**Northern Virginia AGA (NOVAGA)**

**Chapter Board Meeting Minutes**

**March 20, 2024**

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

1. **Introductions**

Mr. Chris Horton 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. Horton asked for a motion to accept the minutes of the February 2024 board meetings. Mr. Joseph Hungate motioned for the minutes to be accepted; Mr. Reza Mahbod seconded the motion. There being no objection, the minutes were approved unanimously.

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

Mr. Horton provided an update on recent activities.

* Early Careers submitted proposal for happy hour event through Mr. Chad Willhite.
  + The event will take place at Whino in Ballston Quarter on April 25th from 5:30PM to 8PM, which would allow time for marketing. The estimate includes a cap of $1,000 with usage of drink tickets and an estimate of $750 that is contingent on turn out.
  + Mr. Hungate inquired if there is a possibility of charging a nominal fee as an incentive to attend (~$5).
  + Mr. Mahbod mentioned that this was the same date as the Montgomery / Prince George’s (M/PG) County chapter training.
  + Mr. Christopher Choi stated that he did not think this would conflict with the M/PG County chapter event and offered kudos to the committee for putting the proposal together.
  + Mr. Horton motioned for acceptance of the proposal for the Early Career Happy Hour with a do not exceed $1,000; Mr. Hungate seconded the motion. With no objections, the motion passed unanimously.
* The DC Chapter has asked if the NOVAGA chapter would like to participate in the Spring Happy Hour event in late May. This event has had a pricey impact on the chapter in the past, with a cost of $70 to $80 per person or about $3,000 to the chapter.
  + Mr. Jacob MacDonald and Mr. Hungate both agreed that the cost does seem steep, and agreed that the chapter can advertise the event, but that those that wish to go would be funding the cost on their own.
  1. **Treasurer’s Report**

Ms. Kiera Murphy, Treasurer, provided the Treasurer’s report about the Chapter’s financial activities.

* Checking account balance is $26,000; savings account balance is $46,000.
* Received KPMG and RMA Sponsorships in February.
* Other transactions included those plus AGA transactions, fees, and Becker costs.
* Mr. Horton inquired about next steps for check writers to have corporate cards
  + Mr. Mahbod stated that the cards just arrived and are in Ms. Cherry Ung’s possession.
  + Ms. Murphy stated that she still does not have a card; she will email Angel to inquire about the status. She provided her address and not the PO box, so the card will be mailed to her directly. Mr. Horton will check the PO box to make sure there is nothing waiting in the box.
  + Mr. Hungate has not accessed the account online yet, and will take steps to do so.
* Mr. Mahbod mentioned that the chapter should watch to ensure that renewals come in timely; at $15 per person, that will generate some revenue for the chapter.
* In response to Mr. Mahbod’s question about how revenue appears this year so far, Ms. Murphy stated that she can review the last three years of data and do a trend analysis to project a budget for the next program year. For 2022 – 2023, there was $20,997 in deposits and $29,330 in withdrawals.
  + Mr. Horton stated that the chapter needs to account for the sponsorship cash flows across the different budget years (budget year goes from July 1st to June 30th).
  1. **NCC Representative Report**

Mr. Joseph Hungate, NCC Representative, provided an update on recent activities.

* No new information from the last NCC meeting.
* Lead! Is the 2nd week of April; Mr. Choi and Mr. Horton are attending as is Mr. MacDonald.
* Next NCC meeting is in April.

1. **Committee Chairs**
   1. **Membership**

Ms. Xiaolei Wang, Committee chair, was absent; Mr. MacDonald provided an update on the Committee’s activities.

* New members are being monitored on a monthly basis. The committee is going to review the DC Chapter reports to see how to apply them to the chapter’s reports and establish a useful dashboard.
* Ms. Murphy will reach out to the DC Chapter POC and inquire about the PowerBI dashboards they are using; Mr. Silas York stated that he is available to help.

* 1. **Early Careers**

Mr. Choi, Committee Chair, was absent; Mr. MacDonald provided an update on the Committee’s activities.

* The upcoming Early Careers Happy Hour was discussed in the President’s Report earlier and a motion accepted to limit the cost to $1,000.
* The Committee is still working on extending its Campus Outreach, including
  + Working to obtain new points of contact (POC) with George Washington University and Virginia Tech.
  + Meeting with Northern Virginia Community College on Thursday of next week to talk through an April 26th campus event.
  1. **Education**

Mr. Kevin Love, Committee Chair, provided an update on the Committee’s activities.

