



Board Meeting Minutes
Thursday, September 5, 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, Matt Debellis, Robert Michaud
 - b. Not Attending: Teresa Wall
- 3. Approve May 2024 Board Meeting Minutes**
 - a. Motion to Approve: Robert
 - b. Seconded: Matt
- 4. Financial Report (Theresa)**
 - a. May 2024
 - i. Income: \$30.33
 - ii. Expenses: \$72.95
 - iii. Net: -\$42.62
 - iv. Balance: \$6,618.65
 - b. June 2024
 - i. Income: \$0.32
 - ii. Expenses: \$72.95
 - iii. Net: -\$72.63
 - iv. Balance: \$6,546.02
 - c. July 2024
 - i. Income: \$60.33
 - ii. Expenses: \$72.95
 - iii. Net: -\$12.62
 - iv. Balance: \$6,533.40
 - d. August 2024
 - i. Income: \$150.34
 - ii. Expenses: \$292.88
 - iii. Net: -\$142.54
 - iv. Balance: \$6,390.86
 - e. GoToMeeting renewed in August

- f. 990 form has been filed
- g. Theresa has been training Ben. Looking into Quickbooks online.

5. Membership Report (Robert)

- a. Current Membership at 33 members.
 - i. 4 members expiring soon
 - ii. New members are showing multiple times on the membership list. Robert's looking into it.
 - 1. Per Big ARMA (Heather Lehman) this “is a known problem and will be resolved next year.”
 - iii. Robert is going to set up a new protocol for handling new members. Robert will take on setting up new members in StarChapter as well as any other new member set up work.
- b. Hillary updated member and non-member lists in StarChapter in August

6. Public Relations Report (Hillary/Matthew)

- a. 25 people registered for today’s event (17 Chapter Members / 6 Guests)
- b. Session added to Big ARMA Calendar
- c. Hillary will look into meeting link issues: some not getting links, others not getting the links as clickable links (just text)

7. Programs Update (Betsy)

- a. Programs:
 - i. September 5 – Quick Wins in Microsoft 365
 - ii. October 3 – Archiving Doesn’t Cut It: Future of Information Governance - ZL Technologies
 - iii. November 7 – NCDRC? Or Betsy's Big Bucket Retention presentation
 - iv. January 9 – ?
 - v. February 6 – ?
 - vi. March 6 – ?
 - vii. April 3 – SSM
 - viii. May 8 – In person and lunch / networking – free for members. May need to adjust to not conflict with SSM
- b. Outreach at SILS
 - i. This will be in addition to a program event, not replace it.
 - ii. What is our ask here?
 - 1. Betsy recommends sending an interest/advertising email to students, and if there is interest, then we can organize a happy hour
 - 2. Other ideas/options?
 - a. Add SILS contact (Laura Bailey?) to our non-member email list. Ben and Betsy to discuss best options for reaching out and let Hillary know who to add.
 - iii. Who will coordinate this with SILS?
- c. Back Up Options for Programs:
 - i. Would be nice to have 2-3 presentations on reserve in case things fall through

1. Ideas? Hillary will look to see if she has any presentations she could update and use if needed. Also possibly panel ideas

8. **Website (Matt):** NA

9. **Old Business:**

- a. Records Retention and Storage
 - i. Discuss and approve retention draft
 1. Tabled to next month
 - ii. Did we get a site set up under Chapter Central?
 1. Need to check, we think it's there. Hillary will confirm.

10. **New Business:**

- a. Chapter Connections - ARMA International has announced that there will be uniform branding, coming Feb 2025
- b. Quickbooks - how to handle once Theresa leaves the board. Ben will look into if there are other options. Not opposed to the monthly fee for use, but want to confirm any other options (~\$35/month, first 3 months \$17).

11. **Announcements: NA**

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

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

Minutes approved

Date

ARMA Triangle Chapter Financial Report	
BALANCE SHEET	
Thursday, May 31, 2024	
ASSETS	
Checking/Savings	
<i>Basic BusinessChecking (FCB)</i>	\$2,687.05
<i>Business Savings (FCB)</i>	\$3,911.85
<i>Petty cash</i>	\$19.75
Total Checking/Savings	<u>\$6,618.65</u>
TOTAL ASSETS	\$6,618.65
LIABILITIES & EQUITY	
Equity	
<i>Opening Bal Equity</i>	\$11,567.44
<i>Unrestrict (retained earnings)</i>	-\$5,416.83
<i>Net Income</i>	<u>\$468.04</u>
TOTAL LIABILITIES & EQUITY	\$6,618.65
<i>Cash Basis As of May 31, 2024</i>	
ARMA Triangle Chapter	
PROFIT & LOSS	
May 2024	
Ordinary Income/Expense	
Income	
<i>Dividends</i>	\$0.33
<i>Membership Dues and Assessments</i>	\$30.00
Total Income	\$30.33
Expenses	
<i>StarChapter Payment Processing</i>	\$19.95
<i>Virtual Meeting Platform</i>	\$53.00
Total Expense	\$72.95
Net Ordinary Income	<u>-\$42.62</u>
Net Income	-\$42.62
<i>Cash Basis May 2024</i>	

