**Northern Virginia AGA (NOVAGA)**

**Chapter Board Meeting Minutes**

**January 17, 2025**

**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 12:02pm 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 December 11, 2024, board meeting. Mr. Chris Horton motioned for the board to accept the minutes with a second from Ms. Cherry Ung. There being no objections, the minutes were approved unanimously.

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

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

* Lead! will be held April 24-26 in Baltimore (Thursday evening through half of Saturday) at Renaissance BWI hotel. AGA reimburses each chapter for sending two representatives. Mr. MacDonald has talked with Ms. Kiera Murphy to attend along with Mr. Irfan Satriadhi as the incoming president for the next chapter year.
	+ Mr. Horton recommended that the chapter take on the cost to send Ms. Murphy if she does not take one of the two AGA supported spots as there is a lot of value for Treasurers. Mr. Joseph Hungate stated that AGA limits the chapter to send only two members to attend. Ms. Ung recommended sending Mr. Frank McCourt as he has taken on the Assistant Treasurer role and Ms. Murphy has been Treasurer for several years. Mr. McCourt stated that he is happy to go if that is what is decided.
	+ Mr. MacDonald stated that Lead! is a great networking opportunity for anyone to attend and offers great and new perspectives for those considering taking on new leadership roles in the chapter. Ms. Ung added that there will be workshops presented by other chapter officers.
	+ Mr. MacDonald will reach out to Ms. Dana Mark (AGA National) to inquire whether the chapter can send more than two persons to Lead!.
	+ Mr. Horton added that the chapter will earn Achievements in Chapter Excellence (ACE) bonus points if attendees are confirmed by January 31, 2025. Mr. Hungate recommended that the chapter confirm attendees as Mr. Satriadhi and Ms. Murphy, then request through AGA if Mr. McCourt can attend.
	+ Mr. Reza Mahbod stated that if AGA does not allow more than two attendees, Mr. McCourt can attend next year.
* The Junior Achievement (JA) finance event is next Wednesday, January 22, 2025; current sign-ups show the event is well-received. The next event is March 4, 2025, and Mr. MacDonald recommends the chapter participate next year as well.
	1. **Treasurer’s Report**

Ms. Murphy provided an update on the chapter’s finances, presenting the PowerBi dashboard.

* Checking account balance is approximately $6,000; Ms. Murphy explained that the current balance is $9,023, but due to January transactions, the actual balance is about $6,000. Savings account balance is $46,822.
	+ Checks this month include the chapter’s tax filings with Mr. Ed Rose ($2,200) and expenses related to an upcoming event
	+ There was a transaction for $233 charged to an Amazon purchase on the chapter’s debit card (screenprint below). Ms. Murphy emailed the details to Ms. Ung and Mr. MacDonald to ask about the details. Mr. MacDonald has the debit card while Ms. Ung no longer has access since leaving RMA. Ms. Ung recommended contacting Ms. Neda Haghighat to see if the RMA Amazon account shows a purchase that was charged to the incorrect purchase card. Mr. MacDonald will take care of contacting Ms. Haghighat.

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* + Additional transactions expected in next few weeks include expenses related to the Gala and the Spring Workshop.
* Mr. Horton asked Ms. Murphy is there was a sense of sponsor and membership amounts that had been received. Ms. Murphy explained that there was and provided the following through the dashboard:
	+ Membership dues are received quarterly, and amounts for new members are received upon the member joining the chapter
	+ The first batch is received in April/May; for example, 2024 amounts were received in May totaling about $8K with an additional batch received in October totaling $13K
	+ Registrations were approximately $12k with sponsorships totaling $16K; for future details, Ms. Murphy can add event descriptions to include networking plus chapter meetings when recording receipts.
* Mr. Mahbod stated that the chapter is seeing $40K collected (prior program years saw $50K in inflows offset with $50K in expenses); with $40K of inflows, the chapter will want to manage approximately $40K in expenses to stay fiscally responsible. He recommended adding expenses to the dashboard
* Mr. Horton stated that this would be a great time to plan budgets for the next program year. Mr. Mahbod recommended it to be a topic for the next board meeting, using January touchpoints to incorporate budget discussions and bring to the board meeting. Mr. Horton recommended the chapter should plan the whole budget versus one event at a time, with the budget being planned before the current program year ends.

* 1. **NCC Representative Report**

Mr. Christopher Horton, NCC Representative, provided an NCC update.

* NCC Representative meetings are both a training opportunity for chapter representatives as well as an opportunity for chapters representatives to share best practices and check-in with the Area 8 representative, Mr. Nick Garand (Mr. Garand covers chapters in the region between Virginia and Delaware).
* The chapter’s plan is for the immediate past president to assume the NCC Representative role in the program year following his or her presidency. Mr. Hungate noted that the NCC role succession should be voted on, and Mr. MacDonald stated that it needs to be clarified in the bylaws.
* The next NCC meeting is scheduled for February.
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 stated that the survey was complete and included in the e-newsletter distributed in December 2024.

* **Early Careers Committee**

Mr. Chad Wilhite provided some updates about the Committee’s activities.

