



Board Meeting Minutes
Thursday, October 6, 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, Matt DeBellis, Janet Dodson
 - **Not Attending:** N/A
- 3. Approve September 2022 Board Meeting Minutes**
 - Motion to Approve: Emily
 - Seconded: Matt
- 4. Financial Report (Theresa)**
 - September
 - Income: \$.33
 - Expenses: \$68.95
 - Net: -\$68.62
 - Balance: \$6383.44
 - Note: Financials are included in minutes and will no longer be posted separately to the website
- 5. Membership Report (Chris)**
 - Current Membership at 33 members
 - Everyone should review list of non-members and add comments on potential members.
- 6. Public Relations Report (Emily)**
 - Sent out Haven House info
 - Questions about our chapter members that are not listed in StarChapter
 - Also some duplicate registrations? StarChapter should block those.
 - Overall StarChapter registration is much easier for everyone!
- 7. Programs Update (Janet)**
 - October: Deborah Robbins, Moving Your Organization Towards Compliance
 - 45-46 people attending today
 - Mostly non-members

- November: Doug Kaminski, You're So Sensitive! Why IG and Data Privacy Should be Best Friends
- December: Philip Droege, Unique Challenges of Managing White House Records
- January: Open
- February: Open
- March: Open
- April: Spring Seminar Mania (Pat Franks)
- May: Board Chapter Meeting
- Received IGP Credit for Oct-December meetings. Janet will mention at meeting.
- Janet and Emily will connect regarding connecting with speakers on LinkedIn.

8. Hospitality Update (Emily/Lisa)

- Will continue to hold all meetings virtually.

9. Website (Matt)

- StarChapter updates? Where are we with website?
 1. New logo
 1. Emily sent new version yesterday. Voted for bottom left design. Logo approved!
 2. Pictures—Matt is working through picture options and general design.

10. Old Business: N/A

11. New Business: N/A

12. Announcements

- Hillary will advertise for Board Members.
 - Looking for VP, Treasurer, and Public Relations
- Lisa will introduce speaker and mention potential CRA/CRM

13. Close Meeting: 11:37 am

Minutes approved by Board on 11/3/2022. Will be signed at later date.

Minutes approved

Date

ARMA Triangle Chapter Financial Report

BALANCE SHEET

Friday, September 30, 2022

| | |
|-------------------------------------|------------|
| ASSETS | |
| Checking/Savings | |
| <i>Basic BusinessChecking (FCB)</i> | \$2,458.35 |

| | |
|---------------------------------------|-------------------|
| <i>Business Savings (FCB)</i> | \$3,905.34 |
| <i>Petty cash</i> | \$19.75 |
| <u>Total Checking/Savings</u> | <u>\$6,383.44</u> |
| TOTAL ASSETS | \$6,383.44 |
| | |
| LIABILITIES & EQUITY | |
| Equity | |
| <i>Opening Bal Equity</i> | \$11,567.44 |
| <i>Unrestrict (retained earnings)</i> | -\$4,535.83 |
| <u><i>Net Income</i></u> | <u>-\$648.17</u> |
| TOTAL LIABILITIES & EQUITY | \$6,383.44 |

Cash Basis as of September 30, 2022

ARMA Triangle Chapter

PROFIT & LOSS

September 2022

Ordinary Income/Expense

| | |
|------------------------------------|-----------------|
| Income | |
| Philanthropic Contributions | |
| Total Contributions | |
| <i>Dividends</i> | \$0.33 |
| <i>Interest</i> | \$0.00 |
| Total Income | \$0.33 |
| Expenses | |
| <i>Donations</i> | |
| Email Blast | |
| Miscellaneous | |
| <i>Projects (Special)</i> | |
| <i>StarChapter</i> | \$44.00 |
| <i>Domain Management</i> | \$24.95 |
| Total Expense | \$68.95 |
| | |
| <u><i>Net Ordinary Income</i></u> | <u>-\$68.62</u> |
| Net Income | -\$68.62 |

Cash Basis September 2022

