



**Board Meeting Minutes
Thursday, May 5, 2022
11:00 a.m.**

Teleconference - GoToMeeting

- 1. Call to Order/Welcome:** 11:03 am
- 2. Roll Call/Establish Quorum**
 - **Attending:** Lisa Coombes, Hillary Gatlin, Theresa Wall, Emily Singletary, Chris Prince, Janet Dodson, Matt DeBellis
 - **Not Attending:** N/A
- 3. Approve April 2022 Board Meeting Minutes**
 - Motion to Approve: Emily Singletary
 - Seconded: Matt DeBellis
- 4. Financial Report (Theresa)**
 - Income: \$120.10
 - Expenses: \$9.90
 - Net: \$110.20
 - Balance: \$7238.41
- 5. Membership Report (Chris)**
 - Current Membership at 36
- 6. Public Relations Report (Emily)**
 - Spring Seminar Mania emails went out
- 7. Programs Update (Janet)**
 - May – State of the Chapter/Networking/Social Hour
 - New survey for May.
 - Should we do a traditional Spring Seminar next year or continue with Spring Seminar mania? Ask during meeting?
 - We will send out survey using MailChimp after May meeting. Lisa will work with Emily.
 - June Meeting: 2-3 hours, schedule virtual. Tentatively scheduled for 10:30-12:30.
 - Hillary will send out agenda before June 17 meeting.
- 8. Hospitality Update (Emily/Lisa)--None**
- 9. Website (Matt)—N/A**
- 10. Old Business:** None

11. New Business:

- Slate of Officers: Discuss and vote at May meeting.
 - Lisa will draft survey for voting since few attendees at May meeting.
- June Meeting Topics
 - Review of ARMA Triangle Website
 - Discuss requirements for new website. Investigate options, such as StarChapter
 - Whatever option we pick, general website content re-vamp needed
 - System Cross-Training for Positions
 - Has everyone been cross-trained? Do we have access to the tools we need (Gmail, Mailchimp, etc.)?
 - Plans for Back-Up Presentations in case of Speaker Issues
 - Should we have some presentations prepared and ready to go?
 - Can we use ARMA Webinars for this?
 - Succession Planning for Board
 - Haven House In-Person Event Next Year
 - Discussion of Value of Chapter Membership in Virtual World
 - Review survey results
- Regional Conference Still Happening?

12. Announcements

13. Close Meeting: 11:47 am

Minutes approved by Board on September 8, 2022. Will be signed at later date.

Minutes approved _____ Date _____

ARMA Triangle Chapter Financial Report

BALANCE SHEET

Saturday, April 30, 2022

ASSETS	
Checking/Savings	
<i>Basic BusinessChecking (FCB)</i>	\$3,314.51
<i>Business Savings (FCB)</i>	\$3,904.15
<i>Petty cash</i>	\$19.75

Total Checking/Savings	\$7,238.41
TOTAL ASSETS	\$7,238.41
LIABILITIES & EQUITY	
Equity	
Opening Bal Equity	\$11,567.44
Unrestrict (retained earnings)	-\$4,765.23
Net Income	\$436.20
TOTAL LIABILITIES & EQUITY	\$7,238.41

Cash Basis As of April 30, 2022

ARMA Triangle Chapter

PROFIT & LOSS

April 2022

Ordinary Income/Expense

Income	
Philanthropic Contributions	
Total Contributions	
Dividends	\$0.10
Interest	\$0.00
Membership Dues and Assessments	\$120.00
Total Income	\$120.10
Expenses	
Dues and Memberships	
Email Blast	\$9.90
Miscellaneous	
Total Expense	\$9.90
Net Ordinary Income	\$110.20
Net Income	\$110.20

Cash Basis April 2022