**Northern Virginia AGA (NOVAGA)**

**Chapter Board Planning Meeting Minutes**

**August 3, 2024**

**In Person**

1. **Introductions**

Mr. Jacob MacDonald called the meeting to order at 12:03pm and began the meeting with a welcome and overall objective.

Mr. MacDonald noted a quorum was in attendance; please see Appendix A for status of board, committee, and other members in attendance.

1. **President’s Discussion**
   1. **Strategic Operating Plan and Objectives**

Mr. MacDonald introduced the strategic operation plan and objectives documents, copies of which were provided to all in attendance. He discussed key points for each:

* Completing specific objectives within the strategic plan are requirements that must be completed to maintain chapter status.
* Completing other objectives earns the chapter points as part of the Achievements in Chapter Excellence (ACE) Awards Program.
* ACE points are awarded by tiers, of which there are three.
* Platinum status is awarded for 4,400 or more points.
* The Chapter has achieved Chapter status for several consecutive years, including the most recent program year, and would like to continue that status for this program year as well.
  1. **Upcoming Events**

Mr. MacDonald mentioned that the first event of the year is set for August 29th and has been very well received by the membership as it sold out in 2 days with 20 people on the waitlist.

Mr. Christopher Choi motioned to increase the budget for the happy hour to $1,800 to accommodate additional people, including those on the waitlist. Mr. Chad Willhite seconded the motion. There being no one opposed, the motion passed unanimously.

1. **Committee Chairs**

Mr. MacDonald asked Ms. Sonia Kessler to go through the Chapter’s Executive Committee (CEC) positions and Committees, noting the members currently holding each position. He mentioned that if anyone was interested in serving on a committee to speak up during that committee’s introduction. Details of who holds each CEC and committee chair position are noted in Table 1 below.

**Table 1**

| **CEC Position\* / Committee and Chair** | **Members Wishing to Serve on Committee** | **Current and Planned Events** |
| --- | --- | --- |
| Jacob MacDonald, President\* | N/A | CEC Position |
| Ifran Satriadhi, President Elect\* | N/A | CEC Position |
| Christopher Horton, Immediate Past President\* | N/A | CEC Position |
| Sonia Kessler, Secretary\* | N/A | CEC Position |
| Kiera Murphy, Treasurer\* | * Assistant Treasurer is currently Mr. Reza Mahbod; Mr. Frank McCourt would like to serve | CEC Position |
| Christopher Horton, National Council of Chapters Representative (NCC) Representative\* | N/A | * CEC Position * Immediate past president assumes role in program year following presidency * NCC representative moves to Chapter Advisory role in next program year |
| Brian Grega, Accountability and ACE Reporting | N/A | * Accountability for monitoring chapter’s accumulated ACE points * Reports ACE points to AGA * Prepares annual Citizen’s Centric Report (CCR) |
| Community Services – Chair position is currently vacant | * Diana Huang volunteered. * Chapter may consider changing name of committee to Community Outreach. | * Hold 50/50s at chapter meetings * Invite speakers for community outreach organizations to speak at chapter meetings (10 minutes) |
| Christopher Horton, Corporate Sponsorship | * Anu Atreya would like to assist in reaching out to sponsors * Cherry Ung has a google forms document that she uses to track sponsorship attendance at chapter meetings and events and to maintain points of contact for other related tasks (i.e., newsletters, etc.) | * **Action:** Update benefits package documentation by level with tangible benefits such as thought leadership opportunities or options to sponsor individual events/happy hours * **Action:** Once updated, post sponsor benefits to website for current potential sponsors * Other opportunities for sponsor benefits include  1. filling chapter meetings with speakers; allows marketing for both chapter and sponsor and ability to showcase what they do and their clients 2. adding content to newsletter via thought leadership articles (not ‘salesy’ articles) 3. having booths at winter and spring workshops 4. sponsoring individual events (similar to ASCEND) |
| Xiaolei Wang, Membership | * Committee includes Richard Frank and members of Early Careers Committee | * Richard Frank sends welcome letters to new members * Planned events winery tour (after November 16) and one happy hour or networking event per quarter – to be conducted in conjunction with Young Professionals/Early Careers * **Action:** Send surveys at the beginning and ending of the year to gauge membership satisfaction  1. Ms. Wang will connect with Mr. MacDonald to send 2. Will include questions on speakers and topics members would like to see at chapter meetings, potential networking events (e.g., games to attend such as Capitals, Wizards, or Nationals games) 3. Incentivize members to complete with raffle to win $20 - $25 Amazon gift card |
| Christopher Choi, Early Careers | * Committee includes Chad Willhite, Rhett Raham, and Brandi Morgan | * Planning one or two happy hour events this year similar to last program year * Also planning on connecting with local colleges and universities to educate about AGA and profession * **Action:** Connect with local chapters of Beta Alpha Psi and local universities to find out when the career fairs are |
| Christopher Choi, Leadership Development | * Early Careers Committee will aid in leadership development events | * Will plan on two events this program year |
| Kevin Love, Education | * Hanan Salahadin currently helps in coordinating events * Jaslin Madrigal Castro and Silas York volunteered to assist in planning events | * Committee currently puts on annual Spring and Winter workshops * Prints NASBA certificates for CPE credits earned at chapter events * **Action:** Surveys / evaluations should be completed after every chapter meeting to meet NASBA compliance; Xiaolei Wang will coordinate to send after each chapter meeting |
| Programs, Currently Vacant | * Joseph Hungate volunteered to serve as chair * Will coordinate with Anu Atreya as well | * Coordinates with Education Committee on events * Will coordinate with Sponsorship Committee to recruit speakers for certain chapter meetings (benefit to sponsors) * Speakers obtained to date and open dates are noted in **Table 2**, below. * **Action:** Joseph Hungate will send to planning meeting attendees for assistance in filling vacant dates |
| Kevin Shers, CGFM | N/A | * At least one CGFM study group meeting * Virginia CGFM Month (coordinated by Richmond chapter) |
| Sonia Kessler, Newsletter Editor | * Nashit Kurami and Grant Domen volunteered to help learn the newsletter process | * Currently publish three to four issues each program year |
| Cherry Ung, Special Events | * Jaslin Madrigal Castro and Silas York volunteered to help * Ms. Ung also serves as  1. liaison with DC Chapter 2. Sending information out to membership (Eventbrite) | * Current events include Tri-Chapter picnic (September 21), winery or brewery tour (November 16), Holiday party (January 11), and the Gala (currently set for June 28) |
| Zak Kennedy, Webmaster | N/A | * Updates website and LinkedIn presence |
| Neda Haghighat, Historian | * Will recruit help as needed | * **Action:** Document history of chapter based on newsletters, chapter meeting minutes, etc. |
| Raymond Urias-Rivera, Awards | * Works with President on award selection and nomination process | N/A |
| Sonia Kessler, Bylaws | * Current committee includes Jacob MacDonald, Joseph Hungate, and Christopher Horton | * Requires annual review |

