**Northern Virginia AGA (NOVAGA) Chapter Board Meeting**

**Minutes**

**December 17, 2020 – 12:00 pm**

**Dial-in: 1-877-216-1555 Code: 538654**

1. **Introductions**

Mr. Marc Hebert called the meeting to order at 12:01pm and began the meeting with roll call. Please see Appendix A for status of board members’ attendance.

1. **Board Matters**

Mr. Hebert then asked for updates from the chapter committees, which are detailed below. Updates were not available for the Community Services Committee, Early Careers Committee, and the Accountability / Outreach Committee (the Awards and Chapter Recognition Committees would present updates later in the year).

CGFM Committee

Mr. Kevin Shers stated that there are no updates as the committee is currently preparing for the CGFM study groups (scheduling, etc.).

**UPDATE**: The next study group is scheduled for January 28, 2021 at 6:00pm.

Corporate Sponsorships

Ms. Neda Haghighat stated that there are no current updates. She mentioned that invoices will be sent to all corporate sponsors before the first chapter meeting, currently scheduled for mid-January.

**UPDATE**: Planning on the first chapter meeting in early February to accommodate speaker scheduling.

Education Committee

Mr. Kevin Love stated that the application for NASBA credit was submitted and the chapter is awaiting approval. He did state that there is a backlog of applications that could delay the approval due to other chapters and organizations also submitting similar applications. Mr. Love stated that the chapter did ask NASBA to expedite the processing due to the chapter trying to plan for and hold a January meeting. Mr. Love also stated that the NASBA exemption for CPE would expire 12/31/2020 which means that the chapter could still issue CPE, but they would not be NASBA approved.

With respect to sharing the chapter’s NASBA sponsor number with the DC chapter and planned chapter January meetings, Mr. Love stated that NASBA gave no assurances on the application being approved before those January chapter meetings. Mr. Reza Mahbod inquired if the chapter could use another entity’s NASBA sponsor, such as RMA Associates. Ms. Haghighat also asked if the chapter could use an AGA National sponsor while waiting for NASBA to approve the chapter’s application. Mr. Mahbod suggested that the Committee contact AGA National and the DC chapter to clarify and ask additional questions.

Mr. Mahbod also inquired if the application could be approved in time for the chapter to hold the annual training. Mr. Love mentioned that should be possible since the workshop is typically held in April / May timeframe. Mr. Mahbod stated that the chapter should plan to have the workshop, and mentioned that planning for speakers and other topic areas should start now. Mr. Mahbod also stated that Mr. James Gould can assist in starting the planning process and mentioned that AGA National can also assist in the planning and obtaining speakers. He also asked for a planning meeting to be scheduled to start the workshop planning.

Mr. Jacob MacDonald stated that the Montgomery/PG County chapter has a NASBA license that may be able to use if possible and asked if there was a limit to the number of people allowed to attend a virtual CPE. Mr. Love stated that there was no limit to the number of people who could attend, but there was a limit to the number of sessions. Mr. Mahbod also stated that his preference would be to use AGA National’s sponsorship because of the higher visibility.

**UPDATE**: We confirmed with NASBA that the chapter may issue NASBA CPE until the application is approved since it was submitted prior to 12/31/2020, which was the end of the flexibility period NASBA provided to chapters and organizations to be abl to issue virtual CPEs without a Group Internet Based license. We will share our license with the DC Chapter in exchange for their webinar platform.

Program Chair

Mr. Matt Menchi stated that the chapter meetings are being planned. Mr. Hebert mentioned that he was coordinating with potential speakers for the January meeting tentatively for the third Thursday of the month. Mr. Mahbod stated that the chapter may want to hold off on the January meeting unless the platform being used has the ability to capture CPE for those attending.

During the committee updates, Mr. Mahbod asked for updates from other chapter board positions.

Treasurer

Mr. Mahbod asked for an update from the Treasurer, Mr. Mike Frederickson, and where the chapter stands financially in preparing for the annual tax return. Ms. Katie Labadie is the check depositor for the chapter, Tariq Mojadidi is the Assistant Treasurer. She stated that checks worth $3,000 were received and need to be deposited and recorded. Ms. Haghighat stated that Tarek is working with Mr. Frederickson to take over the Treasurer duties.

**UPDATE**: Barry Koklefsky of RMA Assoicates will prepare the NOVAGA financial statement and tax return the week of February 8, 2021.

Website

Mr. Mahbod stated that the chapter’s website has not been updated in over a year. This is problematic in that our sponsors will receive an invoice soon, and right now, perks from the website are not even updated to the current chapter year. Mr. Hebert will contact Mr. Zak Kennedy to see if he will continue to serve as the chapter’s webmaster. Ms. Haghighat stated that she’ll update the Board member section on the webpage.