* + The Capitals game is set for March 18 due to ticket availability; tickets cost $35 / ticket with a total net cost of $900. Tickets will sell out quickly and a link will be provided when available. Mr. MacDonald mentioned that the DC Chapter’s tickets sold out in a matter of hours.
	+ To be fair to all chapter members, there is an option to have members register for a lottery or to just announce when tickets will be open for sale, then send with a date and time for purchasing on a first come-first serve basis. Ms. Sonia Kessler recommended the second option; Mr. MacDonald recommended that two or three tickets be reserved for board members.
	+ Ms. Ung asked if the event was for members only or if nonmembers could attend; Mr. MacDonald stated it was for members only.
	+ Mr. MacDonald mentioned that the suggested retail price determines that this is a great deal. He asked what the cost to the chapter would be if the cost was raised to $50. Mr. Willhite said it would be $600 instead of $900. Those in attendance agreed that raising the price would be more beneficial to the chapter, with Mr. Hungate stating that they will still sell out quickly.
* **Education Committee**

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

* + The Ethics course had about a dozen attendees and was a good revenue generator with little to no expenses.
	+ Mr. MacDonald asked if it was an event that could be done more than once a year. Mr. Horton mentioned that the chapter would have to coordinate with the Virginia Board of Accountancy, and the course would not be available until later in the calendar year.
	+ Mr. Mahbod stated that the chapter could do one event in December and one in January.
* **CGFM Committee**

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

* + Study group for Exam 1 was held last night with 19 people attending. Conference i/o worked well for the event.

* **Corporate Sponsors**

Mr. MacDonald opened the corporate sponsorship discussion with a question as to whether the chapter should stay with calendar year (or 12 month year) or revert back to a program year.

* + Ms. Ung stated that the chapter will need to make a decision so that the sponsorship benefits can be set during the July 1 through June 30 timeframe or start a 12-month period when paying.
		- RMA is ready to pay with KPMG ending this period and KPMG and Kearney do not care when they have to pay.
		- She is working to try to get KPMG to move up a level since they employ the chapter’s incoming president (Mr. Satriadhi).
	+ There was some discussion on whether the issue is the chapter not communicating benefits, including the period of benefits to the sponsors, or that the program year is overly burdensome.
		- Ms. Kessler stated that the way that it is explained, it seems to be more of a communication issue than a program year issue
		- Ms. Ung responded that communication has been fixed in the last three months, and that resolving the program year versus 12-month year would be the logical next step
		- Ms. Kessler recommended staying with the current plan and presenting details at the next board meeting so that everyone can see what the structure is and what is recommended to be changed
		- Ms. Ung stated that she does not have the current structure, and that Ms. Kessler or Mr. Horton should be able to provide; Ms. Kessler stated that a presentation of what is being recommended can still be presented

* **Community Services**

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

* **Accountability and ACE Reporting**

Mr. Brian Grega, Committee Chair, was absent; an update would be provided at the next board meeting.

* **Newsletter**

No updates were discussed.

* **Website & Social Media**

Mr. Zak Kennedy, Webmaster, did not have an update on Website & Social Media.

* + Mr. Mahbod stated that the post regarding the January meeting cancellation could have been done better. He stated that writing cancelled over the speaker’s face could be seen negatively outside of the chapter. Mr. Kennedy stated that it should have been cancelled over the date, but it did not post that way. Going forward, he will work on the updates to ensure that they are accurate before posting.
* **Bylaws**

No updates were discussed.

* **Historian**

No updates were discussed.

1. **Program / Special Events**

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

* Mr. Hungate will try to schedule Mr. Irv Dennis as the incoming Department of Housing and Urban Development Chief Financial Officer for the February meeting. If Mr. Dennis cannot attend, the meeting may need to be cancelled.
	+ Additional marketing needs to be performed to ensure that participation continues to increase.
	+ There are no updates for speakers for the March or April meetings as of yet.
* The spring workshop is in planning phase. The chapter is working with KPMG to check the availability of their conference space as well as inviting Montgomery/Prince George’s chapter.
* The chapter is still discussing where to hold future meetings that are more metro accessible.
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 1:06pm.

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

**Board Members Present: 5**

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| **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 | N/A |

**Chapter Committee Chairs Present: 9**

|  |  |  |
| --- | --- | --- |
| **Member Name** | **Committee** | **In Attendance** |
| Brian Grega | Accountability / Outreach | NO |
| Raymond Urias-Rivera | Awards | YES |
| 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) | YES |
| Vacant | Leadership Development | N/A |
| Kevin Love | Education | YES |
| Xiaolei Wang  | Membership | NO |
| Sonia Kessler | Newsletter | N/A |
| Joseph Hungate | Programs | YES |
| 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 | YES |
| Frank McCourt | Assistant Treasurer | YES |
| Jaslin Madrigal Castro | Education, Special Events | NO |
| Christopher Choi | Early Careers | NO |
| Anu Atreya | Corporate Sponsorship | NO |
| Neda Haghighat | Historian | NO |
| Danny Lee | Member Volunteer | YES |
| Elliott Munizza | Member Volunteer | NO |
| Dylan Gilbert | Member Volunteer | NO |
| Colin Elgarten | Member Volunteer | NO |
| Veronica Nickerson | Member Volunteer | NO |
| Lindsay Berra | Member Volunteer | NO |
| Ryan P Collins | Member Volunteer | YES |