**Northern Virginia AGA (NOVAGA)**

**Chapter Board Meeting Minutes**

**June 1, 2022**

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

1. **Introductions**

Mr. Justin Lang called the meeting to order to order at 12:02pm 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. Lang asked for a motion to accept the minutes of the May 3, 2022, board meeting. Mr. Reza Mahbod motioned with a second from Mr. Joseph Hungate. There being no objection, the minutes were approved unanimously.

1. **Board Matters**
   1. Treasurer

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

* The Certificate of Deposit (CD) at Wells Fargo was confirmed; Mr. Brian Grega stated that he would look through his records for paperwork regarding the CD balance during his tenure as chapter President.
* Online access to the accounts is still being coordinated with the bank as sign-off from the previous Treasurer needs to be obtained.
* Ed Rose will perform a review of the chapter’s financial statements from the past two years as the auditor and will file the chapter’s tax return upon completion.
* The Chapter’s financial statements will be posted to the chapter website upon completion of the audit.
  1. Education

In light of the absence of Mr. Kevin Love, Education Committee chair, Mr. Hungate provided a proposal submitted to the committee for consideration. Mr. Hungate stated that he will discuss further details with Mr. Love and Mr. Kevin Shers, CGFM Chair, including the following.

* Sponsoring a CGFM training that will include providing access to a free exam.
* Offering a group rate to pass on savings to the training to chapter and other AGA members.

Mr. Mahbod said that he can get a resource from his firm to help with this and other committee activities.

* 1. Membership

Mr. Jacob MacDonald, Membership Committee chair, provided an update about current committee activities.

* Mr. Christopher Choi provided an update on the Young Professionals Happy Hour at Don Tito’s. He stated that there was a good turnout and there was a lot of interest in having that type of event in the future. In addition to the positive feedback, Mr. Choi also mentioned that two or three attendees were going to apply for the scholarship as a result.
* Pictures of the Young Professionals Happy Hour will be emailed to Ms. Sonia Kessler, Ms. Katie Labadie, and Mr. Zak Kennedy for inclusion into the newsletter and posting on the chapter’s website.

Mr. MacDonald stated that the DC Chapter recently held a winery tour and recommended collaborating with that chapter about ensuring that planning and holding the tour will be efficient, cost beneficial, and fun for our members. He further mentioned that while no date has been set yet, possibly holding the tour in July or August could work. He will look back at the past events to see when the last winery tour was held and will determine costs. Mr. Hungate suggested holding the tour in the fall to avoid the hot weather.

Mr. MacDonald suggested holding a tri-chapter picnic in the summer (in July or August); planning for that can begin now and would allow for moving the winery tour in the fall.

Mr. MacDonald stated that while the Chapter is still working through moving through 123signup to its new vendor, he will remove language referencing 123signup to the new vendor.

* 1. Special Events

Mr. Hungate and Ms. Labadie provided an update to the Board about the upcoming Gala and other chapter events. The Gala was scheduled for June 22nd at the Washington Golf & Country Club; Ms. Labadie stated she will do a mail merge to disseminate the event and registration information and link to the chapter members. The cost is $25 to members and $50 to nonmembers. Mr. Hungate did request that an update to the flyer be made to correct the country club address to 3017 N Glebe. Mr. Lang asked for weekly and biweekly email blasts be sent to chapter members to encourage participation.

Mr. Hungate stated that the next chapter meeting is set for October 18th; it will be held at the Washington Golf & Country Club and will feature Mr. Brett Edwards from the Federal Deposit Insurance Corporation (FDIC).

* 1. Newsletter Content

Ms. Sonia Kessler requested that information be sent for inclusion in the next issue of the Chapter Newsletter.

* Registration platform
* Events, including the gala, band, and awards.
  1. Sponsorship

In the absence of Ms. Neda Haghighat, Corporate Sponsor Chair, Mr. Mahbod suggested sending an email to her requesting an update. In response to Mr. Lang’s request, Ms. Haghighat responded that she had no updates at this time.

1. **Upcoming Chapter Events**

Other than the upcoming Gala, no other chapter events were discussed.

1. **Open Forum**

Mr. Mahbod discussed the needed changes to the Chapter Bylaws as a result of the AGA’s name change earlier in the year. Ms. Kessler had some suggestions to other areas of the Bylaws as they had not been updated in several years. Mr. Hungate stated that he had schedule a meeting with Ms. Labadie to discuss suggested updates and recommended including Ms. Kessler in that meeting.

There being no new business discussed, Mr. Lang adjourned the meeting at 12:25pm.

**Appendix A: Board Members in Attendance**

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| **Name** | **Board Position** | **In Attendance** |
| Justin Lang | President | YES |
| Joseph Hungate | President Elect | YES |
| Marc Hebert | Immediate Past President | NO |
| Joseph Hungate | NCC Representative | N/A |
| Sonia Kessler | Secretary/Historian | YES |
| Reza Mahbod | Treasurer | YES |
| 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 | 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 | NO |
| VACANT | Corporate Sponsorship | VACANT |
| Kevin Love | Education Committee Chair | YES |
| James Gould | Education | NO |
| VACANT | Programs Chair | VACANT |
| VACANT | Programs | VACANT |
| Jacob MacDonald | Membership Chair | YES |
| Christopher Choi | Membership | YES |
| Ifran Satriadhi | Membership | NO |
| 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 | YES |
| Katie Labadie | Special Events Chair | YES |
| Katrina Samiley | Special Events | YES |
| Zak Kennedy | Webmaster | N/A |
| Neda Haghighat | Supporting Webmaster | N/A |