**UPDATE**: Mr. Kennedy has started making the required changes to the NOVAGA website. It will be up-to-date by the last week of January.

Covering sponsorships and chapter meetings in the committee updates, Mr. Hebert moved on to other Board matters as outlined in the agenda.

* 1. Becker CPE Renewal

Mr. Hebert mentioned that the chapter is reaching out to those chapter members with current access to inquire if they will be renewing their Becker access. The chapter will pay $170.00towards that access for each member that renews. The member cost will be $50 to either join for the first time or to renew.

* 1. Newsletter

Ms. Labadie mentioned that the newsletter will be put together by Ms. Naomi Martinez and Ms. Sonia Kessler. Information will be solicited for the newsletter, with a goal to get it set up for January.

**UPDATE**: Ms. Kessler requested newsletter information in January and will work with Ms. Martinez to compile for publication in early February.

1. **Open Forum**
	1. Other topics and concerns for discussion
* Mr. MacDonald stated that the Membership Committee is currently drafting the annual survey and will send it in the coming weeks. He mentioned that the committee is still sending monthly welcome emails to new members.
* Mr. Shers inquired about the platform used for virtual meetings being available for CGFM study groups. Ms. Labadie stated that the platform used is WebToGo and she was having a walkthrough from the DC Chapter on the platform December 18, 2020. Mr. Mahbod, Mr. Love, and Mr. Edward Urias also asked Ms. Labadie to forward the invite to them.
* Ms. Kessler inquired about acceptance of the meeting minutes. Mr. Hebert asked for a vote on the minutes from the last meeting; those in attendance unanimously approved.
* Ms. Haghighat stated that if Mr. Kennedy is not available to update the chapter webpage, she is happy to help in the interim until the website is up to date.
* Mr. Mahbod stated that the webpage updates and CPEs are the key items to resolve now. He stated that the updated website will aid in keeping existing / obtaining new sponsors; in its current state, it does not portray a very professional chapter with the aged information. He also stated that adding job postings are great as a sponsor perk, but that they need to be monitored and updated frequently.

There being no new business discussed, Mr. Hebert adjourned the meeting at 12:33pm.

**Appendix A: Board Members in Attendance**

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| Name | Board Position | In Attendance |
| Marc Hebert | President | YES |
| VACANT | President Elect | VACANT |
| Mike Fredrickson | Immediate Past President | NO |
| Christine Turner | Regional Vice President | NO |
| Sonia Kessler | Secretary/Historian | YES |
| Mike Fredrickson  | Treasurer | NO |
| Tariq Mojadidi | Assistant Treasurer | YES |
| Brian Grega | Accountability/Outreach Chair | N/A |
| Paul Marshall | Accountability/Outreach | NO |
| Raymond Urias | Awards Chair | YES |
| Kevin Shers | CGFM (Certification) Chair | YES |
| VACANT | CGFM (Certification) | VACANT |
| VACANT | CGFM (Certification) | VACANT |
| Jessica Boucher | Chapter Recognition Chair | NO |
| Robin McCoy | Chapter Recognition | NO |
| Fatima Zoury | Community Services Co-Chair | NO |
| April Leonard | Community Services Co-Chair | NO |
| Neda Haghighat | Corporate Sponsorship Chair | YES |
| Samrawit Yohannes | Corporate Sponsorship | NO |
| James Gould | Education Committee Chair | NO |
| Kevin Love | Education | YES |
| Matt Menchi | Programs Chair | YES |
| Paul Marshall | Programs | N/A |
| Jacob MacDonald | Membership Chair | YES |
| Christopher Choi | Membership | NO |
| Xiaolei Wang | Membership | YES |
| Andrew Johnson | Membership | NO |
| April Leonard | Membership | N/A |
| Irfan Satriadhi | Membership | NO |
| Jacob MacDonald | Early Careers Chair | N/A |
| Kris Samiley Gonzales | Early Careers |  YES |
| Xiaolei Wang | Early Careers | N/A |
| Naomi Martinez | Newsletter Editor | YES |
| Sonia Kessler | Supporting Newsletter Editor | N/A |
| Zak Kennedy | Correspondence Chair | YES |
| Katie Labadie | Special Events Chair | N/A |
| Katrina Samiley | Special Events | YES |
| Zak Kennedy | Webmaster | N/A |
| Neda Haghighat | Supporting Webmaster | N/A |
| Reza Mahbod | To Be Determined | YES |