* The Spring Workshop planning is coming up:
  + Sign up early to get the registration discount that is ending this week; one more email blast will go out (Mr. Horton will reach out to Ms. Ung to send the email to the membership).
  + The Committee is looking for more in-person registrations; currently there are 22 confirmed, with mostly virtual attendees.
  + There are some open spots; Ms. Sonia Kessler recommended reaching out to sponsors to help fill any open spots.
  1. **CGFM**

Mr. Kevin Shers, Committee chair, was absent; Ms. Sonia Kessler provided an update on the Committee’s activities.

* March is CGFM month and was proclaimed in Virginia.
* DC Chapter study group scheduled for March 26th and will cover Module 2, part 3. It will be held at the same location as the previous locations. Registration is $20 for all attendees whether attending in person or virtually.
* Debbie Thomas was coordinating the CPE certificates; she is no longer with RMA; Mr. Love stated that he can assist in sending the certificates. Mr. Shers will send screenprints of participants and sign-in sheets and coordinate with Mr. Love.
  1. **Corporate Sponsors**

Mr. Horton, Committee chair, provided an update on the Committee’s activities.

* The Committee will be reaching out to Kearney and Sikich to renew next year at least at the same levels with Kearney at the silver level and Sikich at the star level.
* The Committee is also looking for new sponsors.
  1. **Accountability Outreach**

Mr. Brian Grega, Committee Chair, was absent; an update on the Committee’s activities will be provided at the next board meeting.

* 1. **Newsletter**

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

* The next issue will go out in the next couple of months with an estimate of an email going out in early April for the next issue.
  1. **Website / Social Media**

Mr. Zachary Kennedy, Webmaster, was absent; Mr. Horton stated that Mr. Kennedy still has been having issues with access to some of the website features and is still working through them with AGA national.

* 1. **Bylaws**

Ms. Kessler, Subcommittee Chair, provided an update on the status of the Bylaws review.

* The last Committee meeting went well and the group worked through half of the remaining portion of the bylaws. Next session will get through the remaining portion.
* The Committee is hoping to get a draft by the next board meeting, but that is dependent of Lead! and other competing priorities.

1. **Program / Special Events**

Ms. Cherry Ung, Special Events Chair, provided an update on the chapter program and other events.

* 1. **Upcoming Chapter Meetings**
* Speakers are set for the next several chapter meetings.
  + March meeting set for 3/21 with Ms. Ann Tipton, Director, Budget Division, Department of Homeland Security
  + April meeting set for 4/16 with the Ms. Teresa Hunter, Chief Financial Officer (CFO), Internal Revenue Service and Mr. MacDonald monitoring
  + May meeting set for 5/16 with Mr. Steve Kunze, Deputy CFO, Department of Commerce
  + June meeting is set for 6/13 with Mr. Frank Conroy of the United States Marshals Service.
* Mr. MacDonald also has POC at a small business that used to work at the Department of the Army that the chapter could use at a future meeting.
  1. **Awards / Other Events**

Mr. Raymond Urias-Rivera, Awards Committee Chair, was absent; an update on the Committee’s activities will be provided at the next board meeting.

1. **Open Forum**
   1. **Other topics and concerns for discussion**

* Do not forget to renew memberships
* PDT is in Denver this summer – look for registration emails from AGA national.

1. **Adjourn**

There being no other business to discuss, Mr. Horton adjourned the meeting at 12:42pm

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

**Board Members Present: 5**

|  |  |  |
| --- | --- | --- |
| **Board Member Name** | **Position** | **In Attendance** |
| Chris Horton | President | YES |
| Jacob MacDonald | President Elect | YES |
| Joseph Hungate | Immediate Past President | YES |
| Sonia Kessler | Secretary | YES |
| Kiera Murphy | Treasurer | YES |
| Joseph Hungate | NCC Representative | N/A |

**Chapter Committee Chairs Present: 3**

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

**Other Members Present: 3**

|  |  |  |
| --- | --- | --- |
| **Member Name** | **Committee / Position** | **In Attendance** |
| Ifran Satriadhi | Membership | YES |
| Katrina Samiley | Special Events | NO |
| Naomi Martinez | Newsletter | NO |
| Richard Frank | Membership | NO |
| Reza Mahbod | Board Advisor | YES |
| Hanan Salahadin | Education | NO |
| Silas York | TBD | YES |