



**Board Meeting Minutes
Thursday, May 2, 2024
11:00 a.m.**

Teleconference - GoToMeeting

- 1. Call to Order/Welcome: 11:04**
- 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 April 2024 Board Meeting Minutes**
 - a. Motion to Approve: Ben
 - b. Seconded: Hillary
- 4. Financial Report (Theresa)**
 - a. April 2024
 - i. Income: \$158.22
 - ii. Expenses: \$76.90
 - iii. Net: \$81.32
 - iv. Balance: \$6,661.27
- 5. Membership Report (Robert)**
 - a. Current Membership at 33 members.
 - i. Hillary will use last month's numbers in the State of the Chapter presentation.
 - ii. 2 members expiring soon.
 1. Robert will email them about renewing.
 - iii. 3 new members in April.
- 6. Public Relations Report (Hillary/Matthew)**
 - a. 9 people registered for today's event (9 Chapter Members)
 - b. Only chapter members were allowed to register this year. Can reconsider next year if we allow non-members to attend.
- 7. Programs Update (Betsy)**
 - a. Programs:
 - i. May 2—State of Chapter:
 1. For ARMA Triangle Chapter members only
 2. Hillary will do the presentation.

3. Presentation will include discussion of future projects and time for discussion.
4. Ben will take notes on any program suggestions.

8. Website (Matt): NA

9. Old Business:

- a. Elections for Next Year's Board
 - i. Did not receive any responses to call for volunteers.
 - ii. Will vote at meeting; if not enough participants at meeting, will send out survey to collect responses.
 1. Hillary will send out the survey in a week or so if we need to use the survey

10. New Business:

- a. Summer Planning Meeting
 - i. Scheduling
 1. Would like a two hour session. Possibly in June.
 2. Could schedule at our standard time (Th 11-1) if that works.
 3. Hillary will survey the board to choose a day/time though most agree 11-1 should work.
 - ii. Topics to be discussed
 1. StarChapter Evaluation
 2. Records Retention and Storage
 - a. Betsy's retention draft
 - b. Locations to Store Board Documentation
 - i. Website connected to the ARMA website ([chapter central](#))
 - ii. Community group in [myARMA](#)
 3. Topics for programs for next year
 4. Additional topics?
- b. Betsy changing jobs so her contact details will be changing.
 - i. We could send out job opening, Betsy's back-fill, out to the membership to see if anyone is interested.

11. Announcements: NA

12. Close Meeting: 11:23

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

Minutes approved

Date

ARMA Triangle Chapter Financial Report	
BALANCE SHEET	
Thursday, April 30, 2024	
ASSETS	
Checking/Savings	
<i>Basic BusinessChecking (FCB)</i>	\$2,730.00
<i>Business Savings (FCB)</i>	\$3,911.52
<i>Petty cash</i>	\$19.75
<u>Total Checking/Savings</u>	<u>\$6,661.27</u>
TOTAL ASSETS	\$6,661.27
LIABILITIES & EQUITY	
Equity	
<i>Opening Bal Equity</i>	\$11,567.44
<i>Unrestrict (retained earnings)</i>	-\$5,416.83
<u><i>Net Income</i></u>	<u>\$510.66</u>
TOTAL LIABILITIES & EQUITY	\$6,661.27
<i>Cash Basis As of April 30, 2024</i>	
ARMA Triangle Chapter	
PROFIT & LOSS	
April 2024	
Ordinary Income/Expense	
Income	
<i>Dividends</i>	\$0.32
<i>Other Revenue</i>	\$7.90
<i>Membership Dues and Assessments</i>	\$150.00
Total Income	\$158.22
Expenses	
<i>StarChapter Payment Processing</i>	\$23.90
<i>Virtual Meeting Platform</i>	\$53.00
Total Expense	\$76.90
<u>Net Ordinary Income</u>	<u>\$81.32</u>
Net Income	\$81.32
<i>Cash Basis April 2024</i>	