**Northern Virginia AGA (NOVAGA)**

**Chapter Board Meeting Minutes**

**August 17, 2022**

**Via Teams (Call-in 929-352-1691, Meeting ID 122 057 800)**

1. **Introductions**

Mr. Joseph Hungate called the meeting to order 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. Hungate asked for a motion to accept the minutes of the July 15, 2022, board meeting. Mr. Reza Mahbod motioned with a second from Ms. Katie Labadie. There being no objection, the minutes were approved unanimously.

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

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

* Ed Rose was engaged to perform a compilation without disclosures of the chapter’s financial statements to catch up to the most recent reporting period.
* Mr. Rose will also work on the tax returns.
* The audit work is expected to be completed in the next month and the results will be posted to the website upon completion.
	+ 1. Education

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

* The NASBA renewal is expected to be prepared and submitted in September.
	+ 1. Membership

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

* The Committee is actively planning the multi-chapter picnic with a planning call scheduled later this week
	+ Baltimore Chapter has joined with a lower rate due to their location
	+ As of this past Tuesday, 60 registrants (members and nonmembers) were confirmed
	+ Cost was based on 2016 estimates using the same vendor and is approximate $2,000 for the chapter.
	+ The DC chapter is fronting the cost for food; that cost estimate was based on 200 people.
	+ August 31st is the deadline to register
* Planning for the Winery Tour will begin after the picnic with a scheduled timeframe in October
* Survey is almost ready to send once final approval has been received from AGA National
	+ One comment was received on the initial draft to AGA National; that comment has been resolved
		1. Special Events

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

* The next event is the picnic with the local AGA chapters.
* The next chapter meetings are scheduled for September and October, respectively.
	+ 1. Newsletter Content

Ms. Kessler provided an update on the next issue of the Chapter Newsletter.

* Newsletter is still missing a few things
	+ Need ads from corporate sponsors
	+ Need pictures from the golf tournament
	+ Still need the past president’s message
* Provided all information is received, planned publishing date is still the last week of August.
	+ 1. Sponsorship

Ms. Haghighat, Corporate Sponsor Chair, was absent; an update will be provided at a later date regarding Committee activities:

* 1. **Chapter Bylaws**

Ms. Kessler asked that the Board members review the draft Chapter Bylaws attached to this invite and respond with any changes using Word’s track change feature no later than next Wednesday (August 24th). All comments will be compiled and presented to the Board at the September board meeting (currently set for September 7th).

1. **Upcoming Chapter Events**
	1. The following events were either mentioned again or discussed.
* **Multi-Chapter Picnic**

The picnic is set for September 10th at Haines Point.

* **September Monthly Meeting**

The September Chapter meeting is currently scheduled for September 21st and will be held at the Washington Golf and Country Club in Arlington. The featured speaker will be Teresa Hunter of the IRS.

* **October Monthly Meeting**

The October Chapter meeting is currently scheduled for October 18th and will be held at the Washington Golf and Country Club in Arlington. The featured speaker will be Brett Edwards of the FDIC.

* **Winery Tour**

The winery tour has not yet been scheduled; planning will commence as soon as the picnic is held. Mr. MacDonald will provide updates as available.

1. **Open Forum**
	1. **Establish Monthly Meeting Cadence**

Mr. Hungate discussed holding regular monthly meetings, proposing setting the meetings for the third Wednesday of each month to avoid the Thanksgiving holiday, skipping December, and suspending the June and July meetings. In response to a question about moving to a lunch time or keeping the meetings in the evening, Ms. Kessler recommended keeping the meetings in the evening and as a hybrid event with a minimal cost virtually as well as in-person. Mr. Justin Lang and Mr. MacDonald also agreed with keeping the meetings to the evening. Mr. Hungate suggested $20 per meeting; Ms. Kessler stated that the chapter had charged $25 prior to COVID. Mr. Hungate proposed charging $25 for attending the monthly chapter meetings in-person and $10 for attending virtually. There were no objections to the proposed costs. Mr. Hungate stated he will prepare a calendar of speakers for this year. Ms. Kessler recommended having a back-up presentation for when a speaker is not scheduled or has to cancel at the last minute.

* 1. **Other Topics and Concerns for Discussion**

No new business was discussed.

There being no other business to discuss, Mr. Hungate adjourned the meeting at 12:25pm.

**Appendix A: Board Members in Attendance**

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| **Name** | **Board Position** | **In Attendance** |
| Joseph Hungate | President | YES |
| TBD | President Elect | VACANT |
| Justin Lang | Immediate Past President | YES |
| Katie Labadie | NCC Representative | YES |
| Sonia Kessler | Secretary/Historian | YES |
| Reza Mahbod | Treasurer | YES |
| Kiera Murphy | Assistant Treasurer | NO |
| Zak Kennedy | Correspondence Chair | YES |
| Brian Grega | Accountability/Outreach Chair | YES |
| 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 |
| 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 | 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 | YES |
| Katie Labadie | Special Events Chair | N/A |
| Katrina Samiley | Special Events | YES |
| Zak Kennedy | Webmaster | N/A |
| Neda Haghighat | Supporting Webmaster | N/A |