**Northern Virginia AGA (NOVAGA)**

**Chapter Board Meeting Minutes**

**December 7, 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 12:02pm 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 November 2, 2022, board meeting. Mr. Kevin Shers 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.

* Mr. Mahbod and the accountant have been discussing the chapter’s finances and noted a few issues.
	+ The Chapter was registered in Washington, D.C. in 1951 with a different name; in 1972 the chapter included AGA in the name, but did not pay any dues since that time to maintain its active organization status
	+ In getting in touch with Washington, D.C., the chapter will need to pay the missed annual dues, possibly back to 2012
	+ Once the registration is current, the tax returns can be filed
	+ All of the above will get the chapter back into good standing
* Current balances in checking and savings are approximately $14K and $36K, respectively
	+ Sponsorships are needed to get the budget back up to pre-pandemic operating status and allow the chapter to generate additional revenue
	+ Mr. Hungate confirmed that Mr. Jacob MacDonald is discussion the opportunity to increase membership dues from $10 to $15 to increase chapter funding as well
	+ Mr. Hungate is working with Mr. Chris Horton to update sponsorship content that will be provided to potential sponsors, including past sponsors
		1. Education

Mr. Kevin Love, Education Committee chair, was absent and will provide updates on the Committee’s activities at the next committee meeting.

* + 1. CGFM

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

* Mr. Shers stated that he was waiting on the results of the membership survey so that planning could commence on the CGFM training with AGA national.
	+ 1. Membership

Mr. MacDonald, Membership Committee chair, was absent and will provide updates on the Committee’s activities at the next committee meeting.

* + 1. Special Events

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

* The winery tour event went on as planned on November 19th
* The Ethics course planned for December 16th currently has 8 people registered
* There is no December chapter meeting
* Speakers are needed for the January meeting
* Mr. Hungate and Mr. Justin Lang mentioned that a chapter holiday party did not happen as there were three meetings planned with the DC AGA chapter that did not happen, which resulted in venues being unavailable
* Mr. Mahbod recommended sending a message to members about the holidays and pass on a hope to see them at the 2023 gala, and asked that Ms. Labadie draft the message to send to the membership
	+ 1. Newsletter Content

Ms. Kessler, Newsletter Editor, stated that there were no current updates for the next issue of the Chapter Newsletter.

* + 1. Sponsorship

Mr. Horton, Corporate Sponsor Chair, was absent and will provide an update on Committee activities at the next board meeting.

1. **Upcoming Chapter Events**
	1. There were no other chapter or membership events discussed.
2. **Open Forum**
	1. **Other Topics and Concerns for Discussion**

Ms. Labadie has talked with Mr. Kevin Love about getting certificates to those that attended chapter CPE events virtually.

There being no other business to discuss, Mr. Hungate asked for a motion to adjourn the meeting. With a motion by Mr. Shers, a second from Ms. Kessler, and no objections, the meeting adjourned at 12:15pm.

**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 | YES |
| 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 |
| Chris Horton | Corporate Sponsorship Chair | NO |
| VACANT | Corporate Sponsorship | VACANT |
| Kevin Love | Education Committee Chair | NO |
| VACANT | Education | VACANT |
| VACANT | Programs Chair | VACANT |
| VACANT | Programs | VACANT |
| Jacob MacDonald | Membership Chair | NO |
| 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 |