



Board Meeting Minutes
Thursday, December 5, 2024
11:00 a.m.
Teleconference - GoToMeeting

1. **Call to Order/Welcome: 11:01**
2. **Roll Call/Establish Quorum**
 - a. Attending: Ben Lutkoski, Betsy Ford, Hillary Gatlin, Kimber Brumbaugh, Matt Debellis, Robert Michaud
 - b. Not Attending: Teresa Wall
3. **Approve November 2024 Board Meeting Minutes**
 - a. Motion to Approve: Betsy
 - b. Seconded: Ben
4. **Financial Report (Theresa)**
 - a. November 2024
 - i. Income: \$45.32
 - ii. Expenses: \$77.60
 - iii. Net: -\$32.28
 - iv. Balance: \$6,414.13
5. **Membership Report (Robert)**
 - a. Current Membership at 30 members.
 - i. 2 members expiring soon
6. **Public Relations Report (Hillary/Matthew)**
 - a. Hillary would like to have info for January program finalized and up on website by end of the day, **Tuesday, December 17**.
 - i. That will give us time to prep advertising emails and schedule them to go out over the holidays.
7. **Programs Update (Betsy)**
 - a. Programs:
 - i. January 9 – ?
 - ii. February 6 – ?
 - iii. March 6 – ?
 - iv. April 3 – SSM
 - v. May 8 – In person and lunch / networking – free for members. May need to adjust to not conflict with SSM
 - vi. Betsy working with two people to arrange dates, possibly Jan 9, but working with them on it – John Collins (Microsoft 365 Copilot), Patrick Barnum

(Kirkland & Ellis - IG skills needed) - proposed April SSM meeting on 3rd or 10th.

8. Website (Matt):

- a. Updated logo: very difficult as logo files were not shared with us in usable formats. However, new logo is up on website. Thanks Matt!

9. Old Business:

- a. ARMA is moving to BillHighway, which is primarily a financial system/online bank. Also has an event management/registration component.
 - i. If you could not attend the session, here is the link to the notes/recording: <https://community.arma.org/chaptercentral/billhighway>
 - 1. **I strongly urge all board members to review the recording if you have not done so.**
 - ii. Key points:
 - 1. Migration is happening in February 2025. We may need to reconsider having a February or March event, if the migration is problematic.
 - 2. Escrow payments will be sent directly to our BillHighway account once migration is complete.
 - 3. Access to BillHighway will be dependent on role in chapter. Every board member will have access, but only certain board members will have full access.
 - 4. The only cost for using BillHighway is a processing fee for any incoming non-escrow payments. Fee varies depending on the kind of payment. There is NO monthly or annual fee.
 - iii. Next Steps:
 - 1. Updated list of board members and roles with BigARMA.
 - 2. Heather will be reaching out at some point with more info.
 - 3. Can we get a demo of the Memberplanet/event management add ons? <https://www.billhighway.co/pf/memberplanet/> - Hillary will look into this.
- b. Records Retention and Storage— Postponed storage questions until after BillHighway migration. Hillary will send out the revised Retention Schedule for the Board to review and vote to approve.
 - i. Approved via email Dec 11.

10. New Business: NA

11. Announcements: NA

12. Close Meeting: 11:36

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

Minutes approved

Date

ARMA Triangle Chapter Financial Report	
BALANCE SHEET	
Thursday, November 30, 2024	
ASSETS	
Checking/Savings	
<i>Basic BusinessChecking (FCB)</i>	\$2,480.57
<i>Business Savings (FCB)</i>	\$3,913.81
<i>Petty cash</i>	\$19.75
<u>Total Checking/Savings</u>	<u>\$6,414.13</u>
TOTAL ASSETS	\$6,414.13
LIABILITIES & EQUITY	
Equity	
<i>Opening Bal Equity</i>	\$11,567.44
<i>Unrestrict (retained earnings)</i>	-\$5,021.42
<i>Net Income</i>	<u>-\$131.89</u>
TOTAL LIABILITIES & EQUITY	\$6,414.13
<i>Cash Basis As of November 30, 2024</i>	
ARMA Triangle Chapter	
PROFIT & LOSS	
November 2024	
Ordinary Income/Expense	
Income	
<i>Dividends</i>	\$0.32
<i>Seminars and Meetings</i>	\$45.00
Total Income	\$45.32
Expenses	
<i>Fullsteam Transaction Fee</i>	\$4.65
<i>StarChapter Payment Processing</i>	\$19.95
<i>StarChapter Platform</i>	\$53.00
Total Expense	\$77.60
<u>Net Ordinary Income</u>	<u>-\$32.28</u>
Net Income	-\$32.28
<i>Cash Basis November 2024</i>	