1. **Introductions**

Mr. Joseph Hungate 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. Hungate asked for a motion to accept the minutes of the May 10, 2023, board meeting. Mr. Jake MacDonald motioned with a second from Mr. Christopher Horton. There being no objection, the minutes were approved unanimously.

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

Mr. Hungate thanked the current board for a great year for the Chapter; During the past year, the Chapter moved from pandemic footing to having a great program this year and earning Platinum award for achieving excellence. The award will be received during the Professional Development Training (PDT) conference this July.

* 1. **Treasurer’s Report**

Mr. Reza Mahbod, Treasurer, was absent, Mr. Horton provided the Treasurer’s report about the Chapter’s financial activities.

* All filings have been finalized with Mr. Rose (financial statements and Internal Revenue Service (IRS) filings). Mr. Rose is working on a project to document where e the Chapter is current registered and incorporated so that the chapter can eventually be incorporated in Virginia.
* The Chapter is currently incorporated in D.C; however, some tasks need to be conducted to remain in good standing before extricating from D.C. and start establishing incorporation in Virginia.
* Sponsorship monies are flowing into the checking account from RMA from the post office (PO) box mix-up. Mr. Horton and Ms. Katie Labadie are working to correct the PO box issue and adding Ms. Kiera Murphy to the list of access holders. The list of PO box access holders will be changed as chapter leadership changes.
* Ms. Murphy stated that there was about $16,000 in the checking account. Mr. Horton added the Chapter still has some work to do to improve revenue.
  1. **NCC Representative Report**
* Ms. Labadie did not attend the LEAD program this year; however, both Mr. Hungate and Mr. MacDonald attended and provided reports to the Chapter at last month’s Chapter meeting.
* Monthly reports will be provided when the new program year begins in July.
* Mr. MacDonald stated that PDT is coming up and additional communications were provided at the last meeting for that. He also stated that Young Professionals is being heavily marketed for PDT.

1. **Committee Reports**
   1. **Membership**

Mr. Jacob MacDonald, Membership Committee chair, and Mr. Christopher Choi, Early Careers Committee Chair, provided an update on the Committee’s activities.

* The Chapter still has a note payable outstanding for this year’s picnic. The note payable is to the DC chapter for last year’s food (the D.C chapter paid for the food with the other participating chapters to reimburse). Mr. MacDonald is reviewing the details to determine if the costs could be or were offset from the other participating chapters.
* Mr. MacDonald stated the picnic is a valuable event that is well received. He recommended that the location be changed from Haynes Point due to the logistics at last year’s picnic with parking and scheduling with the District. Mr. MacDonald proposed Beverly Point off the airport exit off the George Washington Parkway.
  1. **Early Careers**

Mr. Christopher Choi, Early Careers Committee chair, was absent; Mr. MacDonald provided an update on the Committee’s activities.

* The Committee laid the groundwork for college and university contacts this past program year; however, scheduling was not ideal and coincided with college and university exams and end of semester activities for both the spring and summer semesters. The Committee is going to reschedule these events in the fall with the new semester begins.
* The Chapter is currently staying away from any happy hour networking events until the Chapter is on more solid financial ground. Instead, the Chapter committees are looking for additional options for networking events. Mr. Horton suggested talking with our points of contacts (POC) at local universities and colleges. Mr. Horton asked about contacting Virginia Tech; Mr. Christopher Choi mentioned that he had, but had not heard back yet. Mr. Horton stated it would be helpful to provide access to chapter events and career fairs.
  1. **Education**

Mr. Kevin Love, Education Committee chair, was absent; Mr. Horton provided a brief update on the Committee’s activities.

* Mr. Horton talked with Mr. Love about renewing the Chapter Winter Workshop ahs a half day workshop that includes ethics continuing professional education (CPE) credits for members to get required hours in before the end of the year.
* The Committee is looking for available dates that would work well for the chapter, coordinate with holidays and busy season, potentially at fiscal year-end (after November 15th).
* The workshop also gives the Chapter an opportunity to use the new conference IO system/platform.
* The Chapter is also looking for volunteers to help with current committee events and help Mr. Love.
  1. **CGFM**

Mr. Kevin Shers, CGFM Committee chair, was absent; Mr. Horton provided an update on the Committee’s activities.

* Mr. Horton talked with Mr. Shers about the CGFM program.
* The Committee is looking for additional volunteers to present CGFM training / study sessions. Current study sessions are priced at $5, and it may be worthwhile to increase the pricing to be more competitive and add value.
  + Ms. Kessler asked about what other chapters charge; Mr. MacDonald asked if the cost included food and / or beverages.
  + Mr. Horton stated that anything under $25 for CPE credits is a good value. He stated that researching pricing models to determine an acceptable increase would be appropriate. He also recommended adding a question to the annual survey to gauge interest and a pricing threshold would be beneficial.
  + Mr. MacDonald said that it made sense to charge $5 per CPE hour but that additional costs could be added if providing food or beverages.
  1. **Corporate Sponsors**

Mr. Horton, Corporate Sponsors Chair, provided an update on the Committee’s activities.

