 4. Lisa will announce prize winners and handle drawing.

- ii. May: Board Chapter Meeting—Use this meeting to make decisions regarding the future of the chapter.
 - 1. Lisa has drafted letter explaining the situation. Will be distributed before May meeting.
 - 2. Letter will be sent out on 4/10. Emily will send it out.
 - 3. Final decision on chapter will be made at May meeting.
 - a. Only Matt and Hillary are staying on (if board continues).
 - b. We will need at least 4 additional board members to make the board viable going forward.

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

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

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

11. **New Business:**

a. June Planning Meeting:

- i. If chapter will be closed, use this meeting to wind up the chapter and determine next steps. If chapter continues, use this meeting to transfer duties to new board members.
- ii. Try to meet in-person if at all possible.

12. **Announcements:** N/A

13. **Close Meeting:** 11:38 am

Minutes approved by Board on 5/4/2023. Will be signed at later date.

Minutes approved _____ Date _____

ARMA Triangle Chapter Financial Report

BALANCE SHEET

Friday, March 31, 2023

ASSETS	
Checking/Savings	
<i>Basic BusinessChecking (FCB)</i>	\$1,234.46
<i>Business Savings (FCB)</i>	\$3,906.95
<i>Petty cash</i>	\$19.75
<u>Total Checking/Savings</u>	<u>\$5,161.16</u>
TOTAL ASSETS	\$5,161.16

LIABILITIES & EQUITY	
Equity	
<i>Opening Bal Equity</i>	\$11,567.44
<i>Unrestrict (retained earnings)</i>	-\$4,535.83
<u><i>Net Income</i></u>	<u>-\$1,870.45</u>
TOTAL LIABILITIES & EQUITY	\$5,161.16

Cash Basis As of March 31, 2023

ARMA Triangle Chapter

PROFIT & LOSS

March 2023

Ordinary Income/Expense

Income	
<i>Meetings & Seminars</i>	
<i>Meetings</i>	\$30.00
<i>Total Meetings & Seminars</i>	\$30.00
<i>Membership Dues and Assessments</i>	\$120.00
Total Income	\$150.00
Expenses	
Miscellaneous	
Fraudulent Charges	\$1,044.99
<i>StarChapter Pay Transaction Fee</i>	\$2.40
Total Miscellaneous	\$1,047.39
<i>StarChapter Payment Processing</i>	\$4.95
<i>StarChapter</i>	\$44.00
Total Expense	\$1,096.34
<u>Net Ordinary Income</u>	<u>-\$946.34</u>
Net Income	-\$946.34

Cash Basis March 2023