**Northern Virginia AGA (NOVAGA)**

**Chapter Board Meeting Minutes**

**April 17, 2024**

**Via Teams (Meeting ID 283 893 747 75, Call-in No. / ID 1 331-305-3582, 316 750 350)**

1. **Introductions**

Mr. Chris Horton called the meeting to order at 12:05pm and began the meeting with roll call.

Please see Appendix A for status of board, committee, and other members in attendance.

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

Mr. Horton asked for a motion to accept the minutes of the March 2024 board meeting. Mr. Jacob MacDonald motioned for the minutes to be accepted; Mr. Brian Grega seconded the motion. There being no objection, the minutes were approved unanimously.

1. **Board Reports**
	1. **President’s Report**

Mr. Horton provided an update on recent activities.

* Attended the Lead! conference event last week
	+ The event was a great opportunity to meet AGA staff and more than 100 chapter representatives and leaders across the country.
	+ Topics discussed at Lead! included CGFM information and program clarity, meetings and marketing materials, and key membership and Treasurer details.
	+ Our own Mr. MacDonald was a presenter in the membership information discussions (kudos!).
	+ Recommend for anyone to attend next year.
* Program year ends in about 2 and a half months (end of June); goals to end this year include:
	+ Having a leadership roster in place for the 2024-2025 program year.
	+ Consider candidate(s) for the President-Elect position.
	+ Consider if the Secretary and Treasurer positions need to be filled with new persons.
	+ Current President will move to the NCC Representative role.
	1. **Treasurer’s Report**

Ms. Kiera Murphy, Treasurer, was absent; Mr. Horton provided the Treasurer’s report about the Chapter’s financial activities.

* Checking account balance is $23,684; savings account balance is $46,818. Balances were impacted from the Education event (spring workshop).
* Ms. Murphy worked on the PowerBi dashboard of chapter activities since 2018; great tool for the chapter to see how it is spending its monies over the past several program years.
	1. **NCC Representative Report**

Mr. Joseph Hungate, NCC Representative, was absent; Mr. Horton provided an update on recent activities.

* No new information from the last NCC meeting.
* Mr. Horton provided an update on the Lead! conference in the President’s report above.
1. **Committee Chairs**
	1. **Membership**

Ms. Xiaolei Wang, Committee chair, was absent; Mr. MacDonald provided an update on the Committee’s activities.

* Certified Fraud Examiners (CFE) contacted the chapter to hold a training event in KPMG office; unfortunately, because the communication came late, there was no time to participate.
* Mr. Richard Frank is the reaching out to new members each month via the welcome letter.
	1. **Early Careers**

Mr. Choi, Committee Chair, was absent; Mr. MacDonald provided an update on the Committee’s activities.

* The upcoming Early Careers Happy Hour is set for April 25 at Whino in Ballston. The event has access via parking and the metro.
* Kudos to the Committee for submitting the proposal for this event.
* The event is targeted to young professionals, but reach to Mr. Choi and Mr. MacDonald to attend as it would be good to have the board and other chapter members in attendance for networking and chapter introductions.
	1. **Education**

Mr. Kevin Love, Committee Chair, provided an update on the Committee’s activities.

* The Spring Workshop was held May 16 with 63 attendees (40 persons attended virtually), including 12 federal attendees from the Internal Revenue Service (IRS).
	+ Speakers were great and spoke on a wide array of topics including two AI perspectives, GAO and other updates.
	+ Anticipating $6,000 to $7,000 in revenue because costs were increased to attend and still earn 7 CPE credits. This year, registration started earlier and included an early bird rate with 24 members taking advantage of that discount.
* Mr. Horton asked what the chapter normally does for speakers to thank them for their time; Mr. Love stated that thank you notes are usually sent.
* Mr. Love is working on the CPE certificates and will send them upon completion; Mr. Horton offered to provide help if it was needed to get them out sooner.
* Mr. Love also stated that the Conference I/O platform capabilities allowed some advantages for the Spring Workshop in preparing the certificates.
	1. **CGFM**

Mr. Kevin Shers, Committee chair, provided an update on the Committee’s activities.

* Study group held March 26th with 14 participants including instructors. Mr. Love generated the certificates.
* Mr. Horton asked if the committee tracked which attendees attended the study group sessions and then passed the exams. Mr. Shers stated that the chapter does not track those metrics.
	1. **Corporate Sponsors**

Mr. Horton, Committee chair, provided an update on the Committee’s activities.

