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

**Minutes**

**February 8, 2021 – 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. **Review and Approval of Past Board Meeting Minutes**

Ms. Katie Labadie motioned to accept the minutes of the December 17, 2020 board meeting that was seconded by Mr. Reza Mahbod. The minutes were approved unanimously.

1. **Board Matters**
	1. Committee Updates

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; Ms. Labadie stated she would reach out to the chairs of those committees for updates.

*Chapter Recognition and Awards*

Ms. Jessica Boucher reported that she could not take on the chapter recognition points tracking this year. Mr. Hebert stated that the Chapter will go through the process to obtain a new Chapter Recognition chair. Until a new chair is found, all points earned should be reported to Ms. Labadie.

Regarding chapter awards, Mr. Raymond Urias will obtain the process to select nominations for this year’s awards. Mr. Hebert confirmed that no chapter awards were awarded during the last program year.

*Treasurer’s Update*

Mr. Tariq Mojadidi has received all returns and financial records from the prior year. This Saturday, he will be going to the bank with Mr. Mahbod, Mr. Mike Frederickson, and Mr. Brian Grega to transfer the account management and update the signature cards.

Mr. Mojadidi stated that he will be working with Mr. Barry Koklefsky of RMA Associates to prepare the chapter’s financial reports late next week for the prior year before updating the records for this program year. In addition, Mr. Koklefsky prepared the chapter’s tax return which is due March 1st.

Mr. Mahbod stated that the financial statement audit should be performed and posted to the website. Mr. Mojadidi stated that he will reach out by the end of the week to schedule the audit.

*CGFM*

Mr. Kevin Shers stated that the January CGFM study group went well with about a dozen attendees. He is working on planning the next session and is hoping to be able to offer continuing professional education (CPE) credit.

*Membership*

Mr. Jacob MacDonald welcomed Mr. Justin Lang to the Membership Committee and added that Mr. Lang has agreed to become President-Elect for the next program year.

Mr. MacDonald stated that he worked with the Newsletter Committee to get information needed for the newsletter and that the Committee is working on compiling the annual membership survey for this program year. He stated that an incentive is used to get members to complete the survey but realized that in looking at last year’s survey that the incentive award had not been sent to the winner. Mr. Hebert stated that it should be mailed as soon as it can be. Mr. MacDonald also asked for approval for this year’s survey incentive, which Mr. Hebert also approved.

*Special Events*

Mr. MacDonald stated that because the chapter usually hits its points cap, that he was not sure if there was a need to schedule special events. Ms. Labadie stated that the chapter could continue to plan virtual chapter meetings, following AGA National’s lead and attempt to plan and hold the Gala this year, perhaps doing a hybrid event. If the Gala is a go, she said the Gala Planning Committee needs to start now.

Mr. MacDonald then inquired about the promotion of a ski trip in the current COVID environment and whether there was a negative impact on the chapter for planning and holding the event. Mr. Matt Menchi mentioned that Liberty requires a reservation and wearing masks is included in their COVID protocols in place; other skiing locations will likely have similar protocols and requirements in place as well. As such, a ski trip might be feasible. Ms. Labadie stated that she would work with Mr. MacDonald and Mr. Menchi to start planning a ski trip.

Mr. Mahbod stated that the chapter could also consider a wine tasting. Mr. MacDonald replied that the number of guests could be limited and could be planned in the spring. Any messaging would need to include COVID messaging as well. The budget for a wine tasting was about the same as a ski trip ($1,500 to $2,000), with some of the cost being eliminating by not hiring a bus. Mr. Urias mentioned that a virtual wine tasting might be an option where the wines are sent to the member’s house. Mr. MacDonald will look into this option as well. Ms. Sonia Kessler mentioned that for the virtual event, it was possible for members to pay a nominal cost to sign up.

*Education*

Mr. Kevin Love stated that the week of May 3rd is planned for this year’s Spring Workshop. He has confirmed attendance with GAO, but stated that because of turnover at FASAB, he’s looking to identify new contacts. Mr. Mahbod stated that he’s contacted Monica Valentine to speak at a chapter meeting; she would also be a good contact for the workshop. Mr. Love stated that for now, the workshop is planned for a half day as a whole day seemed to be too much in a virtual environment.

