**Northern Virginia AGA (NOVAGA)**

**Chapter Board Meeting Minutes**

**July 15, 2022**

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

1. **Introductions**

Mr. Joseph Hungate called the meeting to order to order at 12:03pm 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. Hungate asked for a motion to accept the minutes of the June 1, 2022, board meeting. Ms. Katie Labadie motioned with a second from Ms. Neda Haghighat. There being no objection, the minutes were approved unanimously.

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

Mr. Mahbod, Treasurer, provided an update about the following activities:

* Ed Rose had been engaged to perform a review of the chapter’s financial statements and will be performing most of the work remotely.
* Upon completion, the Chapter’s financial statements will be posted to the chapter website (approximately end of August).
* The chapter spent quite a bit of money on this year’s gala and will need to reach out to our sponsors. Ms. Haghighat stated that the Corporate Sponsors committee will be reaching out to existing sponsors near the end of July 2022.
	+ 1. Education and CGFM

Mr. Kevin Love, Education Committee chair, was absent and did not provide an update about current committee activities. Mr. Kevin Shers, CGFM Chair, provided an update regarding the CGFM committee activities:

* The CGFM Committee is preparing survey questions to gauge interest in CGFM training through AGA national.
* The questions will mention the cost of the training and will be released with the annual membership survey. Cost details mentioned are contingent upon getting 30 persons to register and attend:
	+ Total cost is approximately $18,900, based on $630 per person plus the cost of two exams (2 exams at $135 each)
	+ The course is a three-part course covering 6 days at 8 hours a day
	+ Individually, the cost is $1,980 (three-part course plus the cost of three exams)
	+ Mr. Hungate stated that the chapter could choose to subsidize some of the cost at a later date
	+ Mr. Shers motioned to include the above-stated costs in the survey questions; Ms. Sonia Kessler seconded the motion. There being no objections, the motion passed.
		1. Membership

Mr. Jacob MacDonald, Membership Committee chair, was absent and did not provide an update about current committee activities.

* + 1. Special Events

Ms. Labadie, Special Events Chair, provided an update regarding committee activities:

* The next chapter meeting is scheduled for September 21st with Teresa Hunter, Chief Financial Officer (CFO), Internal Revenue Service, as the guest speaker.
* The October chapter meeting is also scheduled for October 18th with Brett Edwards, CFO, Federal Deposit Insurance Corporation, as guest speaker.
* The winery tour will be planned for the fall with additional information coming from Mr. MacDonald.
* The Tri-Chapter picnic is currently being planned with additional information coming from Mr. MacDonald.
	+ 1. Newsletter Content

Ms. Kessler provided an update on the next issue of the Chapter Newsletter.

* Gala pictures (about 20) were added to the website
* Additional information is still needed to prepare the newsletter before publishing, including:
	+ Pictures from the golf tournament
	+ Sponsorship ads
* Planned publishing date is between the third and fourth week of August.
	+ 1. Sponsorship

Ms. Haghighat, Corporate Sponsor Chair, provided an update of committee activities:

* The committee plans to send notification, forms, and flyers for the next program year by the end of July.
* Mr. Mahbod asked to be copied on all communications as well as Mr. Hungate so as to look for and recruit new sponsors.
	1. **Chapter Bylaws**

Ms. Kessler asked that the Board members review the draft Chapter Bylaws attached to this invite and respond with any changes using Word’s track change feature by August 15th. The Committee will review the draft changes received and provide the Board with a draft copy for review before the first September board meeting (planned for September 7th).

1. **Upcoming Chapter Events**
	1. **July Chapter meeting**

There will be no chapter meetings for July or August; the next scheduled chapter meeting will take place in September.

1. **Open Forum**
	1. **Other Topics and Concerns for Discussion**
		1. Ms. Kessler requested the August board meeting to be rescheduled; all agreed to August 15th.
		2. Mr. Hungate and Ms. Labadie are going through the online submission for chapter points; the remaining items include filing the chapter’s taxes and updating the current submission. The Chapter should be receiving Platinum status this year and should be received during this year’s PDT. Ms. Kessler requested a picture for the newsletter.

There being no other business to discuss, Mr. Hungate motioned to adjourn the meeting with a second by Mr. Brian Grega; there being no objection, the meeting adjourned at 12:25pm.

**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 | NO |
| Joseph Hungate | NCC Representative | N/A |
| Sonia Kessler | Secretary/Historian | YES |
| Reza Mahbod | Treasurer | YES |
| Kiera Murphy | Assistant Treasurer | NO |
| Zak Kennedy | Correspondence Chair | YES |
| Brian Grega | Accountability/Outreach Chair | YES |
| VACANT | Accountability/Outreach | VACANT |
| Raymond Urias-Rivera | Awards Chair | NO |
| Kevin Shers | CGFM (Certification) Chair | YES |
| VACANT | CGFM (Certification) | VACANT |
| VACANT | Chapter Recognition Chair | VACANT |
| VACANT | Chapter Recognition | VACANT |
| VACANT | Community Services Co-Chair | VACANT |
| VACANT | Community Services | VACANT |
| Neda Haghighat | Corporate Sponsorship Chair | YES |
| VACANT | Corporate Sponsorship | VACANT |
| Kevin Love | Education Committee Chair | NO |
| VACANT | Education | VACANT |
| VACANT | Programs Chair | VACANT |
| VACANT | Programs | VACANT |
| Jacob MacDonald | Membership Chair | NO |
| Christopher Choi | Membership | YES |
| Ifran Satriadhi | Membership | NO |
| Xiaolei Wang | Membership | NO |
| 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 | YES |
| Katrina Samiley | Special Events | YES |
| Zak Kennedy | Webmaster | N/A |
| Neda Haghighat | Supporting Webmaster | N/A |