1. **Introductions**

Mr. Joseph Hungate was absent and asked Mr. Chris Horton to run the Board Meeting. Mr. Horton called the meeting to order to order at 12:07pm and began the meeting with roll call.

A quorum was not present; as a result, no formal chapter business decisions or voting was made. These minutes are for informational purposes only.

Please see Appendix A for status of board members’ attendance.

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

Mr. Horton stated that the minutes from the February 8, 2023, board meeting were attached to the meeting invite; however, the minutes could not be reviewed or approved due to the lack of a quorum. These minutes will be reviewed and approved during the next Board meeting.

1. **Board Matters**
   1. **Updates from Committee Chairs**
      1. Treasurer

Mr. Reza Mahbod, Treasurer, provided an update about the Chapter’s financial activities.

* Mr. Mahbod shared the financial reports on screen for those in attendance, noting the following:
  + In 2017 assets were $88K; in 2018 there was a slight reduction. Revenues were $30K with membership dues and registration fees reported as $10K.
  + In 2019, assets increased from about $70K to $90K with a reasonable amount of revenue and decrease in expenses.
  + In 2020, COVID occurred, and the Balance Sheet showed only $10K in assets; membership dues made up the revenue as there were no registration fees. Sponsorship revenue was also down. Expense reported were $28K and mostly attributed to the Becker program.
  + In 2021, assets increased, membership dues were consistent, and the Becker program was the chapter’s only expense.
  + In 2022, assets decreased to $64K with little to no corporate sponsorship revenues. Membership accounts for $9K of the revenue reported. The chapter held some events, but the largest expense was the Becker program in the amount of $22K.
* This year, the Chapter has held additional events, and now has $9K in checking and $50K in savings. Sponsorship revenue is $13K so far (Kearney - $4K, Cotton - $1K, RMA - $8K), and membership revenue is $24K.
* The chapter saved some monies by not holding the ski trip this year. For additional cost savings, Mr. Mahbod is proposing the following:
  + Hold the annual gala as a lunch event and not a dinner event, saving roughly $8K ($12K dinner event to $4K lunch event).
  + Eliminate the Becker program to save $20K in expenses.
  + Continue to focus on obtaining additional sponsors.
  + Charge additional fees for specific events.
* Mr. Jacob MacDonald stated that membership dues should increase as several members renewed in the recent renewal push from AGA National. He can send an email to the membership that has not yet renewed to push for additional renewals.
  + Mr. Horton asked if the Chapter had a template to show the value of AGA / NOVAGA; Mr. MacDonald responded that he was working on updating that template now and can include upcoming chapter events in the communication.
  + Mr. Horton asked if everyone was aware of how the Becker program worked. Mr. Horton further stated that the chapter was being billed on an “as used” basis; and that the cost is still a large portion of the Chapter’s net loss.
    - Ms. Sonia Kessler stated that she did but did not participate as Becker was offered through employment. Mr. Horton stated that only a few dozen members participated in the program, and that Becker received sponsorship benefits through an in-kind exchange for training at a lower cost. NOVAGA then further subsidizes approximately 2/3 of the remaining cost of the program.
    - Mr. MacDonald did state that one member responded to the annual survey that the Becker membership was the primary reason for joining NOVAGA. He was amenable to removing the program to save the budget and noted that the Chapter could revisit the program in the future when more solvent.
  + Mr. Horton asked if the benefits of the Becker program were announced to the membership. Mr. MacDonald stated that it is announced in the initial email to new members; in addition, Ms. Kessler stated that it has been in the newsletter for the past several years, but without the pricing. Mr. Horton further stated that the messaging about the program can still be included in the newsletter in accordance with the sponsorship agreement; however, the chapter may need to step back in advertising the program outright to save costs, pending a vote by the Board.
    1. Membership

Mr. Jacob MacDonald, Membership Committee chair, provided an update on the Committee’s activities.

* The Committee will send a reminder to members that have not yet renewed to maximize the use of those fees for upcoming programs.
* Mr. MacDonald stated that the Committee had to cancel the early Careers event on April 5th due to conflicts with exam schedules and other scheduling conflicts. The Early Careers subcommittee will maintain these relationships and will plan a future event.
  + 1. Education / CGFM

Mr. Kevin Love, Education Committee chair, provided an update on the Education Committee activities. Mr. Kevin Shers, CGFM Chair, was absent.

* Mr. Love stated that the Annual Spring Workshop is currently scheduled for April 27th in KPMG’s office as a hybrid event for the entire day. Registration information was sent out, and speakers are scheduled from 9am to 5pm with lunch and breakfast provided to in-person attendees.
  + The space currently holds 90 people. Pricing was increased slightly with a 10% early bird discount provided for registrations through the end of this week.
  + Ms. Kessler stated that the early bird pricing charged was actually 5% and not 10% (she paid $95 instead of $90); the information in the email sent clearly stated 10% discount. Mr. Horton stated that he would look into the charged amount.
  + All attendees have the opportunity to earn 7 CPE credits; Mr. Horton will be teaching the last session.
* Mr. Horton stated that webinars are great opportunities for the chapter to provide training for sponsors. Early stages for planning next year’s program should start now.
  + 1. Awards

Mr. Raymond Urias-Rivera, Awards Chair, was absent.

* + 1. Special Events

Ms. Labadie, Special Events Chair, provided an update on the Committee’s activities.

* The next chapter event scheduled is the Spring Workshop. Ms. Labadie will check with Mr. Hungate for any future events for this program year.
* Gala planning has commenced and is in the information gathering phase. Ms. Labadie has stated that changing the event from a formal dinner to a luncheon will save the chapter almost $15K in expenses. This is pending Board approval at the next meeting.
  + 1. Newsletter Content

Ms. Kessler, Newsletter Editor, stated that the next issue will be published this summer.

* + 1. Website

Mr. Kennedy, Webmaster, was absent.

* + 1. Sponsorship

Mr. Horton, Corporate Sponsor Chair, provided an update on Committee activities at the next board meeting.

* The Chapter has three cash sponsors (RMA, Cotton, and Kearney) and one in-kind sponsor (Becker).
* The committee is gather information for a plan to put the Chapter in a better position to gain additional sponsors.

1. **Upcoming Chapter Events** 
   1. There were no other chapter or membership events discussed other than those discussed above.
2. **Open Forum** 
   1. **Other Topics and Concerns for Discussion**

* Mr. Horton stated that the Board may need to meet later to establish a quorum and vote on specific items noted above.

There being no other business to discuss, Mr. Horton adjourned the meeting at 12:32pm.

**Appendix A: Board Members in Attendance**

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