



Board Meeting Minutes
Thursday, September 7, 2023
11:00 a.m.
Teleconference - GoToMeeting

- 1. Call to Order/Welcome: 11:03**
- 2. Roll Call/Establish Quorum**
 - a. **Attending:** Betsy Ford, Ben Lutkoski, Hillary Gatlin, Kimber Brumbaugh, Lisa Coombes, Matt Debellis, Robert Michaud
 - b. **Not Attending:** Theresa Wall
- 3. Approve May 2023 Board Meeting Minutes**
 - a. Motion to Approve: Robert Michaud
 - b. Seconded: Hillary Gatlin
 - c. c. Ben to look into a free/cheap location to store our records.
- 4. Financial Report (Theresa)**
 - a. June 2023
 - i. Income: \$60.32
 - ii. Expenses: \$48.95
 - iii. Net: \$11.37
 - iv. Balance: \$6150.61
 - b. July 2023
 - i. Income: \$60.33
 - ii. Expenses: \$53.95
 - iii. Net: \$6.38
 - iv. Balance: \$6156.99
 - c. August 2023
 - i. Income: \$155.33
 - ii. Expenses: \$250.60
 - iii. Net: -\$95.27
 - iv. Balance: \$6061.72
- 5. Membership Report (Robert)**
 - a. No current membership count.
 - b. If they were not a member when we migrated to Star Chapter, they're not in the system and need to be manually added. Robert will be looking into getting training.
- 6. Public Relations Report (Hillary/Matthew)**

- a. 22 attendees signed up for today's session, 11 Triangle, 11 other ARMA chapters.
- 7. Programs Update (Betsy)**
- a. Programs:
 - i. September 7—Mark McCreary, “The Risks and Benefits of Generative Artificial Intelligence”
 - ii. October 5—Archive Social, “Social Media Policy”
 - iii. November 2— possible EDMS, maybe Contorol
 - iv. December 7— Betsy not in the country, but will arrange in advance
 - v. January 4
 - vi. February 1
 - vii. March 7
 - viii. April 4
 - ix. May 2
- 8. Website (Matt):**
- a. Had a question from a member about not receiving a calendar invite for the meeting. We've never sent out calendar invites, but can look into possibly doing this.
- 9. Old Business:**
- a. Board Transition
 - i. Issues?
 - 1. Communication: currently splitting between Matt and Hillary
 - 2. Hillary can now access the Gmail account, difficult to do so, so other options would be nice
 - 3. Old logo is showing on some of the Star Chapter emails, **Hillary** will look into getting that updated. **Matt** will send logo file to Hillary.
 - ii. Questions?
- 10. New Business:**
- a. Put off in person events until the Spring, maybe resume tours to somewhere relevant. These don't tend to include food which makes them less expensive than our previous lunch meetings would be.
 - b. Figure out YouTube video additions for meeting recordings
 - c. Kimber not here for next meeting so will need coverage for minutes
- 11. Announcements: N/A**
- 12. Close Meeting: 11:39**

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

Minutes approved

Date

ARMA Triangle Chapter Financial Report	
BALANCE SHEET	
Friday, June 30, 2023	
ASSETS	
Checking/Savings	
<i>Basic BusinessChecking (FCB)</i>	\$2,222.60
<i>Business Savings (FCB)</i>	\$3,908.26
<i>Petty cash</i>	\$19.75
Total Checking/Savings	\$6,150.61
TOTAL ASSETS	\$6,150.61
LIABILITIES & EQUITY	
Equity	
<i>Opening Bal Equity</i>	\$11,567.44
<i>Unrestrict (retained earnings)</i>	-\$4,535.83
<i>Net Income</i>	-\$881.00
TOTAL LIABILITIES & EQUITY	\$6,150.61
<i>Cash Basis As of June 30, 2023</i>	
ARMA Triangle Chapter	
PROFIT & LOSS	
June 2023	
Ordinary Income/Expense	
Income	
<i>Dividends</i>	\$0.32
<i>Other Revenue</i>	\$60.00
Total Income	\$60.32
Expenses	
<i>StarChapter Payment Processing</i>	\$4.95
<i>StarChapter</i>	\$44.00
Total Expense	\$48.95
Net Ordinary Income	\$11.37
Net Income	\$11.37
<i>Cash Basis June 2023</i>	

ARMA Triangle Chapter Financial Report	
BALANCE SHEET	
Monday, July 31, 2023	
ASSETS	
Checking/Savings	
<i>Basic BusinessChecking (FCB)</i>	\$2,228.65
<i>Business Savings (FCB)</i>	\$3,908.59
<i>Petty cash</i>	\$19.75
Total Checking/Savings	<u>\$6,156.99</u>
TOTAL ASSETS	\$6,156.99
LIABILITIES & EQUITY	
Equity	
<i>Opening Bal Equity</i>	\$11,567.44
<i>Unrestrict (retained earnings)</i>	-\$5,416.83
<i>Net Income</i>	<u>\$6.38</u>
TOTAL LIABILITIES & EQUITY	\$6,156.99
<i>Cash Basis As of July 31, 2023</i>	
ARMA Triangle Chapter	
PROFIT & LOSS	
July 2023	
Ordinary Income/Expense	
Income	
<i>Dividends</i>	\$0.33
<i>Other Revenue</i>	\$60.00
Total Income	\$60.33
Expenses	
<i>StarChapter Payment Processing</i>	\$9.95
<i>StarChapter</i>	\$44.00
Total Expense	\$53.95
Net Ordinary Income	<u>\$6.38</u>
Net Income	\$6.38
<i>Cash Basis July 2023</i>	

ARMA Triangle Chapter Financial Report	
BALANCE SHEET	
Thursday, August 31, 2023	
ASSETS	
Checking/Savings	
<i>Basic BusinessChecking (FCB)</i>	\$2,133.05
<i>Business Savings (FCB)</i>	\$3,908.92
<i>Petty cash</i>	\$19.75
Total Checking/Savings	<u>\$6,061.72</u>
TOTAL ASSETS	\$6,061.72
LIABILITIES & EQUITY	
Equity	
<i>Opening Bal Equity</i>	\$11,567.44
<i>Unrestrict (retained earnings)</i>	-\$5,416.83
<i>Net Income</i>	-\$88.89
TOTAL LIABILITIES & EQUITY	\$6,061.72
<i>Cash Basis As of August 31, 2023</i>	
ARMA Triangle Chapter	
PROFIT & LOSS	
August 2023	
Ordinary Income/Expense	
Income	
<i>Dividends</i>	\$0.33
<i>Seminars and Meetings</i>	\$65.00
<i>Other Revenue</i>	\$90.00
Total Income	\$155.33
Expenses	
<i>StarChapter Payment Processing</i>	\$14.60
<i>StarChapter</i>	\$44.00
<i>Virtual Meeting Platform</i>	\$192.00
Total Expense	\$250.60
Net Ordinary Income	<u>-\$95.27</u>
Net Income	-\$95.27
<i>Cash Basis August 2023</i>	