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

**Agenda**

**April 20, 2022**

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

1. **Introductions**

Mr. Justin Lang called the meeting to order at 12:03pm 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)**

Mr. Lang asked for a motion to accept the minutes of the January 24, 2022 board meeting. Ms. Katie Labadie motioned with a second from Mr. Joseph Hungate. There being no objection, the minutes were approved unanimously.

1. **Board Matters**
   1. Treasurer

Mr. Lang provided an update to the Board that Mr. Reza Mahbod will be taking over as Treasurer; Ms. Kiera Murphy will support him as Assistant Treasurer. Mr. Mahbod provided the following updates:

* The 2019 financials are posted on the chapter’s website
* The auditor is scheduled in early may to file the delinquent tax returns
* Sponsorship fees were reduced during COVID, but now that the Chapter is moving towards in-person and hybrid events, consideration should be given as to raising those rates back to pre-pandemic levels for the upcoming year.
* Increased rates will allow the Chapter to bring in additional funding so the chapter can return to planning in-person/hybrid monthly events and membership social events
  1. Education

Mr. Kevin Love, Education Committee chair, provided an update about current committee activities.

* The Spring Workshop is scheduled for May 13th and will be a virtual event from 9am to 1pm. Speakers from FASAB and Treasury are confirmed. Ms. Labadie mentioned that the AGA National Summit is currently scheduled for May 3rd, so sticking with a half-day instead of a full day of speakers will work well. Mr. Love stated that he was not actively seeking additional speakers at this time. Ms. Labadie stated that the announcement could be sent out this Friday (April 22nd) and will coordinate with Mr. Love.
  1. Membership

Mr. Jacob MacDonald, Membership Committee chair, provided an update about current committee activities.

* Pictures from the recent happy hour and Liberty ski event are posted on the Chapter’s website
* Happy hour was originally budgeted for $700 was overbudget with actual costs at $1,000; there was a great turnout with a past AGA National President in attendance
* The Committee will be planning another happy hour event soon
* A happy hour for Young Professionals is also in the planning stages; it is currently scheduled for May 12th and additional information will be provided as details are finalized
* National contacted the chapter about the upcoming National PDT scholarship programs. The scholarship deadline is May 16th. Additional details will be sent to chapter membership.
  1. Special Events

Mr. Hungate and Ms. Labadie provided an update to the Board about the upcoming Gala and other chapter events.

* Mr. Hungate reserved the Washington Golf & Country Club on June 2nd from 6pm to 11pm for the event. Ms. Labadie is looking for entertainment options. Entertainment options from the past include poker tables, a magician, a band, etc.; please see her for any suggestions or ideas.
* Ms. Labadie stated that Mr. Raymond Urias-Rivera was good to send out a call for awards (the Chapter currently awards three each year). Because the Chapter did not hold its gala during COVID, there are some applications received from last year that it will include in this year’s applications.
* Mr. Hungate stated that he is looking for speakers for the May 2022 meeting. Because of the Spring Workshop (May 13th), the next chapter meeting may be held in late May or early June.
  1. Newsletter Content

Ms. Sonia Kessler provided an update on the next issue of the Chapter newsletter. She stated that a request would be going on in the next few days requesting newsletter content; in order to complete the newsletter timely, she asked for information to be provided as soon as possible.

* 1. Sponsorship

In Ms. Neda Haghighat’s absence, Ms. Labadie provided an update on the activities of the Corporate Sponsorship committee.

* The Committee is doing a new sponsorship reach out to get new sponsors
* The Committee is looking at the current benefits for sponsorship levels to ensure the benefits are commensurate with the level of sponsorship
* Invoices are set to be sent out for the next program year
* The Committee is looking for a Chair and Co-chair for the Committee for the next program year

Mr. Hungate suggested that the Chapter consider sponsorship of the Gala or other key events as a new manner to source sponsors.

1. **Upcoming Chapter Events**

Mr. Lang stated that there were no other updates regarding the Spring Workshop, the upcoming chapter meeting, or the June Gala.

1. **Open Forum**

The following new topics were discussed.

* 1. National Chapter of Councils (NCC) Representative meeting

Mr. Hungate requested assistance in developing goals for the chapter which were discussed at a recent NCC meeting. Each chapter was requested to come up with at least three goals, of which he had come up with two.

* Diving membership to add new members and retain existing members
* Increasing the chapter meetings to return to monthly meetings

Mr. Mahbod suggested strengthening the Chapter’s sponsorship program and also obtaining a great chair of the committee. The Chapter used to have a lot of sponsors (e.g., Kearney, KPMG, RMA, Cotton, etc., before adding Becker in recent years), but that the number of sponsors has since dwindled.

* 1. Mr. Mahbod requested that the Chapter switch to Teams for future board meetings; Ms. Labadie said that she would switch the invite over for the next meeting.

There being no new business discussed, Mr. Lang adjourned the meeting at 12:32pm.

**Appendix A: Board Members in Attendance**

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| Name | Board Position | In Attendance |
| Justin Lang | President | YES |
| Joseph Hungate | President Elect | YES |
| Marc Hebert | Immediate Past President | NO |
| Joseph Hungate | NCC Representative | N/A |
| Sonia Kessler | Secretary/Historian | YES |
| Reza Mahbod | Treasurer | YES |
| Kiera Murphy | Assistant Treasurer | YES |
| Zak Kennedy | Correspondence Chair | YES |
| Brian Grega | Accountability/Outreach Chair | NO |
| VACANT | Accountability/Outreach | VACANT |
| Raymond Urias-Rivera | Awards Chair | NO |
| Kevin Shers | CGFM (Certification) Chair | YES |
| VACANT | CGFM (Certification) | VACANT |
| VACANT | Chapter Recognition Chair | VACANT |
| VACANT | Chapter Recognition | VACANT |
| VACANT | Community Services Co-Chair | VACANT |
| VACANT | Community Services | VACANT |
| Neda Haghighat | Corporate Sponsorship Chair | NO |
| VACANT | Corporate Sponsorship | VACANT |
| Kevin Love | Education Committee Chair | YES |
| James Gould | Education | NO |
| VACANT | Programs Chair | VACANT |
| VACANT | Programs | VACANT |
| Jacob MacDonald | Membership Chair | YES |
| Christopher Choi | Membership | YES |
| Ifran Satriadhi | Membership | YES |
| Xiaolei Wang | Membership | NO |
| Richard Frank | Membership | YES |
| Jacob MacDonald | Early Careers Chair | N/A |
| Xiaolei Wang | Early Careers | N/A |
| Sonia Kessler | Newsletter Editor | N/A |
| Naomi Martinez | Newsletter Editor | NO |
| Katie Labadie | Special Events Chair | YES |
| Katrina Samiley | Special Events | YES |
| Zak Kennedy | Webmaster | N/A |
| Neda Haghighat | Supporting Webmaster | N/A |