



**Board Meeting Agenda**  
**Thursday, October 3, 2024**  
**11:00 a.m.**  
**Teleconference - GoToMeeting**

1. **Call to Order/Welcome:** Called into order 11:05
2. **Roll Call/Establish Quorum**
  - a. Attending: Hilary, Ben, Robert, Theresa, Betsy
  - b. Not Attending: Kimber, Matt
3. **Approve May 2024 Board Meeting Minutes**
  - a. Motion to Approve: Ben
  - b. Seconded: Robert
4. **Financial Report (Theresa)**
  - a. September 2024
    - i. Income: \$135.32
    - ii. Expenses: \$79.37
    - iii. Net: \$55.95
    - iv. Balance: \$6446.81
  - b. PCI Compliance Check-In – Completed and approved
  - c. According to a notice in StarChapter: “QuickBooks Online integration will soon be available to StarPay customers on StarChapter’s Essential, Growth, Advanced, Pro, Executive, or Ultimate plans. The StarChapter integration with QuickBooks Online (QBO) improves accounting capabilities and accuracy, while saving you time. Please look for further information in our October newsletter.”
    - i. How will this impact our need for a financial software?
    - ii. IF significant impact look at others
5. **Membership Report (Robert)**
  - a. Current Membership at 33 members. Steady past 1 ½ years
    - i. 3 members expiring soon
  - b. Hillary and Robert met to discuss process for adding new chapter members to StarChapter.
    - i. Hillary developed documentation and updated membership contact email in StarChapter.
    - ii. Robert will take over handling updates to the member roster in StarChapter.

- iii. Do we know how many members we need to have at a minimum to sustain the chapter? *Theresa will check.*
- iv. How much spend do we need to keep the chapter running? How many members do we need to sustain. *Theresa Will check*
- v. Hilary got the email updated in star chapter to Robert

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

- a. 25 people registered for today's event (11 Chapter Members/ Guests)
- b. Email communications emails page missing in Admin

**7. Programs Update (Betsy)**

- a. Programs:
  - i. October 3 – Archiving Doesn't Cut It: Future of Information Governance (Confirmed)
  - ii. November 7 – Big Bucket Retention (Betsy) - Confirmed
  - iii. January 9 –?
  - iv. February 6 –?
  - v. March 6 –?
  - vi. April 3 – SSM
  - vii. May 8 – In person and lunch / networking – free for members. May need to adjust to not conflict with SSM
- b. We will not have a program in December, but Hilary would like to have a quick board meeting to touch base and make sure that things are good to go for January. (Dec 5)
- c. Outreach at SILS
  - i. Any updates on contacts with SILS? Should we wait until January (at start of new semester) *No updates*
- d. Back Up Options for Programs:
  - 1. Ideas for Back Up Presentations
    - a. Quick Wins Panel? Possibly folks on board and open up for questions
    - b. Any other back up ideas

**8. Website (Matt):** Not in attendance no updates

**9. Old Business:**

- a. Records Retention and Storage
  - i. Discuss and approve retention draft
  - ii. Did we get a site set up under Chapter Central?
    - 1. Hillary will verify

Tabling until Kimber and Betsy can be in attendance

**10. New Business:**

- a. Chapter Connection September Update:
  - i. New logos are now available for download. Will need to add to our website sometime before January 2025.
  - ii. ARMA appears to be providing a chapter management software to chapters! Software is Billhighway. Session to discuss software scheduled for November

8 at Noon (CT). You need to register for the session. I will attend; others welcome.

1. ARMA is apparently “Committed to a smooth and successful rollout of Billhighway across all chapters in 2025.”
2. Will separate financial software if needed with Billhighway?
- iii. Prefer not to migrate to a new platform during program year.

**11. Announcements: Did some research on some other financial platforms. All rated 4.4 to 5 stars. Not sure, they would handle 990. Three more options after we hear about bill highway.**

- a. <https://www.zoho.com/us/books>
- b. <https://tallysolutions.com/us/tally-prime/>
- c. <https://www.xero.com/us/>

**12. Close Meeting: Meeting closed at 11:32 am**

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

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Minutes approved

Date

**ARMA Triangle Chapter Financial  
Report  
BALANCE SHEET  
Thursday, September 30, 2024**

<b>ASSETS</b>	
Checking/Savings	
<i>Basic Business Checking (FCB)</i>	\$ 2,513.90
<i>Business Savings (FCB)</i>	\$ 3,913.16
<i>Petty Cash</i>	\$ 19.75
Total Checking/Savings	\$ 6,446.81
<b>TOTAL ASSETS</b>	<b>\$ 6,446.81</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>	\$ (99.21)
<b>TOTAL LIABILITIES &amp; EQUITY</b>	
<i>Cash Basis As of September 30, 2024</i>	