



**Board Meeting Minutes**  
**Thursday, May 8, 2025**  
**11:00 a.m.**  
**Teleconference - GoToMeeting**

- 1. Call to Order/Welcome: 11:06**
- 2. Roll Call/Establish Quorum**
  - a. Attending: Ben Lutkoski, Hillary Gatlin, Kimber Brumbaugh, Robert Michaud
  - b. Not Attending: Betsy Ford, Matt DeBellis, Teresa Wall
  - c. Guest: Kathy Wrenn. Welcome Kathy!
- 3. Approve March 2025 Board Meeting Minutes**
  - a. Motion to Approve: Ben
  - b. Seconded: Robert
- 4. Financial Report (Theresa)**
  - a. April 2025
    - i. Income: \$0.32
    - ii. Expenses: \$77.95
    - iii. Net: -\$77.63
    - iv. Balance: \$6,478.42
  - b. Update on migration of finances to BillHighway?
    - i. Theresa and Ben have set up BillHighway and transferred some money to the account to get it started.
    - ii. Hillary, Theresa & Ben met earlier in the week to work out how BillHighway will work with MemberPlanet.
    - iii. There will be a test email going out next week to the Board from MemberPlanet to see how things work. Ben will include Kathy to test how it works for non-Admin members. Will test the payment process later.
    - iv. We will need to set up who can/will be approving payment things in the system.
  - c. Update on PCI Compliance?
    - i. Need to scan a payment page to complete compliance.
    - ii. Hillary will create a temporary payment page so Theresa can scan it.
- 5. Membership Report (Robert)**
  - a. Current Membership at 27 members.
    - i. 1 member expiring soon
      1. Robert will follow up with them

- ii. Robert will send Ben a list of members so he can confirm it against the list in BillHighway.

**6. Public Relations Report (Hillary/Matthew)**

- a. 4 people registered for today's networking event (all Board members)

**7. Programs Update (Betsy)**

- a. Programs:

- i. May 8 – In-Person chapter meeting at ZinHouse Brewery.
  - 1. Require registration so we know how many people will attend
  - 2. Hillary will record the State of the Chapter presentation and send it out to chapter members in May.

**8. Website (Matt):**

- a. Updates? No

**9. Old Business:**

- a. BillHighway and MemberPlanet:

- i. Link to info online here:

<https://community.arma.org/chaptercentral/remembers> and  
<https://app.smartsheet.com/b/publish?EQBCT=2f50102705b44c10ab3f060c9689fb59>

- 1. Can everyone access BillHighway and MemberPlanet? If not, let us know.

- 2. No emails went out concerning logging into MemberPlanet:

<https://app.memberplanet.com/>

- b. Chapter Connections Meetings:

- i. "E is for Educate with a Purpose" thoughts?

- c. Board participation and succession planning:

- i. Positions currently open:

- 1. Vice President
- 2. Communications
- 3. Program Chair

- ii. We will need a minimum of 6 board members to continue with the chapter.

- iii. Ideas for volunteers for additional Board members?

- 1. Hillary will send out email to chapter members asking for participation. Date for response: 5/23/2025
- 2. Hillary will send out the email to non-chapter members as well with the same deadline for response.

- iv. Officer access to new systems will end on 06/30/2025, so we will need to update our officer list by then, ie finish elections.

- v. We will need to file end of year reports this year by July 1, 2025.

**10. New Business:**

- a. Summer Planning Session:

- i. Need to set a date for summer planning session.

- 1. Considering Thursdays 11-1 or 1-3.

2. Hillary will send out a Google form for us to populate with our availability.
- ii. Topics include
  1. BillHighway/MemberPlanet migration for finances
    - a. Closing bank accounts
    - b. Updating debit card info for recurring payments
      - i. StarChapter
      - ii. GoToMeeting
  2. Moving on from StarChapter?
    - a. New website
    - b. MailChimp or other mass mailing software
  3. Gmail account—set up under Theresa’s name.
    - a. Need to migrate it to someone else or close and start a new account.
  4. Goodbye to outgoing Board members Theresa and Betsy!

**11. Announcements: NA**

**12. Close Meeting: 11:46**

*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, April 30, 2025</b>	
<b>ASSETS</b>	
Checking/Savings	
<i>Basic BusinessChecking (FCB)</i>	\$2,543.24
<i>Business Savings (FCB)</i>	\$3,915.43
<i>Petty cash</i>	\$19.75
<u>Total Checking/Savings</u>	<u>\$6,478.42</u>
<b>TOTAL ASSETS</b>	<b>\$6,478.42</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>	-\$67.60
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>\$6,478.42</b>
<i>Cash Basis As of April 30, 2025</i>	
<b>ARMA Triangle Chapter</b>	
<b>PROFIT &amp; LOSS</b>	
<b>April 2025</b>	
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
<i>Dividends</i>	\$0.32
<b>Total Income</b>	<b>\$0.32</b>
<b>Expenses</b>	
<i>StarChapter Payment Processing</i>	\$19.95
<i>StarChapter Platform</i>	\$58.00
<b>Total Expense</b>	<b>\$77.95</b>
<u>Net Ordinary Income</u>	<u>-\$77.63</u>
<b>Net Income</b>	<b>-\$77.63</b>
<i>Cash Basis April 2025</i>	