**Northern Virginia AGA (NOVAGA)**

**Chapter Board Meeting Minutes**

**December 11, 2024**

**Via Teams (Meeting ID 285 459 428 356, Call-in No. / ID 1-331-305-3582, 559 790 860#)**

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 November 20, 2024, board meeting. Ms. Sonia Kessler motioned for the board to accept the minutes with a second from Mr. Zak Kennedy. There being no objections, the minutes were approved unanimously.

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

Mr. MacDonald provided a brief report of the monthly touchpoints meetings with Committees in an effort to provide better accountability in completing tasks.

* AGA National is requesting nominations to the National Governing Board (NGB). Mr. Chris Horton nominated Mr. Joe Hungate from the chapter. He has expressed interest and would be a great addition to the NGB. Mr. Horton motioned to nominate Mr. Hungate, with a second from Mr. MacDonald. There being no objections, the motion passed unanimously. Mr. Horton will complete the form application for submission to AGA.
* A Junior Achievement (JA) finance event is coming up; he will provide details to see if the chapter can participate. It seems like a promising event for the chapter.
	1. **Treasurer’s Report**

Ms. Kiera Murphy reviewed the PowerBi dashboard of NOVAGA costs and cash inflows from events and memberships.

* Mr. Reza Mahbod, Board Advisor, is concerned about there being only $12K in the checking account, as the chapter should hold around $50K; he inquired about what the chapter is doing to address the shortfall and work on increasing revenues.
* Mr. MacDonald mentioned that the chapter is reaching out for increasing sponsorships. Pending sponsorship decisions rest with Significance and Ms. Anu Atreya’s company, A1C. The chapter has improved sponsors since COVID, and a few bold decisions coming up that will hopefully boost sponsorship visibility and attendance. After that we can make a decision as to whether we need to increase attendance costs or hold fewer events during the year. If the Significance and A1C sponsorships fall through, some of the chapter plans will need to change.
* Mr. Horton mentioned that we have general overall sponsorships, but for events, we could have groups sponsor those individual activities. The Gala was good last year, and would hate to have to give that up; perhaps the chapter could have a presenting sponsor for those bigger events.
* Ms. Cherry Ung mentioned that if we cancel events, that will impact our sponsor benefits, which we should try to avoid doing. The Country Club is holding a 50% deposit for the Gala, with a balance of $4K still remaining. With regards to a sponsor for the event, sponsors will steer clear of sponsoring that type of event due to the liability associated with an event that serves alcohol. Our chapter needs to work more towards obtaining new sponsors and we have not been proactive enough in that area to replace sponsors. Our current sponsors are not aware of their current sponsorship levels.
* Mr. Mahbod mentioned that part of that sponsorship process is communicating with them to ensure they are aware of their level of sponsorship and the benefits so that we can maintain them as a sponsor. He inquired as to when sponsors pay and when funds are received. Ms. Ung responded that recruitment has historically occurred in January and not June. In addition, sponsors are being offered a pro-rated amount so that funds are coming in quickly. Mr. Horton mentioned that it changed last program year that the sponsorship started whenever the sponsorship paid, so it may cross program years during the 12-month period.
* Ms. Murphy mentioned that the chapter is not really short, she mentioned that the chapter is spending the funds as they come in. Mr. MacDonald mentioned that expenses are decreasing and our balance will increase by $22K in April to replenish what is being spent from renewals.
* Ms. Ung mentioned that she did make a LinkedIn post the NOVAGA had tickets remaining for the Holiday party because the DC Chapter is out of tickets. Mr. MacDonald also mentioned that the annual ethics training on January 9, 2025 should bring in some additional revenue.
* Mr. MacDonald stated that for chapter meetings, the chapter will need to bring a more ‘bang for your buck’ focus with sponsor booths, AGA swag, and speaker gifts. Including speakers talking about key and interesting topics, such as artificial intelligence, should also bring in a good crowd. The Membership Committee received some interesting results from the survey; results can be directed to the membership, if that makes sense without spamming our member inboxes.

* 1. **NCC Representative Report**

Mr. Christopher Horton, NCC Representative, did not have any NCC updates.

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**

Ms. Xiaolei Wang, Committee Chair, was absent; Mr. MacDonald will discuss sending the survey results with Ms. Wang.

* **Early Careers Committee**

Mr. Raham provided some updates about the Committee’s activities.

