



**Board Meeting Minutes  
Thursday, April 11, 2024  
11:00 a.m.**

**Teleconference - GoToMeeting**

- 1. Call to Order/Welcome: 11:02**
- 2. Roll Call/Establish Quorum**
  - a. Attending: Ben Lutkoski, Betsy Ford, Hillary Gatlin, Kimber Brumbaugh, Lisa Coombes, Matt Debellis, Robert Michaud, Theresa Wall
  - b. Not Attending: NA
- 3. Approve March 2024 Board Meeting Minutes**
  - a. Motion to Approve: Kimber
  - b. Seconded: Robert
- 4. Financial Report (Theresa)**
  - a. March 2024
    - i. Income: \$100.33
    - ii. Expenses: \$77.62
    - iii. Net: \$22.71
    - iv. Balance: \$6,579.95
- 5. Membership Report (Robert)**
  - a. Current Membership at 33 members.
    - i. 2 members expiring soon
    - ii. Should have 1 new member on next month's report
- 6. Public Relations Report (Hillary/Matthew)**
  - a. Huge shout out to everyone for supporting the last-minute changes to the presentation topic!
  - b. 219 people registered for today's event (10 Chapter Members/20 Non-Members)
    - i. Some duplicate registrants: 194 registrants total
- 7. Programs Update (Betsy)**
  - a. Programs:
    - i. April 11—Creating an AI Governance Program (Mark Diamond)
      1. Registration Spreadsheet
        - a. Hillary will track attendance to report back to Rick
        - b. Will use random number generator to award gift card.
          - i. Board opting out of receiving the gift card

- ii. Hillary will also request attendees to put in chat if they can't accept it
  - c. Free ARMA Glossary info
    - i. Betsy will add the promo code to the chat at the beginning of the session
    - ii. Hillary will request Rick send it out to attendees later as well
    - iii. Betsy will add the link to the Spring Seminar Mania in chat to promote it and Hillary will thank Rick for coordinating it.
  - ii. May 2—State of Chapter:
    - 1. For ARMA Triangle Chapter members only
    - 2. Hillary will prep presentation
- 8. **Website (Matt):** NA
- 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):
  - c. Storing our physical records
    - i. Betsy sent out draft retention schedule
    - ii. Plan to discuss at May meeting or during summer planning
- 10. **New Business:**
  - a. Elections for Next Year's Board
    - i. Who is planning to leave the board?
      - 1. Theresa will stay on to train Ben next year then will step down.
      - 2. Lisa will be leaving
    - ii. What positions are available?
      - 1. Vice President
      - 2. Communications
    - iii. Hillary will send out call to ARMA Triangle Members to fill spots.
- 11. **Announcements: NA**
- 12. **Close Meeting: 11:22**

*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, 2024</b>	
<b>ASSETS</b>	
Checking/Savings	
<i>Basic BusinessChecking (FCB)</i>	\$2,649.00
<i>Business Savings (FCB)</i>	\$3,911.20
<i>Petty cash</i>	\$19.75
<u>Total Checking/Savings</u>	<u>\$6,579.95</u>
<b>TOTAL ASSETS</b>	<b>\$6,579.95</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Equity</b>	
<i>Opening Bal Equity</i>	\$11,567.44
<i>Unrestrict (retained earnings)</i>	-\$5,416.83
<i>Net Income</i>	\$429.34
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>\$6,579.95</b>
<i>Cash Basis As of March 31, 2024</i>	
<b>ARMA Triangle Chapter</b>	
<b>PROFIT &amp; LOSS</b>	
<b>March 2024</b>	
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
<i>Dividends</i>	\$0.33
<i>Seminars and Meetings</i>	\$10.00
<i>Membership Dues and Assessments</i>	\$90.00
<b>Total Income</b>	<b>\$100.33</b>
<b>Expenses</b>	
<i>StarChapter Pay Transaction Fee</i>	\$0.72
<b>Total Miscellaneous</b>	<b>\$0.72</b>
<i>StarChapter Payment Processing</i>	\$23.90
<i>Virtual Meeting Platform</i>	\$53.00
<b>Total Expense</b>	<b>\$77.62</b>
<u>Net Ordinary Income</u>	<u>\$22.71</u>
<b>Net Income</b>	<b>\$22.71</b>
<i>Cash Basis March 2024</i>	