



Board Meeting Minutes
Thursday, December 7, 2023
11:00 a.m.
Teleconference - GoToMeeting

- 1. Call to Order/Welcome: 11:01**
- 2. Roll Call/Establish Quorum**
 - a. Attending: Ben Lutkoski, Hillary Gatlin, Kimber Brumbaugh, Lisa Coombes, Robert Michaud, Theresa Wall
 - b. Not Attending: Betsy Ford, Matt Debellis
- 3. Approve November 2023 Board Meeting Minutes**
 - a. Motion to Approve: Ben Lutkoski
 - b. Seconded: Robert Michaud
- 4. Financial Report (Theresa)**
 - a. November 2023
 - i. Income: \$125.33
 - ii. Expenses: \$57.10
 - iii. Net: \$68.23
 - iv. Balance: \$6,344.00
 - b. StarChapter price increase - rate increasing from \$44 to \$53 per month, not sure when it's going into effect as we expected it for Nov but it didn't show on the latest bill. StarPay pricing to increase as of Jan 1, 2024.
 - i. This was our second year using it, possibly evaluate over the summer to see if there's a better option that would give us the communication benefits as well as the storage we need.
- 5. Membership Report (Robert)**
 - a. Current Membership at 31 members.
 - i. We had one expired member renew within the past couple days so will show on the next report.
 1. Robert will send name to Hillary so she can add them to the membership listing.
 - b. Updates on Membership in StarChapter. (Hillary)
 - i. Hillary moved 9 former members to non-members.
 - ii. Currently have 228 non-members.
- 6. Public Relations Report (Hillary/Matthew)**

- a. 15 people registered for today's event (12 Chapter Members/3 Non-Members)
 - i. Since lower registration than normal, please be prepared to engage with the speaker
 - ii. Session will not be recorded
 - b. This month's event was added to the Big ARMA Calendar. Thank you, Betsy!
- 7. Programs Update (Betsy)**
- a. Programs:
 - i. December 7—Third Party Risk: An Information Governance Approach, Sofia Empel
 - ii. January 11—How to Delete a Lot of Email and Files Quickly and Defensible, Mark Diamond
 - 1. Needs to be added to Big ARMA Calendar – Hillary to add
 - 2. Share out with local students
 - iii. February 1
 - iv. March 7
 - v. April 4
 - vi. May 2
- 8. Website (Matt):** No update
- 9. Old Business:**
- a. Location to Store Board Documentation (Ben)
 - i. Two options so far
 - 1. Website connected to the ARMA website (chapter central)
 - 2. Community group in myARMA
 - b. Spring Seminar Mania Update in January (Hillary/Betsy) – no update
 - c. Advertising to Library Schools Update (Ben)
 - i. Ben has reached out to UNC and Central. This is exam season so might be too busy to prioritize right now.
 - ii. We could reach out further as we're the only ARMA chapter in NC, possibly SC too, and our sessions are mainly virtual.
- 10. New Business: NA**
- 11. Announcements: NA**
- 12. Close Meeting: 11:21**

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, 2023	
ASSETS	
Checking/Savings	
<i>Basic BusinessChecking (FCB)</i>	\$2,414.35
<i>Business Savings (FCB)</i>	\$3,909.90
<i>Petty cash</i>	\$19.75
Total Checking/Savings	\$6,344.00
TOTAL ASSETS	\$6,344.00
LIABILITIES & EQUITY	
Equity	
<i>Opening Bal Equity</i>	\$11,567.44
<i>Unrestrict (retained earnings)</i>	-\$5,416.83
<i>Net Income</i>	\$193.39
TOTAL LIABILITIES & EQUITY	\$6,344.00
<i>Cash Basis As of November 30, 2023</i>	
ARMA Triangle Chapter	
PROFIT & LOSS	
November 2023	
Ordinary Income/Expense	
Income	
<i>Dividends</i>	\$0.33
<i>Seminars and Meetings</i>	\$35.00
<i>Membership Dues and Assessments</i>	\$90.00
Total Income	\$125.33
Expenses	
<i>StarChapter Pay Transaction Fee</i>	\$13.10
Total Miscellaneous	\$13.10
<i>StarChapter</i>	\$44.00
Total Expense	\$57.10
Net Ordinary Income	\$68.23
Net Income	\$68.23
<i>Cash Basis November 2023</i>	