**Northern Virginia AGA (NOVAGA) Chapter Board Meeting**

**Minutes**

**April 30, 2021 – 12:00PM**

**Dial-in: 1-877-216-1555 Code: 538654**

1. **Introductions**

Mr. Marc Hebert called the meeting to order at 12:01pm and began the meeting with roll call. Please see Appendix A for status of board members’ attendance.

1. **Review and Approval of Past Board Meeting Minutes (provided with agenda)**

Ms. Katie Labadie motioned to accept the minutes of the February 8, 2021 board meeting that was seconded by Mr. Reza Mahbod. The minutes were approved unanimously

1. **Board Matters**
   1. Committee Updates

Mr. Hebert then asked for updates from the chapter committees, which are detailed below. Updates were not available for the **Chapter Recognition Committee, Education Committee, Membership Committee,** **Early Careers Committee, and the Accountability / Outreach Committee**.

*Community Services Committee*

Ms. April Leonard stated that the chapter would support Habitat for Humanity at the next virtual chapter meeting. While COVID does not allow for it now, the Committee is hoping to do participate in an in-person Habitat Build Day when it is safe. Mr. Hebert asked if the chapter received participation during the meetings and is interested in getting more involved if possible. Ms. Leonard responded that a small presentation about Habitat for Humanity can be included and made before the chapter meeting begins; in addition, the chapter can keep records about who participates and / or donates. Mr. Hebert will coordinate with Ms. Leonard and Ms. Labadie to publicize and track chapter donations.

*Corporate Sponsorship*

Ms. Neda Haghighat stated that there were no changes in sponsors and that the Committee will work on sponsorships for the next chapter year. Ms. Sonia Kessler asked if received payments from Cotton & Company. Ms. Haghighat will review records and ask for assistance if payment has not been received.

*Programs*

Mr. Matt Menchi stated that there were no major updates and that he is available to assist with the annual gala. Mf. Menchi also inquired if in-person events were allowed as more people were getting vaccinated. Mr. Hebert will provide additional information as it becomes available.

*Correspondence*

Mr. Zak Kennedy stated that he had no updates.

* 1. CGFM Study Group

Mr. Kevin Shers stated that the recent study group went well: exam 2, part 1 information was covered. The Committee is looking to schedule another study group session to review part 2, with a potential date of June 3rd. If anyone is interested in assisting and/or teaching please get in touch with Mr. Shers. In response to a question about whether the chapter has been charging for the study group, Mr. Love stated that while the sessions have been free, the chapter is able to charge a nominal fee that is based on the event (e.g., being free to those attending chapter meetings). Ms. Labadie added that the chapter has switched over to Constellation for the ability to take credit card payments. Mr. Shers added that a $5 can be imposed for attending a study group and can act as an incentive to attend. Mr. Hebert agreed that $5 is reasonable.

* 1. Ethics Workshop for Virginia CPAs

Mr. Hebert stated that the chapter is partnering with the VSCPA to offer the annual required ethics course. Mr. Reza Mahbod will be an instructor. The charge for the course is $50 and the course will be this summer. Mr. Mahbod stated that a previous event charged a price of $125 for the two-day event, which included an ethics section. The Chapter may want to consider lowering the cost. In response to Mr. Hebert asking if the cost can be halved, Mr. Mahbod stated that $10 or $15 would be preferable. Mr. Hebert and Ms. Kessler both stated they were OK with charging $10; Mr. Mahbod seconded the charge with no other objections from those in attendance. Mr. Jake MacDonald stated the chapter should market the course; Mr. Mahbod agreed to moving forward and highlighting the course in publications with no objections from those in attendance.

* 1. Annual Gala

Mr. Hebert stated that Mr. Jeff Steinhoff will present three awards at our virtual event; he asked for insight into locating a key note speaker. Mr. Shers stated that he will reach out to his Army Office of Inspector General (OIG) contacts for speaker. The chapter will hold a raffle. Mr. Shers asked about a date; Mr. Hebert and Ms. Labadie stated that June was open as the DC chapter was holding their event in May during their regular meeting timeframe. Mr. Hebert said the chapter is looking to hold the event on a weeknight, with Mr. Shers suggesting holding an after-work event. Mr. Hebert asked Ms. Labadie to poll the committee chairs to find out thoughts. Those on the call agreed to keep the event virtual.

1. **Upcoming Chapter Events** 
   1. Spring Workshop – May 4, 2021 8:30-12:30 pm

The Spring Workshop will be held May 4, 2021. Mr. Kevin Love has been facilitating. The event currently has four speakers for four hours. Emails have been sent to advertise participation from chapter members. The agenda is not yet on the website because some speaker information is missing; it will be added as soon as that information is received. Ms. Labadie confirmed that there are currently 83 confirmed attendees so far.

* 1. May Chapter Meeting – May 13, 2021 noon

The next chapter meeting is set for May 13, 2021. Mr. Hebert will lead with a quick introduction, then hand off to Mr. Steinhoff to lead discussion. The event has already been advertised for registration, with 29 confirmed registered as of this meeting. Habitat for Humanity information will be added to meeting details.

1. **Open Forum** 
   1. Other topics and concerns for discussion

Ms. Kessler stated that newsletter requests were sent out; all information is needed by 10AM, May 1st to allow time to compile, review, and publish timely.

There being no new business discussed, Mr. Justin Lang motioned and Mr. Menchi seconded a motion to adjourn the meeting. There being no objections, the meeting adjourned at 12:27pm.

**Appendix A: Board Members in Attendance**

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| Name | Board Position | In Attendance |
| Marc Hebert | President | YES |
| Justin Lang | President Elect | YES |
| Mike Fredrickson | Immediate Past President | NO |
| Christine Turner | Regional Vice President | NO |
| Sonia Kessler | Secretary/Historian | YES |
| Mike Fredrickson | Treasurer | NO |
| Tariq Mojadidi | Assistant Treasurer | NO |
| Brian Grega | Accountability/Outreach Chair | N/A |
| VACANT | Accountability/Outreach | VACANT |
| Raymond Urias | Awards Chair | NO |
| Kevin Shers | CGFM (Certification) Chair | YES |
| VACANT | CGFM (Certification) | VACANT |
| VACANT | CGFM (Certification) | VACANT |
| VACANT | Chapter Recognition Chair | VACANT |
| Robin McCoy | Chapter Recognition | NO |
| Fatima Zoury | Community Services Co-Chair | NO |
| April Leonard | Community Services Co-Chair | YES |
| Neda Haghighat | Corporate Sponsorship Chair | YES |
| Samrawit Yohannes | Corporate Sponsorship | YES |
| James Gould | Education Committee Chair | NO |
| Kevin Love | Education | NO |
| Matt Menchi | Programs Chair | YES |
| VACANT | Programs | VACANT |
| Jacob MacDonald | Membership Chair | YES |
| Christopher Choi | Membership | NO |
| Xiaolei Wang | Membership | NO |
| April Leonard | Membership | N/A |
| Irfan Satriadhi | Membership | NO |
| Jacob MacDonald | Early Careers Chair | N/A |
| Kris Samiley Gonzales | Early Careers | YES |
| Xiaolei Wang | Early Careers | N/A |
| Naomi Martinez | Newsletter Editor | YES |
| Sonia Kessler | Supporting Newsletter Editor | N/A |
| Zak Kennedy | Correspondence Chair | YES |
| Katie Labadie | Special Events Chair | N/A |
| Katrina Samiley | Special Events | YES |
| Zak Kennedy | Webmaster | N/A |
| Neda Haghighat | Supporting Webmaster | N/A |
| Reza Mahbod | To Be Determined | YES |