



Board Meeting Minutes
Monday, October 13, 2025
11:00 a.m.
Teleconference - Zoom

- 1. Call to Order/Welcome: 11:03**
- 2. Roll Call/Establish Quorum**
 - a. Attending: Hillary Gatlin, Kimber Brumbaugh, Theresa Wall
 - b. Not Attending: Ben Lutkoski, Matt DeBellis, Robert Michaud
- 3. Approve September 2025 Board Meeting Minutes**
 - a. Motion to Approve: Hillary
 - b. Seconded: Theresa
 - i. Will update the September minutes to show Hillary motioned to approve and Robert seconded to approve virtually.
- 4. Financial Report (Theresa and Ben)**
 - a. September 2025
 - i. Income: \$0.32
 - ii. Expenses: \$77.95
 - iii. Net: -\$77.63
 - iv. Balance: \$5,803.36
 - b. BillHighway September 2025
 - i. Income: \$135.00
 - ii. Expenses: \$17.74
 - iii. Net: \$117.26
 - iv. Balance: \$235.08
 - c. Check In on Status of Transition to BillHighway
 - i. What payments do we need to make sure continue after transfer?
StarChapter payments will continue. Consider putting ~1 year worth of money on the new debit card to cover those payments.
 - ii. Are we receiving escrow payments? If so, where? Yes, received by BillHighway.
 - iii. Other financial concerns?
 1. 1. Theresa will reach out to notify Star Chapter we're no longer using Star Pay so we won't be charged.
- 5. Membership Report (Robert)**
 - a. Current Membership at 27 members.
 - i. 1 member expiring soon

6. Public Relations Report (Hillary/Matthew)

- a. N/A as no event this month

7. Programs Update (All)

a. Programs:

- i. 4 programs a year due to limited capacity
- ii. Continue to have Board meet monthly to check in on finances and planning for programs.
- iii. Using Member Planet for Programs. Hillary will add Ben and Matt as administrators so they can assist with setting up sessions.
 - 1. Hillary cannot add administrators yet. Hillary will follow up on getting access to add administrators.
 - 2. For now, send program info to Hillary so she can create events until new administrators are added.

b. Program Calendar:

- i. November 6 – Program? ICRM speakers? Ben as backup presenter? As we don't believe ICRM confirmed someone to speak, will probably go with Ben as a speaker. If he can't speak in November, perhaps postponed until December or try to pull together something else quickly. Hillary will send out an email later today about our tentative plans.
 - 1. Need to have info finalized by Oct. 15 for marketing
- ii. February 5 – ?
- iii. April/May--?

8. Website (Matt): NA

9. Old Business:

a. Status of the Chapter:

- i. Is this too much for our limited capacity?
- ii. Hillary will mention the need for additional board members at all our programs.
- iii. We will check in and evaluate the status of the chapter throughout the program year.
- iv. ARMA gmail account, update recovery email.

10. New Business:

- a. Phishing attempts: we have received several phishing emails in the last few weeks.
 - i. Tips to prevent phishing:
 - 1. We do not send or request money via Zelle, giftcards, money order, etc. If you receive a request for this, it is a scam.
 - 2. Review the sending email address. If you don't recognize it as one used by the ARMA Triangle Board or by the ARMA gmail account, it is a scam.

11. Announcements: NA

12. Close Meeting: 11:25

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

Minutes approved

Date

ARMA Triangle Chapter Financial Report	
BALANCE SHEET	
Tuesday, September 30, 2025	
ASSETS	
Checking/Savings	
<i>Basic BusinessChecking (FCB)</i>	\$1,866.54
<i>Business Savings (FCB)</i>	\$3,917.07
<i>Petty cash</i>	\$19.75
<u>Total Checking/Savings</u>	<u>\$5,803.36</u>
TOTAL ASSETS	\$5,803.36
LIABILITIES & EQUITY	
Equity	
<i>Opening Bal Equity</i>	\$11,567.44
<i>Unrestrict (retained earnings)</i>	-\$5,314.27
<i>Net Income</i>	<u>-\$449.81</u>
TOTAL LIABILITIES & EQUITY	\$5,803.36
<i>Cash Basis As of September 30, 2025</i>	
ARMA Triangle Chapter	
PROFIT & LOSS	
September 2025	
Ordinary Income/Expense	
Income	
<i>Dividends</i>	\$0.32
Total Income	\$0.32
Expenses	
<i>StarChapter Payment Processing</i>	\$19.95
<i>StarChapter Platform</i>	\$58.00
Total Expense	\$77.95
<u>Net Ordinary Income</u>	<u>-\$77.63</u>
Net Income	-\$77.63
<i>Cash Basis September 2025</i>	

ARMA Triangle Chapter Financial Report	
BALANCE SHEET	
Tuesday, September 30, 2025	
ASSETS	
BillHighway	
<i>Cash - Operating</i>	\$135.08
<i>Retained Earnings</i>	\$100.00
Total Checking/Savings	<u>\$235.08</u>
TOTAL ASSETS	\$235.08
<i>Cash Basis As of September 30, 2025</i>	
ARMA Triangle Chapter	
PROFIT & LOSS	
September 2025	
Ordinary Income/Expense	
Income	
<i>Meetings</i>	\$45.00
<i>Membership Dues and Assessments</i>	\$90.00
Total Income	\$135.00
Expenses	
<i>BillHighway Prcessing Fees</i>	\$2.64
<i>Check and Card Order Fees</i>	\$8.00
<i>MemberPlanet Registration Fees</i>	\$7.10
Total Expense	\$17.74
Net Ordinary Income	<u>\$117.26</u>
Net Income	\$117.26
<i>Cash Basis September 2025</i>	