**Northern Virginia AGA (NOVAGA)**

**Chapter Board Meeting Minutes**

**February 8, 2023**

**Via Teams (Call-in 929-352-1691, Meeting ID 122 057 800)**

1. **Introductions**

Mr. Joseph Hungate was delayed and asked Mr. Chris Horton to run the Board Meeting. Mr. Horton called the meeting to order to order at 1:00pm 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. Horton asked for a motion to accept the minutes of the December 7, 2022, board meeting. Mr. Zak Kennedy motioned with a second from Ms. Chris Horton. There being no objection, the minutes were approved unanimously.

1. **Board Matters**
	1. **Updates from Committee Chairs**
		1. Treasurer

Mr. Kiera Murphy, Assistant Treasurer, provided an update about the Chapter’s financial activities.

* Ms. Murphy confirmed the accountant finalized the FY 2022 financial statements; the statements should be posted if not already posted.
	+ Mr. Rose noted no material issues
	+ Mr. Kennedy confirmed the statements had been posted on the website.
* Current balances in the Chapter’s checking account is approximately $12K
	+ This balance is about 25% of prior year’s balance
* Mr. Rose has invoiced the chapter, which Mr. Reza Mahbod approved for payment.
	+ The invoiced amount ($2K) will reduce the checking account balance to about $10K.
		1. Education

Mr. Kevin Love, Education Committee chair, provided updates on the Committee’s activities.

* The Annual Spring Workshop will be held in KPMG’s office April 27th, a hybrid event scheduled for the entire day, contingent on finding speakers.
	+ Currently FASAB is scheduled to speak in the morning; inquiries are pending from the Department of the Treasury, Government Accountability Office,
	+ Mr. Choi is also working on additional sessions for the afternoon
	+ Ms. Sonia Kessler inquired about whether polling questions were set up in the platform for virtual participants to obtain their educational credits.
		- Mr. Horton asked about the platform that will be used; Ms. Katie Labadie stated that the chapter uses the DC chapter’s platform in exchange for using their NASBA sponsor number.
		- Both Mr. Hungate and Mr. Justin Lang both spoke with the DC President who agreed to maintain that relationship during 2023.
		1. CGFM

Mr. Shers, CGFM Committee chair, as absent and will provide an update on the Committee’s activities at the next meeting.

* + 1. Membership

Mr. MacDonald, Membership Committee chair, was absent; Mr. Christopher Choi provided updates on the Committee’s activities.

* There are currently no official events planned.
* Mr. Choi also provided an update on the Early Careers program:
	+ The Committee is coordinating with local college campuses (e.g., Catholic University, George Washington University (GW), etc.) to do outreach for AGA and build student membership
	+ Outreach includes booths, classroom events, etc. as well as other networking events.
	+ The DC Chapter is doing some Community Relation events as a joint event with AGA with professional development series in the spring or summer time frame
		- The Committee is planning to reach out to local college Public Affairs offices and is looking for additional Points of Contact
		- Mr. Choi will follow-up with Committee and Board members offline, including GW and George Mason located in Arlington, VA.
		1. Special Events

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

* The next chapter meeting is set for March 22
	+ Mr. Hungate stated that the speaker for the March monthly meeting is Andrea Sampanis CGFM, Grants QSMO Solutions and Services Lead at the U.S. Department of Health & Human Services. Ms. Sampanis will speak on how the Grants QSMO mission offers federal awarding agencies shared IT solutions and services that empower agencies and grant recipients to efficiently and effectively deliver on the $1T+ annual grants mission
* Planning has started on this year’s annual Gala
	+ Mr. Hungate has tentatively booked the Washington Gold & Country Club and June 15 and July 15
	+ Mr. Horton asked about the chapter’s awards and stated that awards are a great way to shine a light on those doing great work in the past year; he also recommended highlighting the awards in the next issue of the newsletter
	+ Mr. Raymond Urias-Rivera is the Awards chair; he’s received a few emails in the past few years, but the chapter has not distributed any in the last 2 years due to COVID
	+ Mr. Horton recommended that the chapter ensure that it has proper processes in place to get the awards nominations, and asked to meet with Mr. Urias-Rivera and Ms. Kessler next week to discuss.
		1. Newsletter Content

Ms. Kessler, Newsletter Editor, stated that she is attempting to get the next issue of the Chapter Newsletter out by 2/17/2023, or at least receive additional information by that date.

* + 1. Sponsorship

Mr. Horton, Corporate Sponsor Chair, provided an update on Committee activities at the next board meeting.

* Commitments have been received from RMA, Becker, and Kearney
	+ Becker’s sponsorship is in kind with the CPE program.
	+ Kearney’s sponsorship level is silver.
	+ RMA’s sponsorship level is unknown.
* Mr. Horton has several calls and emails pending from other entities.
* The Committee has a one-page snapshot of benefits offered within the calendar year (through the end of 2023)
1. **Upcoming Chapter Events**
	1. There were no other chapter or membership events discussed other than those discussed under Special Events.
2. **Open Forum**
	1. **Other Topics and Concerns for Discussion**
* Mr. Choi inquired about the sponsorship revenue which was not posted on the Statement of Net Cost for 2022. Mr. Horton stated that Mr. Rose may have addressed question about $22K and details all events including ski trips, chapter events, the gala, winery tour, etc. Mr. Horton recommended that the Board follow-up with Mr. Reza Mahbod to understand what comprises the $22K expense line item.
* Mr. Urias-Rivera inquired about the impact of the chapter’s financial position on activities for the rest of the year. Mr. Horton stated that the Chapter would like to get a few more sponsors and to have more network events.

There being no other business to discuss, Mr. Horton adjourned the meeting at 1:37pm.

**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 | NO |
| 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 | YES |
| Kevin Shers | CGFM (Certification) Chair | NO |
| 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 | YES |
| VACANT | Corporate Sponsorship | VACANT |
| Kevin Love | Education Committee Chair | YES |
| VACANT | Education | VACANT |
| VACANT | Programs Chair | VACANT |
| VACANT | Programs | VACANT |
| Jacob MacDonald | Membership Chair | NO |
| Christopher Choi | Membership | YES |
| Ifran Satriadhi | Membership | YES |
| Xiaolei Wang | Membership | YES |
| Richard Frank | Membership | NO |
| Jacob MacDonald | Early Careers Chair | N/A |
| Xiaolei Wang | Early Careers | N/A |
| Sonia Kessler | Newsletter Editor | N/A |
| Naomi Martinez | Newsletter Editor | NO |
| Katie Labadie | Special Events Chair | N/A |
| Katrina Samiley | Special Events | YES |
| Zak Kennedy | Webmaster | N/A |
| Neda Haghighat | Supporting Webmaster | N/A |