**Table 2**

| **Meeting Date** | **Speaker / Event** | **Speaker Discussion** |
| --- | --- | --- |
| **2024** | | |
| September 19 | Steve Kunze, DCFO, Commerce | Workforce Initiatives |
| October 17 | Ram Gollakota, GAO | Blockchain |
| November 13 | Speaker needed | TBD |
| December | Holiday Party |  |
| **2025** | | |
| January 15 | Chris Kraft, Deputy CTO for AI & Emerging Technology, DHS | *AI one year later …* |
| February 20 | Speaker needed | TBD |
| March 20 | Speaker needed | TBD |
| April 17 | Speaker needed | TBD |
| May 14 | Speaker needed | TBD |
| June 17 | Speaker needed | TBD |
| September 18 | Speaker needed | TBD |
| October 16 | Speaker needed | TBD |
| November 20 | Speaker needed | TBD |

1. **Upcoming Events**
   1. **Tri-Chapter Picnic**

Ms. Cherry Ung provided an update on the picnic.

* Selected September 21 to stay away from Labor Day and September 11 events and road closures.
* Need to select a location – Hains Point may be back in the selection pool, but the committee will search for additional venues as well.
* DC Chapter has committed $4,000; our chapter costs should be approximately $2,000
* Request was to go back to barbeque food (i.e., hamburgers, hotdogs, etc.) instead of kabobs
  1. **Holiday Party**

Ms. Ung provided an update on the Holiday Party.

* In the past, this has been a joint event with the DC Chapter; however, the consensus in the room was for the Chapter to hold its own party.
* Mr. Choi mentioned that the chapter could hold the party in January to avoid the holiday burnout that occurs in December; this would also save costs as the event is after the ‘normal’ holiday season.
* If holding in December, December 6 or 7 are possible dates; if holding after the holiday season, January 11 is a possible date.

1. **Adjourn**

There being no other business to discuss, Mr. MacDonald adjourned the meeting at 1:39pm.

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

**Board Members Present: 3**

|  |  |  |
| --- | --- | --- |
| **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 | NO |
| Chris Horton | NCC Representative | N/A |

**Chapter Committee Chairs Present: 3**

|  |  |  |
| --- | --- | --- |
| **Member Name** | **Committee** | **In Attendance** |
| Brian Grega | Accountability and ACE Reporting | NO |
| Raymond Urias-Rivera | Awards | NO |
| Kevin Shers | CGFM | NO |
| VACANT | Community Services | VACANT |
| Chris Horton | Corporate Sponsorship | N/A |
| Zak Kennedy | Correspondence | NO |
| Christopher Choi | Early Careers / Leadership Development | YES |
| Kevin Love | Education | NO |
| Xiaolei Wang | Membership | YES |
| Sonia Kessler | Newsletter | N/A |
| VACANT | Programs | VACANT |
| 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 | NO |
| Reza Mahbod | Board Advisor | NO |
| Hanan Salahadin | Education | NO |
| Silas York |  | YES |
| Joseph Hungate | Advisor | YES |
| Nishit Kuroni |  | YES |
| Frank McCourt |  | YES |
| Jaslin Madrigal Castro |  | YES |
| Diana Huang |  | YES |
| Chad Willhite | Early Careers | YES |
| Rhett Raham |  | YES |
|  |  |  |