**Northern Virginia AGA (NOVAGA)**

**Chapter Board Meeting Minutes**

**March 8, 2023**

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

1. **Introductions**

Mr. Joseph Hungate was absent and asked Mr. Chris Horton to run the Board Meeting. Mr. Horton 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. Horton asked for a motion to accept the minutes of the February 8, 2023, board meeting. Ms. Katie Labadie motioned with a second from Mr. Brian Grega. There being no objection, the minutes were approved unanimously.

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

Mr. Reza Mahbod, Treasurer, provided an update about the Chapter’s financial activities.

* Mr. Mahbod confirmed the accountant received the financial information from the past three years and compiled the financial statements for those time periods. Mr. Zak Kennedy has posted the financial statements to the chapter’s website.
	+ There are still some tax returns outstanding and the accountant is working to catch up the Chapter on its tax returns preparing and filing.
* Mr. Mahbod confirmed that the chapter’s finances are low and that sponsors need to pay their invoices quickly. He stated that there should be some checks in the lockbox but is not sure who has the key to check the box.
	+ Mr. Horton asked who had the key; Ms. Labadie confirmed that she has the key and can pick up the checks for depositing this week.
	+ Mr. Mahbod stated that there should be a second key made in case Ms. Labadie cannot get to the lockbox.
	+ Ms. Sonia Kessler stated that it may make sense to have the Treasurer or Assistant Treasurer hold the second key. Mr. Horton recommended that Ms. Kiera Murphy (Assistant Treasurer) have possession of the second key.
		1. Membership

Mr. Jacob MacDonald, Membership Committee chair, provided an update on the Committee’s activities.

* There are currently no official events planned due to the chapter’s financial situation. Mr. MacDonald would like to hold more social events later – perhaps smaller happy hours by capping events at lower attendances or change pricing to attend.
* Mr. MacDonald did mention that the Committee is looking to hold more low cost / cost effective events at local universities.
	+ The Early Careers subcommittee is holding an event April 5th at George Washington in the evening.
		- Information will be provided after this meeting to include in the newsletter.
	+ Mr. Horton was able to connect Mr. Christopher Choi to the School of Public Affairs at Virginia Tech to plan a future event at the school.
* Mr. Horton asked about student memberships in AGA; Mr. MacDonald confirmed that there were student memberships at the national and chapter level.
* Mr. Horton also asked if there were scholarships. Mr. MacDonald responded that the chapter has had a scholarship in the past; Mr. Grega confirmed that the chapter did award at least one scholarship when he was president.
	+ Mr. MacDonald stated that it would be good to have more students at events to introduce them to the AGA and provide networking and job market opportunities.
	+ Mr. Horton stated that it might be a good idea for the chapter to explore awarding one or two scholarships.
		1. Education / CGFM

Mr. Kevin Love, Education Committee chair, and Mr. Kevin Shers, CGFM Chair provided updates on their Committees’ activities.

* The Annual Spring Workshop is scheduled for April 27th in KPMG’s office as a hybrid event for the entire day, contingent on finding speakers.
	+ Current speakers include Federal Accounting Standards Advisory Board (FASAB), the Department of the Treasury, as well as two panels – one moderated by KPMG and one involving leases.
	+ Ms. Sonia Kessler stated she may know a contact for leases.
	+ Mr. Love is looking to contact Mr. Joe Hungate, Mr. Chris Horton, and Ms. Kessler early next week to talk additional logistics.
* Mr. Shers stated that the survey results indicated that 9 people were interested in taking the CGFM training; unfortunately, 30 people are needed to recoup the costs.
	+ 22% of the respondents would like the course during normal business hours with a loose schedule of one to two months in between each session.
	+ Several respondents were concerned about the costs associated with the proposed event.
	+ Mr. Love has reached out to AGA to inquire about additional options based on the survey results.
		1. Awards

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

* Mr. Urias-Rivera needs to contact the DC Chapter before he travels next week.
	+ 1. Special Events

Ms. Labadie, Special Events Chair, provided an update on the Committee’s activities.

* The next chapter meeting is set for March 22 at the Washington Golf and Country Club in Arlington, VA.
	+ Mr. Hungate has provided speaker details to her and to Ms. Kessler for including in the newsletter.
	+ Registration information will be sent to the membership by the end of the week.
	+ Several Board members recommended that the registration information be sent out today for the March meeting and that Mr. Kennedy get the information on the website as well. This is necessary to drum up attendance as each chapter meeting costs between $2,000 and $3,000 (the gala is obviously more expensive).
* Gala planning has commenced.
	+ This year’s event will be held July 15th at the Washington Gold & Country Club.
	+ Assistance will be needed to begin planning for the entertainment and other activities. Look for an email in the next week or two and please let Ms. Labadie know if interested in assisting with the gala planning.
		1. Newsletter Content

Ms. Kessler, Newsletter Editor, provided an update on the issue in development now.

* Ads are still needed from Becker and RMA
	+ Mr. Mahbod asked if the ad space is a benefit or do the sponsors pay for the ads. He wants to make sure that the chapter can compete for sponsorship dollars going to other local chapters.
	+ Mr. Mahbod spoke to Paul Lionikis from Cotton recently and is looking for leadership to change their minds on sponsoring based on statistics between the NOVAGA and the DC Chapter.
	+ Mr. Horton will provide the statistics to the rest of the Board members.
	+ Mr. MacDonald asked if it was possible for having a sponsor hosting a happy hour. Mr. Horton said that it would be an influential commitment decision but that discussions could be held.
* Pictures are still outstanding from Mr. MacDonald for one of the last events.
* The Early Careers event details need to be provided as soon as possible to include in the next issue.
	+ 1. Website

Mr. Kennedy, Webmaster, provided an update on recent website activities.

* The financial information has been loaded.
* Please provide all updates to Mr. Kennedy to post.
* For any links to register for events, the EZFacility link must be provided to include on the website.
	+ 1. Sponsorship

Mr. Horton, Corporate Sponsor Chair, provided an update on Committee activities at the next board meeting.

* Commitments have been received from RMA, Becker, and Kearney.
* The committee is looking at what sponsors are wanting to receive as benefits as the chapter comes out of COVID protocols.
1. **Upcoming Chapter Events**
	1. There were no other chapter or membership events discussed other than those discussed under Special Events.
2. **Open Forum**
	1. **Other Topics and Concerns for Discussion**
* Mr. Horton asked for the agenda to be updated to include Awards and CGFM as a committee discussion.

There being no other business to discuss, Mr. Horton adjourned the meeting at 12:24pm.

**Appendix A: Board Members in Attendance**

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| **Name** | **Board Position** | **In Attendance** |
| Joseph Hungate | President | NO |
| TBD | President Elect | VACANT |
| Justin Lang | Immediate Past President | NO |
| Katie Labadie | NCC Representative | YES |
| 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 | YES |
| 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 |
| Chris Horton | Corporate Sponsorship Chair | YES |
| VACANT | Corporate Sponsorship | VACANT |
| Kevin Love | Education Committee Chair | YES |
| VACANT | Education | VACANT |
| VACANT | Programs Chair | VACANT |
| VACANT | Programs | VACANT |
| Jacob MacDonald | Membership Chair | YES |
| Christopher Choi | Membership | NO |
| 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 | N/A |
| Katrina Samiley | Special Events | NO |
| Katie Katie Hirsekorn | Special Events | YES |
| Zak Kennedy | Webmaster | N/A |
| Neda Haghighat | Supporting Webmaster | N/A |