ARMA Triangle Chapter Financial Report	
BALANCE SHEET	
Thursday, June 30, 2024	
ASSETS	
Checking/Savings	
<i>Basic BusinessChecking (FCB)</i>	\$2,614.10
<i>Business Savings (FCB)</i>	\$3,912.17
<i>Petty cash</i>	\$19.75
<u>Total Checking/Savings</u>	<u>\$6,546.02</u>
TOTAL ASSETS	\$6,546.02
LIABILITIES & EQUITY	
Equity	
<i>Opening Bal Equity</i>	\$11,567.44
<i>Unrestrict (retained earnings)</i>	-\$5,416.83
<i>Net Income</i>	<u>\$395.41</u>
TOTAL LIABILITIES & EQUITY	\$6,546.02
<i>Cash Basis As of June 30, 2024</i>	
ARMA Triangle Chapter	
PROFIT & LOSS	
June 2024	
Ordinary Income/Expense	
Income	
<i>Dividends</i>	\$0.32
Total Income	\$0.32
Expenses	
<i>StarChapter Payment Processing</i>	\$19.95
<i>Virtual Meeting Platform</i>	\$53.00
Total Expense	\$72.95
<u>Net Ordinary Income</u>	<u>-\$72.63</u>
Net Income	-\$72.63
<i>Cash Basis June 2024</i>	

ARMA Triangle Chapter Financial Report	
BALANCE SHEET	
Thursday, July 31, 2024	
ASSETS	
Checking/Savings	
<i>Basic BusinessChecking (FCB)</i>	\$2,601.15
<i>Business Savings (FCB)</i>	\$3,912.50
<i>Petty cash</i>	\$19.75
<u>Total Checking/Savings</u>	<u>\$6,533.40</u>
TOTAL ASSETS	\$6,533.40
LIABILITIES & EQUITY	
Equity	
<i>Opening Bal Equity</i>	\$11,567.44
<i>Unrestrict (retained earnings)</i>	-\$5,021.42
<i>Net Income</i>	-\$12.62
TOTAL LIABILITIES & EQUITY	\$6,533.40
<i>Cash Basis As of July 31, 2024</i>	
ARMA Triangle Chapter	
PROFIT & LOSS	
July 2024	
Ordinary Income/Expense	
Income	
<i>Dividends</i>	\$0.33
<i>Membership Dues and Assessments</i>	\$60.00
Total Income	\$60.33
Expenses	
<i>StarChapter Payment Processing</i>	\$19.95
<i>Virtual Meeting Platform</i>	\$53.00
Total Expense	\$72.95
Net Ordinary Income	-\$12.62
Net Income	-\$12.62
<i>Cash Basis July 2024</i>	

ARMA Triangle Chapter Financial Report	
BALANCE SHEET	
Thursday, August 31, 2024	
ASSETS	
Checking/Savings	
<i>Basic BusinessChecking (FCB)</i>	\$2,458.27
<i>Business Savings (FCB)</i>	\$3,912.84
<i>Petty cash</i>	\$19.75
<u>Total Checking/Savings</u>	<u>\$6,390.86</u>
TOTAL ASSETS	\$6,390.86
LIABILITIES & EQUITY	
Equity	
<i>Opening Bal Equity</i>	\$11,567.44
<i>Unrestrict (retained earnings)</i>	-\$5,021.42
<i>Net Income</i>	-\$155.16
TOTAL LIABILITIES & EQUITY	\$6,390.86
<i>Cash Basis As of August 31, 2024</i>	
ARMA Triangle Chapter	
PROFIT & LOSS	
August 2024	
Ordinary Income/Expense	
Income	
<i>Dividends</i>	\$0.34
<i>Seminars and Meetings</i>	\$30.00
<i>Membership Dues and Assessments</i>	\$120.00
Total Income	\$150.34
Expenses	
<i>Fullsteam Transaction Fee</i>	\$2.98
<i>StarChapter Payment Processing</i>	\$19.95
<i>StarChapter Platform</i>	\$53.00
<i>StarChapter Domain Maintenance</i>	\$24.95
<i>Virtual Meeting Platform</i>	\$192.00
Total Expense	\$292.88
<u>Net Ordinary Income</u>	<u>-\$142.54</u>
Net Income	-\$142.54
<i>Cash Basis August 2024</i>	