



Board Meeting Minutes
Thursday, November 2, 2023
11:00 a.m.
Teleconference - GoToMeeting

- 1. Call to Order/Welcome: 11:00**
- 2. Roll Call/Establish Quorum**
 - a. Attending: Betsy Ford, Ben Lutkoski, Hillary Gatlin, Kimber Brumbaugh, Lisa Coombes, Matt Debellis, Robert Michaud, Theresa Wall
 - b. Not Attending: NA
- 3. Approve October 2023 Board Meeting Minutes**
 - a. Motion to Approve: Robert Michaud
 - b. Seconded: Betsy Ford
- 4. Financial Report (Theresa)**
 - a. October 2023
 - i. Income: \$275.33
 - ii. Expenses: \$59.20
 - iii. Net: \$216.13
 - iv. Balance: \$6,275.47
- 5. Membership Report (Robert)**
 - a. Current Membership at 32 members. 1 newly joined, 1 due to expire, he'll reach out later today.
 - b. Updates on Membership in StarChapter. (Hillary)
 - i. Robert has reached out to 9 former members. Any response?
 1. Robert emailed to invite to come back. Only 1 replied and doesn't have the money to rejoin.
 2. Hillary will remove them from the membership list.
 - ii. Identified 226 non-members who have not registered for a Triangle ARMA event in over a year. Will remove them from our mailing list.
 1. Hillary removed them from the mailing list.
- 6. Public Relations Report (Hillary/Matthew)**
 - a. 27 people registered for today's event (15 Chapter Members/12 Non-Members)
 - b. This month's event was added to the Big ARMA Calendar. Thank you, Betsy!
 - i. Betsy will try to do this going forward with future meetings.

- c. Email Builder updated in StarChapter
 - i. Hillary has updated the templates. Let Hillary know if you see any issues with emails coming out.

7. Programs Update (Betsy)

- a. Programs:
 - i. November 2—Andrew Ysasi, “ARMA's Information Governance Implementation Model”
 - ii. December 7 – Betsy will be out of the country for this meeting but should have something scheduled soon
 - 1. If we have an issue finding someone, could do a directed discussion/open forum with attendees
 - a. Discuss best practices they've recently implemented, either open ended or specific best practices (e.g. policy best practices)
 - iii. January 4 – Betsy is going to reach out to Contoral for something
 - iv. February 1
 - v. March 7
 - vi. April 4
 - vii. May 2

8. Website (Matt):

- a. No updates

9. Old Business:

- a. Location to Store Board Documentation (Ben)
 - i. No update
- b. Spring Seminar Mania Update (Hillary/Betsy)
 - i. No update, assume they won't begin planning until after the holidays

10. New Business:

- a. Ben suggests reaching out to the local library schools and let them know about us/ARMA and about the December meeting info. ARMA does have student memberships. He'll do this once we get December meeting info finalized.

11. Announcements: N/A

12. Close Meeting: 11:19

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

Minutes approved

Date

ARMA Triangle Chapter Financial Report	
BALANCE SHEET	
Tuesday, October 31, 2023	
ASSETS	
Checking/Savings	
<i>Basic BusinessChecking (FCB)</i>	\$2,346.15
<i>Business Savings (FCB)</i>	\$3,909.57
<i>Petty cash</i>	\$19.75
<u>Total Checking/Savings</u>	<u>\$6,275.47</u>
TOTAL ASSETS	\$6,275.47
LIABILITIES & EQUITY	
Equity	
<i>Opening Bal Equity</i>	\$11,567.44
<i>Unrestrict (retained earnings)</i>	-\$5,416.83
<u><i>Net Income</i></u>	<u>\$124.86</u>
TOTAL LIABILITIES & EQUITY	\$6,275.47
<i>Cash Basis As of October 31, 2023</i>	
ARMA Triangle Chapter	
PROFIT & LOSS	
October 2023	
Ordinary Income/Expense	
Income	
<i>Dividends</i>	\$0.33
<i>Seminars and Meetings</i>	\$65.00
<i>Membership Dues and Assessments</i>	\$210.00
Total Income	\$275.33
Expenses	
<i>StarChapter Pay Transaction Fee</i>	\$5.25
Total Miscellaneous	\$5.25
<i>StarChapter Payment Processing</i>	\$9.95
<i>StarChapter</i>	\$44.00
Total Expense	\$59.20
<u>Net Ordinary Income</u>	<u>\$216.13</u>
Net Income	\$216.13
<i>Cash Basis October 2023</i>	