* The Committee will be reaching out to Kearney next week and Sikich in June to renew next year at least at the same levels with Kearney at the silver level and Sikich at the star level.
* The Committee is also looking for new sponsors.
* The Committee sent emails to the sponsors for updated ads for the upcoming newsletter issue.
	1. **Accountability Outreach**

Mr. Brian Grega, Committee Chair, provided an update on the Committee’s activities.

* The Committee will be starting on compiling the next Citizen’s Centric Report (CCR) in the coming weeks for this program year; please send any feedback within the next couple of weeks so that the outline can be generated soon.
* Mr. Horton stated that the ACE tracking will need to be submitted at the end of the program year. Mr. Joseph Hungate tracked completion status last year; Mr. Grega offered to track it as part of the committee’s activities. Ms. Kessler agreed that the task fits into the committee’s task area. Mr. Horton will reach out separately to Mr. Grega to provide the tracker and status to date.
	1. **Newsletter**

Ms. Kessler, Newsletter Editor, provided an update on the newsletter issue.

* The call for topic information went out last week with a due date of the first Friday in May (May 3rd). Any information received after that date will delay the issue release.
* Pictures from Lead!, skating, and chapter meetings would be beneficial.
	1. **Website / Social Media**

Mr. Zachary Kennedy, Webmaster, was absent; Mr. Horton stated that Mr. Kennedy finally had his access issues resolved and is working to update the website with information. Recommend reaching out to him with the Early Careers information so that it can be shared appropriately.

* 1. **Bylaws**

Ms. Kessler, Subcommittee Chair, provided an update on the status of the Bylaws review.

* The Committee will be meeting one last time to discuss the last few updates.
* The Committee is committed to confirming that membership categories in the chapter’s bylaws are the same as those that AGA has in the national bylaws.
1. **Program / Special Events**

Ms. Cherry Ung, Special Events Chair, provided an update on the chapter program and other events.

* 1. **Upcoming Chapter Meetings**
* April 16th chapter meeting was a great event. Ms. Teresa Hunter and her team discussed the future vision of the IRS.
* Details for future meetings include:
	+ The chapter is waiting on speaker information for the May 16th meeting.
	+ The chapter is looking for a speaker for the June 13th meeting; Ms. Kessler suggested contacting our sponsors; Mr. Horton stated this could work for obtaining compelling speakers and panels.
* Going forward the chapter will need a club member in attendance.
	1. **Awards / Other Events**

Mr. Raymond Urias-Rivera, Awards Committee Chair, provided an update on the Committee’s activities.

* The Committee is working on updating information about the awards; Mr. Urias-Rivera will contact Mr. Horton offline to discuss further.
1. **Open Forum**
	1. **Other topics and concerns for discussion**
* None.
1. **Adjourn**

There being no other business to discuss, Mr. Horton adjourned the meeting at 12:48pm

**Appendix A: Board and Other Members in Attendance**

**Board Members Present: 3**

|  |  |  |
| --- | --- | --- |
| **Board Member Name** | **Position** | **In Attendance** |
| Chris Horton | President | YES |
| Jacob MacDonald | President Elect | YES |
| Joseph Hungate | Immediate Past President | NO |
| Sonia Kessler | Secretary | YES |
| Kiera Murphy | Treasurer | NO |
| Joseph Hungate | NCC Representative | N/A |

**Chapter Committee Chairs Present: 5**

|  |  |  |
| --- | --- | --- |
| **Member Name** | **Committee** | **In Attendance** |
| Brian Grega | Accountability / Outreach | YES |
| Raymond Urias-Rivera | Awards | YES |
| Kevin Shers | CGFM | YES |
| VACANT | Chapter Recognition | VACANT |
| VACANT | Community Services | VACANT |
| Chris Horton | Corporate Sponsorship | N/A |
| Zak Kennedy | Correspondence | NO |
| Christopher Choi | Early Careers | NO |
| Kevin Love | Education | YES |
| Xiaolei Wang  | Membership | YES |
| Sonia Kessler | Newsletter | N/A |
| VACANT | Programs | VACANT |
| Cherry Ung | Special Events | NO |
| Zak Kennedy | Webmaster | N/A |

**Other Members Present: 2**

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| --- | --- | --- |
| **Member Name** | **Committee / Position** | **In Attendance** |
| Ifran Satriadhi | Membership | YES |
| Katrina Samiley | Special Events | NO |
| Naomi Martinez | Newsletter | NO |
| Richard Frank | Membership | NO |
| Reza Mahbod | Board Advisor | NO |
| Hanan Salahadin | Education | NO |
| Silas York | TBD | YES |