* Mr. Horton stated the chapter still has some work to do to improve revenues.
* Mr. MacDonald asked if Mr. Horton had heard back from the Ernst & Young (EY) POCs or from other organizations. Mr. Horton stated that he had not heard back from EY (Lacey) after providing additional information. Mr. Horton also has not heard back from KPMG (Monica) but has heard that BDO would like to become more involved.
* Mr. Horton stated that sponsorship is paid by the calendar year (CY), and not by program year (PY); and discounts are offered for the remaining portion of CY 2023 with full renewals for CY 2024.
* Mr. Horton stated that he and Mr. Zak Kennedy had also talked about improving the Chapter’s branding via social media and on the website.
  1. **Newsletter**

Ms. Kessler, Newsletter Editor, provided an update on the next newsletter edition.

* Ms. Kessler stated that introductory emails for the next edition will be sent by the end of the week and noted specific information would be needed from Mr. Horton as the incoming president and also for sponsorship ads, Mr. Hungate as the outgoing president. The potential publication date is expected in July or August.
  1. **Website**

Mr. Kennedy, Webmaster, provided an update on the Chapter’s website.

* Mr. Kennedy is getting events and other information posted quickly. Good website management is good to engage members to visit the site. Mr. Kennedy is also looking into using the LinkedIn site to reach Chapter members with updates on events.
* Ms. Cherry Ung is now an employee of RMA and volunteered to help Mr. Kennedy with the Chapter’s social media and website presence. Ms. Ung is formerly from the DC Chapter and will be an asset to our chapter.
* Ms. Kessler asked about the Chapter’s Facebook and Twitter social media. Mr. Kennedy stated that he has not found any information on accessing those sites; Ms. Kessler recommended removing those links from the newsletter; Mr. Horton agreed and recommended using only the LinkedIn presence for now.
  1. **Bylaws**

Ms. Kessler, Bylaws Chair, provided an update on the Committee’s activities.

* Ms. Kessler stated that the Committee did not have anything to report for now. Mr. Hungate and Mr. MacDonald volunteered to join the committee. Ms. Kessler will set up the next meeting soon to start working on any Bylaws updates.

1. **Program / Special Events** 
   1. **Upcoming Chapter Meetings**

Mr. Hungate provided an update on upcoming chapter meetings.

* Mr. Michael Wetklow, Deputy Chief Financial Officer, National Science Foundation, is scheduled for June 14th
* No speakers are scheduled for July or August.
* Ms. Sariah Ijaz, Deputy Chief Information Officer, Department of Housing and Urban Development, is schedule for September 14
* Speakers are not yet scheduled for October 18 or November 14.

* 1. **Summer Program**

Mr. Hungate stated that the Chapter does not currently have any summer events planned other than the Gala.

* 1. **Gala**

Per last month’s board meeting, Mr. Hungate stated that he has cancelled the reservation at the Washington Golf & Country Club for the Gala

* 1. **Awards**

Mr. Raymond Urias-Rivera, Awards Committee Chair, provided an update on the Committee’s activities.

* Mr. Urias-Rivera worked on an announcement that was released in an email and posted on LinkedIn and on the Chapter’s website. One award nomination was received, but more are hopeful if the deadline is extended. Mr. Hungate stated that extending the deadline and requesting responses by next Friday would elicit other responses.
* Mr. Horton stated that a date has not been set for the awards luncheon, so the deadline can be extended further if necessary. Mr. Urias-Rivera stated that the deadline could be extended through the end of June. Mr. Horton will follow up with Mr. Labadie to get the email out to the members asking for nominations.

1. **Open Forum** 
   1. **Other Topics and Concerns for Discussion**

* Mr. Horton recognized Mr. Justin Lang who served as Past President; he will be rolling off the board for the next program year.
* Mr. Horton made a motion for the slate of the Board of Directors for the next chapter year.
  + President Elect – Mr. Jacob MacDonald
  + NCC Representative and Past President – Mr. Joseph Hungate
  + Treasurer – Ms. Keira Murphy
  + Secretary – Ms. Sonia Kessler

Mr. Urias-Rivera seconded the motion. With no objections, the Board of Directors slate was approved for the next program year.

* Mr. Horton recognized Mr. Reza Mahbod and his contributions to the chapter. Mr. Mahbod is stepping down as Treasurer and will remain as an At Large member and advisor to the board. He will also help the Treasurer as needed.
* Mr. Horton had a meeting with Lauren Walter, the AGA national Chapter Leader Representative. Ms. Walter mentioned that he Chapter already has access to G-Suite Tools that will allow us to have President and Treasurer emails that will have NOVAGA chapter domains and not Gmail domains. He will coordinate with Ms. Walter to move our current google documents already saved to the new G-Suite tools, and then send to Ms. Kessler for review and to add new documents.

1. **Adjourn**

There being no other business to discuss, Mr. Hungate asked for a motion to adjourn. Mr. Horton so motioned with a second from Mr. MacDonald. There being no objections, the meeting adjourned at 12:53pm.

**Appendix A: Board Members in Attendance**

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| --- | --- | --- |
| **Name** | **Board Position** | **In Attendance** |
| Joseph Hungate | President | YES |
| Chris Horton | President Elect | YES |
| 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 | NO |
| 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 | N/A |
| VACANT | Corporate Sponsorship | VACANT |
| Kevin Love | Education Committee Chair | NO |
| VACANT | Education | VACANT |
| VACANT | Programs Chair | VACANT |
| VACANT | Programs | VACANT |
| Jacob MacDonald | Membership Chair | YES |
| Christopher Choi | Membership | YES |
| Ifran Satriadhi | Membership | YES |
| 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 | YES |
| Katie Labadie | Special Events Chair | N/A |
| Katrina Samiley | Special Events | YES |
| Zak Kennedy | Webmaster | N/A |