



Board Meeting Minutes
Thursday, November 7, 2024
11:00 a.m.
Teleconference - GoToMeeting

- 1. Call to Order/Welcome: 11:01**
- 2. Roll Call/Establish Quorum**
 - a. Attending: Hillary Gatlin, Kimber Brumbaugh, Matt Debellis, Robert Michaud, Teresa Wall
 - b. Not Attending: Ben Lutkoski, Betsy Ford
- 3. Approve October 2024 Board Meeting Minutes**
 - a. Motion to Approve: Theresa
 - b. Seconded: Matt
- 4. Financial Report (Theresa)**
 - a. October 2024
 - i. Income: \$80.33
 - ii. Expenses: \$80.73
 - iii. Net: -\$0.40
 - iv. Balance: \$6,446.41
 - b. StarChapter Price Increase: Price will move to \$58 per month (from \$53/month) starting in October 2025.
 - c. QuickBooks Integration: If we are already using QuickBooks Online, we can integrate our account with StarChapter. This applies only to the Essential, Growth, Advanced, Pro, Executive, and Ultimate plans. We are on the Starter Plan, so we would need to upgrade.
- 5. Membership Report (Robert)**
 - a. Current Membership at 33 members.
 - i. 3 members expiring soon, 2 others renewed recently
 - ii. Ben discovered an issue when renewing chapter membership and Big ARMA membership at the same time. It is an ongoing issue that Big ARMA is aware of. They hope to resolve it with new software. They're migrating to a new system and this might be an issue due to that. The migration is expected to take a couple months.
- 6. Public Relations Report (Hillary/Matthew)**
 - a. 31 people registered for today's event (14 Chapter Members/ 17 Guests)
 - b. Event was added to ARMA Calendar

- c. No update on the Email History Issue in StarChapter.
- 7. Programs Update (Betsy)**
- a. Programs:
 - i. November 7 – Big Bucket Retention Schedules (Betsy)
 - ii. January 9 – ?
 - iii. February 6 – ?
 - iv. March 6 – ?
 - v. April 3 – SSM
 - vi. May 8 – In person and lunch / networking – free for members. May need to adjust to not conflict with SSM
 - b. We will have a quick board meeting on December 5 to touch base and make sure everything is good to go for January meeting.
- 8. Website (Matt):** No updates
- 9. Old Business:**
- a. Logo Update:
 - i. New logos are now available for download from ARMA. Will need to add to our website and replace our logo sometime before January 2025. Hillary will forward the information to Matt to make the website update.
 - b. ARMA is moving to BillHighway. There is an info session scheduled for November 8 at Noon CT. Registration link here:
https://billhighway.zoom.us/webinar/register/WN_Qwu6YffjS3y8TGswYeRb_Q#/registration
 - 1. I (Hillary) will be attending, as will others in the chapter (Ben & Kimber).
 - 2. ARMA is apparently “Committed to a smooth and successful rollout of BillHighway across all chapters in 2025.”
 - 3. Questions:
 - a. Cost of BillHighway vs StarChapter?
 - b. Storage of Files?
 - c. Will separate financial software be needed with BillHighway?
 - d. Timeframe for Migration?
 - c. Records Retention and Storage
 - i. Waiting until we hear more about BillHighway. May not need to set up a new website for storage if storage is included with BillHighway.
 - ii. Discuss and approve retention draft at December meeting.
- 10. New Business:**
- a. Former ARMA Triangle Board Member David O. Stephens passed away at the end of August. I will mention this before the November presentation.
- 11. Announcements: NA**
- 12. Close Meeting: 11:27**

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

Minutes approved

Date

ARMA Triangle Chapter Financial Report	
BALANCE SHEET	
Thursday, October 31, 2024	
ASSETS	
Checking/Savings	
<i>Basic BusinessChecking (FCB)</i>	\$2,513.17
<i>Business Savings (FCB)</i>	\$3,913.49
<i>Petty cash</i>	\$19.75
<u>Total Checking/Savings</u>	<u>\$6,446.41</u>
TOTAL ASSETS	\$6,446.41
LIABILITIES & EQUITY	
Equity	
<i>Opening Bal Equity</i>	\$11,567.44
<i>Unrestrict (retained earnings)</i>	-\$5,021.42
<i>Net Income</i>	-\$99.61
TOTAL LIABILITIES & EQUITY	\$6,446.41
<i>Cash Basis As of October 31, 2024</i>	
ARMA Triangle Chapter	
PROFIT & LOSS	
October 2024	
Ordinary Income/Expense	
Income	
<i>Dividends</i>	\$0.33
<i>Seminars and Meetings</i>	\$80.00
Total Income	\$80.33
Expenses	
<i>Fullsteam Transaction Fee</i>	\$7.78
<i>StarChapter Payment Processing</i>	\$19.95
<i>StarChapter Platform</i>	\$53.00
Total Expense	\$80.73
<u>Net Ordinary Income</u>	<u>-\$0.40</u>
Net Income	-\$0.40
<i>Cash Basis October 2024</i>	