* + The Committee planned a happy hour outing to the Washington Capitals’ game on February 27, 2025. Mr. Irfan Satriadhi will research use of the KPMG suite for the event.
	+ Mr. MacDonald inquired whether anyone had objections to the cost of the event (between $1,100 and $1,200) and whether the event should be open to all members or stay with the Young Professionals.
* **Education Committee**

Mr. Kevin Love, Committee Chair, provided some updates about the Committee’s activities,

* + A call is needed to talk through details, including space and dates.
		- Mr. MacDonald mentioned that EY has space as well as RMA. Ms. Ung offered their space through a sponsorship option. Mr. MacDonald recommended working that as a lead. Once the dates and space are confirmed, Mr. love can move forward with the planning.
* **CGFM Committee**

Mr. Kevin Shers, Committee Chair, provided an update on committee activities.

* + Prices are new for CGFM and are updated on the slides with $20 for members and $40 for nonmembers.

* **Corporate Sponsors**

Ms. Ung provided an update on corporate sponsors as discussed during the Treasurer’s report.

* **Community Services**

Ms. Diana Huang, Committee Chair, did not have an update on committee activities.

* **Accountability and ACE Reporting**

Mr. Brian Grega, Committee Chair, provided an update on CCR and ACE submissions.

* + He inquired about events and topics to close out the ACE and CCR reporting in preparation for the next Pulse Check.
* **Newsletter**

Mr. MacDonald stated that the Newsletter was great and thanked Ms. Ung and the newsletter team for getting it completed and out. It would be great to have a backlog of member spotlights to ensure we have enough of those.

* **Website & Social Media**

Mr. Zak Kennedy, Webmaster, provided an update on Website & Social Media.

* + He inquired about sending updates for the holiday party and January events in one email; Mr. MacDonald asked for a draft first before sending.
* **Bylaws**

Mr. Horton mentioned that he needs to touch base with Ms. Kessler, Committee Chair, to keep this moving forward.

* **Historian**

Ms. Neda Haghighat, Historian, did not provide an update during the meeting.

1. **Program / Special Events**

Mr. MacDonald provided a brief update on the monthly chapter meetings.

* The Chapter is still looking to identify speakers to fill some monthly meeting openings.
* Additional marketing needs to be performed to ensure that participation continues to increase.
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 12:56pm.

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

**Board Members Present: 5**

|  |  |  |
| --- | --- | --- |
| **Board Member Name** | **Position** | **In Attendance** |
| Jacob MacDonald | President | YES |
| Ifran Satriadhi | President Elect | YES |
| Chris Horton | Immediate Past President | YES |
| Sonia Kessler | Secretary | YES |
| Kiera Murphy | Treasurer | YES |
| Chris Horton | NCC Representative | YES |

**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 | N/A |
| Chad Willhite | Early Careers (Co-Chair) | YES |
| Rhett Raham | Early Careers (Co-Chair) | NO |
| Vacant | Leadership Development | N/A |
| Kevin Love | Education | YES |
| Xiaolei Wang  | Membership | NO |
| Sonia Kessler | Newsletter | N/A |
| Joseph Hungate | Programs | NO |
| Cherry Ung | Special Events | YES |
| Zak Kennedy | Webmaster | YES |

**Other Members Present: 5**

| **Member Name** | **Committee / Position** | **In Attendance** |
| --- | --- | --- |
| Katrina Samiley | Special Events | NO |
| Richard Frank | Membership | NO |
| Reza Mahbod | Board Advisor | YES |
| Silas York | Education, Special Events | NO |
| Nishit Kuroni | Assistant Newsletter Editor | NO |
| Frank McCourt | Assistant Treasurer | NO |
| Jaslin Madrigal Castro | Education, Special Events | NO |
| Christopher Choi | Early Careers | NO |
| Anu Atreya | Corporate Sponsorship | NO |
| Neda Haghighat | Historian | YES |
| Danny Lee | Member Volunteer | NO |
| Elliott Munizza | Member Volunteer | YES |
| Dylan Gilbert | Member Volunteer | YES |
| Colin Elgarten | Member Volunteer | YES |
| Veronica Nickerson | Member Volunteer | NO |
| Lindsay Berra | Member Volunteer | NO |
| Ryan P Collins | Member Volunteer | NO |