**Northern Virginia AGA (NOVAGA)**

**Chapter Board Meeting Minutes**

**August 21, 2024**

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

1. **Introductions**

Mr. Jacob MacDonald called the meeting to order at 12:01pm 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. MacDonald presented the minutes from the July 19, 2024 board meeting and the planning meeting held August 3, 2024.

* Ms. Cherry Ung motioned for the board to accept the minutes of the July 19, 2024 board meeting. Ms. Neda Haghighat seconded the motion. There being no objections, the minutes were approved unanimously.
* Mr. Rhett Raham motioned for the board to accept the minutes of the August 3, 2024 planning meeting. Mr. Irfan Satriadhi seconded the motion. There being no objections, the minutes were approved unanimously.

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

Mr. MacDonald provided a brief report of what he is looking to accomplish this year for the chapter.

* Committees should have separate touchpoints outside the monthly board meeting. Currently touchpoints are scheduled for the Community Service and Early Careers committees as well as the Webmaster and the group planning the Tri-Annual picnic. Please remember to add Mr. MacDonald and Ms. Ung to each committee touchpoint.
  1. **Treasurer’s Report**

Ms. Kiera Murphy, Treasurer, provided an update on the Chapter’s financial status.

* Checking account balance is $28,726.03
* Savings account balance is $46,820.42
* The accountant is working on the chapter’s taxes and review of the chapter’s financials; to date, there have been no follow-up questions.
* Ms. Murphy will provide PowerBi slides with the dashboard for review after the meeting.
* She is still waiting on account issues to settle with Mr. Reza Mahbod before requesting physical checks; checks are needed for chapter meetings at the Washington Golf and Country Club as it is easier to pay the venue directly than for Mr. Joseph Hungate to pay the venue, then submit reimbursement, and the chapter to reimburse him. This will also allow the chapter to maintain lower rates for the members as there will not be any fees associated with the payment to the club. Update: during the meeting, Ms. Murphy was able to apply for the physical checks, which will be delivered to the RMA office.

1. **Committee Chairs**

Committee reports at this board meeting were briefed by the following Committee Chairs with updates also noted by Mr. MacDonald:

* **Membership Committee** – Mr. MacDonald noted that the satisfaction survey was in progress with questions asking about options for chapter meetings related to venue and lunch versus dinner options.
* **Early Careers Committee** – Mr. Chad Willhite noted that the August 29th kick off happy hour is sold out.
  + Mr. MacDonald is coordinating with Ms. Diana Huang to implement a raffle to support the AGA National Community Service Fund (NCSF). Ms. Huang stated that she has the tickets and will coordinate pricing for tickets with Ms. Ung.
  + Ms. Ung is planning to bring the iPad that has the cash app; it is faster than using Square, as Square relies on a steady Wi-Fi signal to operate.
  + If anyone has government points of contact, please reach out to them for attending the event.
  + The Committee is working on a joint event with the Membership Committee in November for a winery tour
* **Education Committee** – Mr. MacDonald noted that the Chapter needs to ensure that all meetings and events are NASBA compliant.
  + Planning should begin now for the Winter and Spring training events.
  + Conference I/O training sessions are ongoing; if interested, please attend training sessions mentioned in Mr. MacDonald’s email sent previously.
  + Mr. MacDonald mentioned that the committee has two members to help with planning, and the committee should plan on monthly touchpoints.
* **CGFM Committee** – Mr. MacDonald stated that the committee should hold at least one study session to be awarded points. He mentioned that combining the monthly touchpoint for the CGFM Committee with the Education Committee made sense. Mr. Shers mentioned that the study guides for the CGFM exam were being updated and released around September 1; having study sessions to update the materials related to the updated study guides would need to happen first.
* **Corporate Sponsors** – Mr. MacDonald mentioned that we are one of the only chapters that offers sponsorship on a calendar year basis rather than a program or other fiscal year basis; this allows us to reach out to our sponsors on their budget year. Mr. MacDonald will schedule a monthly touchpoint with Mr. Chris Horton to target new sponsors and create a strategy to avoid missing out on opportunities or lose existing sponsors.
* **Community Services** – Ms. Huang is looking to set up some volunteering opportunities in the fall for the chapter to provide service to the community. She is looking at helping a food pantry and cleaning up a local trail as options with a hope of 20 to 25 people attending each event.
* **Newsletter** – Mr. MacDonald would like to schedule a monthly touchpoint for the newsletter to see how many issues can be published during the program year. Ms. Kessler also noted that the next issue will be shortly after the picnic and will include pictures from that event as well as the Gala last June. Ms. Ung will provide the link for the photos.
* **Website & Social Media** – Mr. MacDonald noted that he plans to meet with Mr. Zak Kennedy regularly to discuss website updates and social media posting. He stated that if the chapter can market events at least a month in advance, information can be disseminated sooner, which will increase awareness of events and attendance.
  + Mr. MacDonald asked if Mr. Kennedy could help with correspondence; he stated that Mr. Danny Lee is available to help as well. Mr. Kennedy stated that he has access to the membership list and can help where necessary.
  + Ms. Ung suggested using MailChimp for chapter communications to members, which allows users to opt out of communications. Also, the Chapter would have access to see who opened emails, responded, opted out, etc.
* **Historian** – Ms. Haghighat stated that updating the chapter history project is in progress.

