



**Board Meeting Minutes**  
**Thursday, September 8, 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 May 2022 Board Meeting Minutes**
  - Motion to Approve: Theresa Wall
  - Seconded: Emily Singletary
- 4. Financial Report (Theresa)**
  - **June**
    - Income: \$90.10
    - Expenses: \$286.00
    - Net: -\$195.90
    - Balance: \$7031.61
  - **July**
    - Income: \$90.33
    - Expenses: \$482.93
    - Net: -\$392.60
    - Balance: \$6639.01
  - **August**
    - Income: \$91.33
    - Expenses: \$278.28
    - Net: -\$186.91
    - Balance: \$6452.06
- 5. Membership Report (Chris)**
  - Current Membership at 34 members
  - Chris has been reviewing non-members in the area. She will send around list for comments.
- 6. Public Relations Report (Emily)**

- No update
- 7. Programs Update (Janet)**
  - September: Jill Moretto, Processing the Papers of a Nobel Laureate
    - 26 attendees
    - Presentation will be recorded
  - October: Deborah Robbins, Moving Your Organization Towards Compliance
  - November: Open
  - December: Philip Droege, Unique Challenges of Managing White House Records
  - January: Open
  - February: Open
  - March: Open
  - April: Spring Seminar Mania
  - May: Board Chapter Meeting
- 8. Hospitality Update (Emily/Lisa)**
  - Lisa will contact Gravy for December.
- 9. Website (Matt)**
  - StarChapter updates? Where are we with website?
    1. Launch new website on Friday morning. Lisa will walk members through registration and we will send out follow up email on Monday.
    2. We will extend Wednesday meetings until website is fully up and running so we can test stuff.
    3. Put up a lot of meeting information. Minutes are all in the downloads section.
    4. Would like to add pictures once we figure out formatting
- 10. Old Business**-None
- 11. New Business**
  - Attending ARMA InfoCon at discount: who is going? No one is attending.
- 12. Announcements**
  - Lisa will announce that we are Carolina strong.
  - Push for New Board Members: Hillary has drafted language. Add to announcements today.
- 13. Close Meeting:** 11:29 am

*Minutes approved by Board on 10/6/2022. Will be signed at later date.*

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Minutes approved

Date

**ARMA Triangle Chapter Financial Report**

**BALANCE SHEET**

**Thursday, June 30, 2022**

<b>ASSETS</b>	
Checking/Savings	
<i>Basic BusinessChecking (FCB)</i>	\$3,107.51
<i>Business Savings (FCB)</i>	\$3,904.35
<i>Petty cash</i>	\$19.75
<u>Total Checking/Savings</u>	<u>\$7,031.61</u>
<b>TOTAL ASSETS</b>	<b>\$7,031.61</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Equity</b>	
<i>Opening Bal Equity</i>	\$11,567.44
<i>Unrestrict (retained earnings)</i>	-\$4,765.23
<u><i>Net Income</i></u>	<u>\$229.40</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>\$7,031.61</b>

*Cash Basis As of June 30, 2022*

**ARMA Triangle Chapter**

**PROFIT & LOSS**

**June 2022**

**Ordinary Income/Expense**

<b>Income</b>	
<b>Philanthropic Contributions</b>	
<b>Total Contributions</b>	
<i>Dividends</i>	\$0.10
<i>Interest</i>	\$0.00
<i>Membership Dues and Assessments</i>	\$90.00
<b>Total Income</b>	<b>\$90.10</b>
<b>Expenses</b>	
<i>Donations</i>	\$275.00
<i>Masonic Home for Children</i>	

<b>Total Contributions</b>	<b>\$275.00</b>
<b>Dues and Memberships</b>	
<b>Email Blast</b>	<b>\$11.00</b>
<b>Total Expense</b>	<b>\$286.00</b>
<u>Net Ordinary Income</u>	<u>-\$195.90</u>
<b>Net Income</b>	<b>-\$195.90</b>

*Cash Basis June 2022*

## ARMA Triangle Chapter Financial Report

### BALANCE SHEET

**Sunday, July 31, 2022**

<b>ASSETS</b>	
Checking/Savings	
<i>Basic BusinessChecking (FCB)</i>	\$2,714.58
<i>Business Savings (FCB)</i>	\$3,904.68
<i>Petty cash</i>	\$19.75
<u>Total Checking/Savings</u>	<u>\$6,639.01</u>
<b>TOTAL ASSETS</b>	<b>\$6,639.01</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Equity</b>	
<i>Opening Bal Equity</i>	\$11,567.44
<i>Unrestrict (retained earnings)</i>	-\$4,535.83
<u><i>Net Income</i></u>	<u>-\$392.60</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>\$6,639.01</b>

*Cash Basis As of July 31, 2022*

## ARMA Triangle Chapter

### PROFIT & LOSS

**July 2022**

#### Ordinary Income/Expense

<b>Income</b>	
<b>Philanthropic Contributions</b>	

<b>Total Contributions</b>	
<i>Dividends</i>	\$0.33
<i>Interest</i>	\$0.00
<i>Membership Dues and Assessments</i>	\$90.00
<b>Total Income</b>	<b>\$90.33</b>
<b>Expenses</b>	
<b>Contributions</b>	
<b>Email Blast</b>	<b>\$11.00</b>
<b>Miscellaneous</b>	
<i>Stripe Transaction Fee</i>	
<i>StarChapter</i>	\$471.93
<b>Total Expense</b>	<b>\$482.93</b>
<u>Net Ordinary Income</u>	<u>-\$392.60</u>
<b>Net Income</b>	<b>-\$392.60</b>

Cash Basis July 2022

### ARMA Triangle Chapter Financial Report

#### BALANCE SHEET

Wednesday, August 31, 2022

<b>ASSETS</b>	
Checking/Savings	
<i>Basic BusinessChecking (FCB)</i>	\$2,527.30
<i>Business Savings (FCB)</i>	\$3,905.01
<i>Petty cash</i>	\$19.75
<u>Total Checking/Savings</u>	<u>\$6,452.06</u>
<b>TOTAL ASSETS</b>	<b>\$6,452.06</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Equity</b>	
<i>Opening Bal Equity</i>	\$11,567.44
<i>Unrestrict (retained earnings)</i>	-\$4,535.83
<u>Net Income</u>	<u>-\$579.55</u>

<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>\$6,452.06</b>
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*Cash Basis As of August 31, 2022*

**ARMA Triangle Chapter**

**PROFIT & LOSS**

**August 2022**

**Ordinary Income/Expense**

<b>Income</b>	
<b>Philanthropic Contributions</b>	
<b>Total Contributions</b>	
<i>Dividends</i>	\$0.33
<i>Interest</i>	\$0.00
<i>Membership Dues and Assessments</i>	\$90.00
<i>Special Projects</i>	\$1.00
<b>Total Income</b>	<b>\$91.33</b>
<b>Expenses</b>	
<b>Email Blast</b>	<b>\$11.00</b>
<b>Miscellaneous</b>	
<i>StarChapter Pay Transaction Fee</i>	\$0.33
<b>Total Miscellaneous</b>	<b>\$0.33</b>
<i>Projects (Special)</i>	\$1.00
<i>StarChapter</i>	\$44.00
<i>Virtual Meeting Platform</i>	\$192.00
<i>Website</i>	\$29.95
<b>Total Expense</b>	<b>\$278.28</b>
<u>Net Ordinary Income</u>	<u>-\$186.95</u>
<b>Net Income</b>	<b>-\$186.95</b>

*Cash Basis August 2022*