**Northern Virginia AGA (NOVAGA)**

**Chapter Board Meeting Minutes**

**July 19, 2024**

**Via Teams (Meeting ID 283 893 747 75, Call-in No. / ID 1 331-305-3582, 316 750 350)**

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. Christopher Choi motioned for the board to accept the minutes of the June 20, 2024 board meeting. Mr. Raymond Urias-Rivera seconded the motion. There being no objections, the minutes were approved unanimously.

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

Mr. MacDonald provided a brief report of what he is looking to accomplish this year for the chapter.

* The chapter needs to compile a budget by committee by August 30, 2024; he will work with Mr. Christopher Horton, Immediate Past President, and Ms. Kiera Murphy, Treasurer, to review the activities for each committee and determine costs from prior years.
* Mr. MacDonald is holding an in-person planning meeting for this program year on August 3, 2024.
	+ Everyone on the call currently as well as the current invite list, plus some additional interested parties will be invited.
	+ Food and drinks will be provided
	+ Look for the invite in the next few days
* Mr. Ifran Satriadhi asked if additional board members were needed and if there were any positions or committees that were open. Mr. MacDonald stated that now is the time to start recruiting for board members and chapter volunteers.
	+ Mr. MacDonald stated that the Historian position is currently open. Mr. Reza Mahbod further stated that 2018 was the last year that our Chapter’s history was documented; it should be prioritized as a NOVAGA project so that it can be updated this year and then updated after each program year. He’s asked for volunteers to help with this, but it seems to be a daunting task. Ms. Kessler suggested breaking it down to smaller points – e.g., start with bullets of what happened during the year, then go back and fill in the bullets with narratives. Ms. Neda Haghighat volunteered to fill in as Historian to get the Chapter’s history up-to-date.
	+ Ms. Sonia Kessler stated that the Education Committee is currently a committee of one and can always use help with the two annual workshops that the Chapter holds.
	+ The Early Careers Committee is always looking for volunteers.
* Until after the planning meeting is held, Mr. MacDonald is not going to do a round robin of committee reports but will go over the next few events that are scheduled with the chapter.
* Mr. Chad Willhite, Early Careers Committee, mentioned that the August happy hour event planned for August 29th at Starr Hill rooftop in the Capital One building in Tyson’s Corner.
	+ There is currently a cap set for 50 people with two drink tickets each with the event being marketed to a happy hour kickoff to the year.
	+ Mr. MacDonald suggested having a budget of $1,000 for the event.
	+ Mr. MacDonald asked if anyone on the call was opposed to the proposal; hearing no objections or questions, he recommended the committee move forward with the event.
	+ Ms. Cherry Ung requested information be posted to the website and to social media as a save the date.
* Mr. MacDonald is looking at changing the format for the board meetings and moving away from a round robin format; he will coordinate with Ms. Kessler on the format.
	1. **Treasurer’s Report**

Ms. Murphy, Treasurer, was absent; Mr. Reza Mahbod provided an update on the Chapter’s financial status.

* Checking account balance is $29,150.03
* Savings account balance is $46,820.02
* Mr. MacDonald stated that it is still good for the chapter to be looking for cost savings going forward, including adding costs to events as needed to at least break even rather than operate at a loss.
	+ Mr. Mahbod stated that it is good for the chapter to continue to keep the $45K in savings and maintain the amount in the checking account to be able to operate safely.
	+ Mr. MacDonald is interested in seeing the monthly dashboard for review at the board meetings. Mr. Mahbod recommended asking for the monthly dashboard be provided even if Ms. Murphy is not able to make the meeting.
* Mr. Mahbod stated that Ms. Murphy is working with Mr. Ed Rose, the Chapter’s auditor, to start the annual review and tax return processes.
	+ Mr. Mahbod stated that once finalized / accepted, these will need to be posted to the chapter’s website; he also inquired if prior years reports and returns had been posted. Mr. Zak Kennedy stated that only last year’s report and return need to be posted and will confirm what else might need to be posted after this meeting.
1. **Committee Chairs**

Committee chairs did not provide reports at this board meeting and will begin providing updates at the next board meeting.

1. **Program / Special Events**

Program and special events were discussed during the President’s Report.

1. **Open Forum**
	1. **Other topics and concerns for discussion**
* Ms. Kessler inquired about whether there will be a tri-chapter picnic. Mr. MacDonald stated that he is working through the details with the other chapter points of contact and with Ms. Ung. Ms. Ung stated that the DC Chapter has already set aside $4,000 for the picnic. Mr. MacDonald and Ms. Ung both stated that feedback from last year’s event was to go back to barbeque food and not repeat the kabobs.
1. **Adjourn**

There being no other business to discuss, Mr. MacDonald adjourned the meeting at 12:41pm.

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

**Board Members Present: 3**

|  |  |  |
| --- | --- | --- |
| **Board Member Name** | **Position** | **In Attendance** |
| Jacob MacDonald | President | YES |
| Ifran Satriadhi | President Elect | YES |
| Chris Horton | Immediate Past President | NO |
| Sonia Kessler | Secretary | YES |
| Kiera Murphy | Treasurer | NO |
| Chris Horton | NCC Representative | N/A |

**Chapter Committee Chairs Present: 4**

|  |  |  |
| --- | --- | --- |
| **Member Name** | **Committee** | **In Attendance** |
| Brian Grega | Accountability / Outreach | NO |
| Raymond Urias-Rivera | Awards | YES |
| Kevin Shers | CGFM | NO |
| VACANT | Chapter Recognition | VACANT |
| VACANT | Community Services | VACANT |
| Chris Horton | Corporate Sponsorship | N/A |
| Zak Kennedy | Correspondence | YES |
| Christopher Choi | Early Careers | YES |
| Kevin Love | Education | NO |
| Xiaolei Wang  | Membership | NO |
| Sonia Kessler | Newsletter | N/A |
| VACANT | Programs | VACANT |
| Cherry Ung | Special Events | YES |
| Zak Kennedy | Webmaster | N/A |

**Other Members Present: 4**

|  |  |  |
| --- | --- | --- |
| **Member Name** | **Committee / Position** | **In Attendance** |
| Neda Haghighat | Historian | YES |
| Katrina Samiley | Special Events | YES |
| Chet Willhite | Early Careers | YES |
| Richard Frank | Membership | NO |
| Reza Mahbod | Board Advisor | YES |
| Silas York | TBD | NO |
| Joseph Hungate | Board Advisor | NO |