



**Board Meeting Minutes**  
**Thursday, December 1, 2022**  
**11:00 a.m.**  
**Teleconference - GoToMeeting**

1. **Call to Order/Welcome:** 11:02 am
2. **Roll Call/Establish Quorum**
  - **Attending:** Lisa Coombes, Hillary Gatlin, Emily Singletary, Theresa Wall, Matt DeBellis, Janet Dodson
  - **Not Attending:** Chris Prince
3. **Approve November 2022 Board Meeting Minutes**
  - Motion to Approve: Theresa Wall
  - Seconded: Lisa Coombes
4. **Financial Report (Theresa)**
  - October
    - Income: \$90.32
    - Expenses: \$44.00
    - Net: \$46.32
    - Balance: \$5906.09
5. **Membership Report (Chris)**
  - Current Membership at 32 members.
  - 2 members expire in January.
6. **Public Relations Report (Emily)**
  - Lisa will send out email to communicate new fees for attendance before January.
7. **Programs Update (Janet)**
  - Programs:
    - December: Philip Droege, Unique Challenges of Managing White House Records
      - 90 minute presentation (will not be recorded)
      - 49 participants (6 Triangle members)
    - 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, Data Mapping
    - March: Open

- April: Pat Franks, Spring Seminar Mania
    - Lisa will email Rick to let him know about our event. We will be firm on the date; if that doesn't work for them, we will not participate in Spring Seminar Mania.
  - May: Board Chapter Meeting—Use this meeting to make decisions regarding the future of the chapter.
  - Received IGP Credit for Oct-December meetings. Janet will mention at meeting.
8. **Hospitality Update (Emily/Lisa):** N/A
9. **Website (Matt)**
- Matt will set up fees for meetings in StarChapter. Fees will be based on honor system.
  - Lisa will send past presentations to Matt/Emily for addition to YouTube.
10. **Old Business:** N/A
11. **New Business:** N/A
12. **Announcements:** N/A
13. **Close Meeting:** 11:35 am

*Minutes approved by Board on 1/5/2022. Will be signed at later date.*

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Minutes approved \_\_\_\_\_ Date \_\_\_\_\_

**ARMA Triangle Chapter Financial Report**

**BALANCE SHEET**

**Wednesday, November 30, 2022**

<b>ASSETS</b>	
Checking/Savings	
<i>Basic BusinessChecking (FCB)</i>	\$1,980.35
<i>Business Savings (FCB)</i>	\$3,905.99
<i>Petty cash</i>	\$19.75
<u>Total Checking/Savings</u>	<u>\$5,906.09</u>
<b>TOTAL ASSETS</b>	<b>\$5,906.09</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Equity</b>	
<i>Opening Bal Equity</i>	\$11,567.44
<i>Unrestrict (retained earnings)</i>	-\$4,535.83

<i>Net Income</i>	<u>-\$1,125.52</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>\$5,906.09</b>

*Cash Basis As of November 30, 2022*

**ARMA Triangle Chapter**

**PROFIT & LOSS**

**November 2022**

**Ordinary Income/Expense**

<b>Income</b>	
<i>Dividends</i>	\$0.32
<i>Membership Dues and Assessments</i>	\$90.00
<b>Total Income</b>	<b>\$90.32</b>
<b>Expenses</b>	
<i>StarChapter</i>	\$44.00
<b>Total Expense</b>	<b>\$44.00</b>
<u>Net Ordinary Income</u>	<u>\$46.32</u>
<b>Net Income</b>	<b>\$46.32</b>

*Cash Basis November 2022*