*Program*

Mr. Menchi stated that he had no updates.

*Early Careers*

Mr. MacDonald stated that currently Early Careers is a subgroup within membership. The Chapter hits its points goal by executing other membership events, so the Membership Committee has not focused on events for this subcommittee. In past years, Mr. MacDonald stated that there were discussions to realign this as a separate committee, but that did not go anywhere. Mr. MacDonald mentioned that it may be time to discuss that realignment this year.

*Newsletter*

Ms. Sonia Kessler stated that the newsletter is in progress. Information is still needed to complete the issue:

* President’s Message
* Program/Education articles
* Awards information

Ms. Labadie will send awards information at the end of this meeting. Ms. Kessler stated that once the information is received, it would not take too long to put the issue together.

*Sponsorship*

Ms. Neda Haghighat stated that sponsor contact emails and invoices are being submitted for this program year. Two sponsors have already responded with some questions. A list of potential sponsors is being developed for the chapter to reach out with a mass messaging to hopefully obtain some more sponsors.

*Correspondence*

Mr. Zak Kennedy stated that there was no correspondence to report.

*Webmaster*

Mr. Kennedy stated that he has a meeting this afternoon to bring the chapter’s website design current and aligned with the DC chapter and AGA National’s websites as well. Once the templates are designed, the website can be updated.

* 1. February Chapter Meeting

Mr. Hebert stated that a speaker has been obtained for the February 18th chapter meeting about Professional Resiliency and that only a time needs to be pinned down due to the speaker’s schedule.

* 1. March Chapter Meeting

*Speaker Outreach*

Mr. Hebert stated that various board members have reached out to senior leadership at the various organizations, including FASAB; he asked that chairs also reach out with potential speakers. Ms. Kessler also recommended looking at past evaluations and surveys for ideas and topic suggestions for what the membership is looking to see.

*CGFM Month*

Mr. Shers stated that the Richmond chapter is taking the lead on reaching out to the Virginia governor’s office on behalf of the Virginia AGA chapters. He will provide an update when obtained.

* 1. Spring workshop

Mr. Love stated that the date and time for the spring workshop should be finalized this week.

**UPDATE**: The Spring Workshop has been scheduled for May 4th; Mr. Love is still working to confirm one or two more speakers (FASAB and GAO have confirmed), including a speaker from the Department of the Treasury. Adding one additional speaker ensures the Workshop lasts half the day, starting at 9:30AM and ending at 12:30PM; adding two speakers adds an additional hour, starting the Workshop at 8:30AM instead of 9:30AM.

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

There were no other topics brought forward to the board for discussion.

There being no new business discussed, Ms. Labadie motioned and Mr. Mojadidi seconded a motion to adjourn the meeting. There being no objections, the meeting adjourned at 12:45pm.

**Appendix A: Board Members in Attendance**

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| Name | Board Position | In Attendance |
| Marc Hebert | President | YES |
| Justin Lang | President Elect | YES |
| 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 |
| VACANT | Accountability/Outreach | VACANT |
| Raymond Urias | Awards Chair | YES |
| Kevin Shers | CGFM (Certification) Chair | YES |
| VACANT | CGFM (Certification) | VACANT |
| VACANT | CGFM (Certification) | VACANT |
| VACANT | Chapter Recognition Chair | VACANT |
| Robin McCoy | Chapter Recognition | NO |
| Fatima Zoury | Community Services Co-Chair | NO |
| April Leonard | Community Services Co-Chair | YES |
| Neda Haghighat | Corporate Sponsorship Chair | YES |
| Samrawit Yohannes | Corporate Sponsorship | YES |
| James Gould | Education Committee Chair | NO |
| Kevin Love | Education | YES |
| Matt Menchi | Programs Chair | YES |
| VACANT | Programs | VACANT |
| Jacob MacDonald | Membership Chair | YES |
| Christopher Choi | Membership | NO |
| Xiaolei Wang | 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 |