



Board Meeting Minutes
Thursday, November 3, 2022
11:00 a.m.
Teleconference - GoToMeeting

- 1. Call to Order/Welcome: 11:04 am**
- 2. Roll Call/Establish Quorum**
 - **Attending:** Lisa Coombes, Hillary Gatlin, Theresa Wall, Emily Singletary, Chris Prince, Janet Dodson
 - **Not Attending:** Matt DeBellis
- 3. Approve October 2022 Board Meeting Minutes**
 - Motion to Approve: Lisa Coombes
 - Seconded: Theresa Wall
- 4. Financial Report (Theresa)**
 - October
 - Income: \$120.33
 - Expenses: \$644.00
 - Net: \$-523.67
 - Balance: \$5859.77
- 5. Membership Report (Chris)**
 - Current Membership at 33 members.
 - We have a new member, Derek Toro. Lisa will welcome him when he next attends a meeting.
 - ARMA will now send us the membership report, rather than us exporting the report ourselves. This change is due to the switch to the ARMA Community platforms.
- 6. Public Relations Report (Emily)**
 - Communication is good through StarChapter, much easier for people to register. Some duplicate registrations.
- 7. Programs Update (Janet)**
 - We will start charging for meetings again in January due to costs from StarChapter and maintaining our virtual meeting platform. We will send an official communication about this change before January.
 - Costs for Attendees:
 - ARMA Triangle Members: Free

- ARMA Members (not members of ARMA Triangle Chapter): \$5
- Non-Members: \$10
- Programs:
 - November: Doug Kaminski, You're So Sensitive! Why IG and Data Privacy Should be Best Friends
 - Attendees: 60. Mostly non-chapter members have registered.
 - December: Philip Droege, Unique Challenges of Managing White House Records
 - 90 minute presentation
 - January: Kristin Silvestro, The Impact of the Digital Age in the Archives
 - We will pay \$150 for this speaker. The money goes to Western Reserve Historical Society.
 - February: Gordon Brown
 - March: Open
 - April: Spring Seminar Mania (Pat Franks?)
 - Need to reach out to Pat Franks. Lisa will contact her to confirm.
 - May: Board Chapter Meeting
 - Received IGP Credit for Oct-December meetings. Janet will mention at meeting.

8. **Hospitality Update (Emily/Lisa):** N/A

9. **Website (Matt)**

- Lisa will send the video of last month's presentation to Matt to add to YouTube.

10. **Old Business:** N/A

11. **New Business:**

- Will discuss future of Triangle ARMA Chapter and value of StarChapter platform at end of the program year. Questions about chapter viability given lack of board members and chapter attendees.

12. **Announcements:** N/A

13. **Close Meeting:** 11:40 am

Minutes approved by Board on 12/1/2022. Will be signed at later date.

Minutes approved

Date

ARMA Triangle Chapter Financial Report

BALANCE SHEET

Monday, October 31, 2022

ASSETS	
Checking/Savings	
<i>Basic BusinessChecking (FCB)</i>	\$1,934.35

<i>Business Savings (FCB)</i>	\$3,905.67
<i>Petty cash</i>	\$19.75
<u>Total Checking/Savings</u>	<u>\$5,859.77</u>
TOTAL ASSETS	\$5,859.77
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>-\$1,171.84</u>
TOTAL LIABILITIES & EQUITY	\$5,859.77

Cash Basis As of October 31, 2022

ARMA Triangle Chapter

PROFIT & LOSS

October 2022

Ordinary Income/Expense

Income	
<i>Dividends</i>	\$0.33
<i>Membership Dues and Assessments</i>	\$120.00
Total Income	\$120.33
Expenses	
<i>Donations</i>	
<i>Projects (Special)</i>	\$600.00
<i>StarChapter</i>	\$44.00
<i>Domain Management</i>	
Total Expense	\$644.00
<u><i>Net Ordinary Income</i></u>	<u>-\$523.67</u>
Net Income	-\$523.67

Cash Basis October 2022