



**Board Meeting Minutes**  
**Thursday, April 10, 2025**  
**11:00 a.m.**  
**Teleconference - GoToMeeting**

- 1. Call to Order/Welcome: 11:00**
- 2. Roll Call/Establish Quorum**
  - a. Attending: Ben Lutkoski, Betsy Ford, Hillary Gatlin, Kimber Brumbaugh, Matt DeBellis, Robert Michaud, Teresa Wall
  - b. Not Attending:
- 3. Approve March 2025 Board Meeting Minutes**
  - a. Motion to Approve: Ben
  - b. Seconded: Theresa
- 4. Financial Report (Theresa)**
  - a. March 2025
    - i. Income: \$55.34
    - ii. Expenses: \$83.33
    - iii. Net: -\$27.99
    - iv. Balance: \$6,556.05
  - b. Update on migration of finances to BillHighway?
    - i. Ben and Theresa will meet to get us set up
  - c. PCI Compliance Update: Need to have a shopping Cart Monitor on all payment pages. StarChapter provided instructions for meeting this requirement.
    - i. Theresa - can you check on this? We have until 6/30/2025, then will be charged a fee of \$30 a month. Hillary will send Theresa the email with information.
- 5. Membership Report (Robert)**
  - a. Current Membership at 27 members.
    - i. 1 member expiring soon. Robert will check on the 4 that were expiring last month to see if they renewed.
- 6. Public Relations Report (Hillary/Matthew)**
  - a. 244 people registered for today's event (12 Chapter Members/232 Guests)
  - b. Some duplicate registrations: actual number is closer to 220.
- 7. Programs Update (Betsy)**
  - a. Programs:
    - i. April 10 – Spring Seminar Mania: Pathways to Mastering Modern Information Governance by Darra Hoffman

1. Free as part of SSM
  2. Gift Card Giveaway at end of session (must be present to win)
  3. Hillary will send emails to SSM committee re) attendees and prize winner
- ii. May 8 – In-Person chapter meeting at ZinHouse Brewery.
1. Hillary will present state of the chapter presentation (if non-board members attend).
  2. We will still have virtual board meeting at same time (11 am on 5/8) since several board members cannot attend the in-person meeting.
  3. Require registration so we know how many people will attend
  4. Meeting 5:30 to 7pm

**8. Website (Matt):**

- a. Updated the information on joining the chapter, since the links are all broken due to ARMA's website redo.
  - i. Member application link couldn't be updated, Matt's still looking into that.

**9. Old Business:**

- a. BillHighway and MemberPlanet:
  - i. Trainings are complete. You can find links to the training recording as well as other info online here:  
<https://community.arma.org/chaptercentral/remembers> and  
<https://app.smartsheet.com/b/publish?EQBCT=2f50102705b44c10ab3f060c9689fb59>
  - ii. MemberPlanet thoughts?
    1. Good for creating registration pages. Pages look nice and can contain lots of info.
    2. There is a processing fee for people who register for programs if there is a cost to register. We do have a fee with StarChapter that we cover.
    3. Cannot send mass emails to non-members. Can only email members via MemberPlanet.
      - a. We would need to use something like MailChimp to send out mass emails and maintain email lists.
      - b. Additional work for communications chair—which we don't have right now.
  - iii. We will continue to use StarChapter for registration until the end of the program year.
- b. Chapter Connections Meetings:
  - i. "C is for Collaborative Connections": Thoughts?
  - ii. Next session: "E is for Educate with a Purpose" on April 14 at 1-2 EDT
- c. Board participation and succession planning:
  - i. Positions currently open:
    1. Vice President
    2. Communications
    3. Program Chair

- ii. Ideas for volunteers for additional Board members?
  - 1. Hillary will announce openings at meeting
  - 2. Kathy Wrenn showed some interest—Hillary will follow up.
- iii. We will need a minimum of 6 board members to continue with the chapter.
- iv. Officer access to the new system will end on 6/30/2025, so we will need to update our officer list by then.

**10. New Business:**

- a. InfoCon Discount: ARMA is offering a 40% discount for up to four chapter members. Anybody attending from the Board?
  - i. If not, I will open this up to our chapter members.

**11. Announcements: NA**

**12. Close Meeting: 11:38**

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

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Minutes approved

Date

<b>ARMA Triangle Chapter Financial Report</b>	
<b>BALANCE SHEET</b>	
<b>Thursday, March 31, 2025</b>	
<b>ASSETS</b>	
Checking/Savings	
<i>Basic BusinessChecking (FCB)</i>	\$2,621.19
<i>Business Savings (FCB)</i>	\$3,915.11
<i>Petty cash</i>	\$19.75
Total Checking/Savings	<u>\$6,556.05</u>
<b>TOTAL ASSETS</b>	<b>\$6,556.05</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>\$10.03</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>\$6,556.05</b>
<i>Cash Basis As of March 31, 2025</i>	

<b>ARMA Triangle Chapter</b>	
<b>PROFIT &amp; LOSS</b>	
<b>March 2025</b>	
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
<i>Dividends</i>	\$0.34
<i>Seminars and Meetings</i>	\$55.00
<b>Total Income</b>	<b>\$55.34</b>
<b>Expenses</b>	
<i>Fullsteam Transaction Fee</i>	\$5.38
<i>StarChapter Payment Processing</i>	\$19.95
<i>StarChapter Platform</i>	\$58.00
<b>Total Expense</b>	<b>\$83.33</b>
<u>Net Ordinary Income</u>	<u>-\$27.99</u>
<b>Net Income</b>	<b>-\$27.99</b>
<i>Cash Basis March 2025</i>	