1. **Program / Special Events**

Mr. MacDonald provided an update on the monthly chapter meetings.

* The current pricing structure is a bit outdated, with several benefits being offered for a really low price. He recommended
  + Keep the pricing at $15 for government and retired members, $25 for members, and $35 for nonmembers.
  + Attract sponsors to the events with one free ticket to each chapter meeting.
  + Hold monthly events, whether a chapter program event, networking event, or combination of both, with a touchpoint scheduled regularly with Education, Program, and Event Planning committees to avoid rescheduling issues and conflicts with AGA and other chapter events.
* The picnic is currently scheduled for September 21, with several venues being considered. The Committee will be sending a survey to all chapter members to complete; members must submit their AGA member number for their survey response to be counted.
  + Of the four locations, two are in Arlington, one in Alexandria, and one in Upper Marlboro (Maryland); the Alexandria and Upper Marlboro venues do not have Metro access.
  + Barbeque instead of kabobs is being planned.
  + Funding will be from all chapters attending; the DC Chapter has committed $4K so far; the cost to the NOVAGA Chapter is expected to be approximately $2,500 and $1K to each of the two remaining chapters. Any reimbursements will go towards that chapter’s total cost.

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

* None brought to the floor.

1. **Adjourn**

There being no other business to discuss, Mr. MacDonald adjourned the meeting at 12:46pm.

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

**Board Members Present: 4**

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

**Chapter Committee Chairs Present: 7**

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

**Other Members Present: 8**

| **Member Name** | **Committee / Position** | **In Attendance** |
| --- | --- | --- |
| Katrina Samiley | Special Events | NO |
| Richard Frank | Membership | YES |
| Reza Mahbod | Board Advisor | NO |
| Hanan Salahadin | Education | NO |
| Silas York | Education, Special Events | YES |
| Nishit Kuroni | Assistant Newsletter Editor | YES |
| Frank McCourt | Assistant Treasurer | NO |
| Jaslin Madrigal Castro | Education, Special Events | YES |
| Chad Willhite | Early Careers | YES |
| Rhett Raham | Early Careers | YES |
| Grant Domen | Assistant Newsletter Editor | NO |
| Anu Atreya | Corporate Sponsorship | YES |
| Neda Haghighat | Historian | YES |
| Rasia Khan | Community Services | NO |
| Brandi Morgan | Member Volunteer | NO |
| Gabrielle Royka | Member Volunteer | NO |
| Danny Lee | Member Volunteer | NO |