**Northern Virginia AGA (NOVAGA)**

**Chapter Board Meeting Minutes**

**May 3, 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 April 20, 2022 board meeting. Ms. Katie Labadie motioned with a second from Mr. Reza Mahbod. There being no objection, the minutes were approved unanimously.

1. **Board Matters**
	1. Treasurer

Mr. Mahbod, Treasurer, and Ms. Kiera Murphy, Assistant Treasurer, provided an update about the following activities:

* Data is being compiled from prior years’ activities to prepare the auditor
* The auditor will begin reviewing the financial books next week, after which financial reports will be posted on the chapter’s website and the tax returns will be prepared and submitted
* Ms. Labadie is assisting in classifying specific expenses in preparation for the audit

Mr. Mahbod also stated that he is working with Ms. Labadie to get the online access issue resolved to view the financial activity online. He stated that the Chapter is financially OK, but that he is still waiting on confirmation of the certificate of deposit (CD) balance, which he should be able to obtain once he gains access to the Wells Fargo account.

* 1. Education

Mr. Kevin Love, Education Committee chair, provided an update about current committee activities.

* The Spring Workshop is scheduled for next Friday (May 13th).
* There was a snag in getting the registration link out, which did not allow a lot of pre-registration activity; as a result, Mr. Love recommended that it be free to get more people to join the discussion
* Mr. Joseph Hungate suggested a small token fee for nonmembers, with members having no charge.
* Because of the timeliness issue, Mr. Mahbod inquired if we were setting a precedent of not charging for events and recommended that the chapter be more timely in getting our events advertised and that including charges will allow for additional in-person events to be planned
* Mr. Love mentioned that for this event, due to the timeliness issue and the event being 100% virtual supported participants not being charged
* Mr. Hungate recommended a $10 charge for nonmembers
* Ms. Labadie stated that she had a call scheduled this afternoon to get the registration link out but recommended that
	1. Membership

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

* The Committee is currently planning the Young Professionals Happy Hour, currently set for May 12th; the event is being spearheaded by Mr. Christopher Choi.
* There is some participation but not a lot, and the Committee is considering opening the happy hour to the general membership, but still ensuring the focus stays on the scholarship opportunity
* The Committee is considering planning a winery tour during the summer; Mr. Mahbod added that the chapter can plan additional events with more sponsors. Both Mr. Mahbod and Mr. Hungate are following up with Deloitte and Ernst & Young (EY).
* There is also a golf outing scheduled where the Chapter is both participating and also sponsoring a hole. Details about the event will be included in the newsletter.
	1. Special Events

Mr. Hungate and Ms. Labadie provided an update to the Board about the upcoming Gala and other chapter events.

* The Gala is scheduled for June 2nd at the Washington Golf & Country Club; additional details include:
	+ Decisions are being made as to a buffet or a plated dinner
	+ Cocktail reception will start the gala with the awards ceremony occurring during the meal
	+ Big Ray and Kool Kat band will provide entertainment (80s, 90s, through current covers)
* Ms. Labadie stated that nominations have been received from prior years and will be added to this year’s pool of nominations since the chapter did not have the awards ceremony during COVID. She mentioned that the nominations will be ready for the Board to discuss at the next meeting.
* Ms. Labadie stated that she would get the registration link out to the membership soon.
	1. Newsletter Content

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

* Most of the data has been received, but as a chapter we have to be timely in responding to the requests than the past to ensure that the information included in each issue is timely and relevant
* The target for the next issue to be published is August; Mr. Lang asked for the first pass in providing information will be July 15th, with the data call to be sent July 11th. To prepare, Ms. Kessler will confirm points of contact for all data calls by mid-June.
	1. Sponsorship

The Chapter is looking for a new sponsorship chair as Ms. Neda Haghighat is retiring at the end of this program year. To help obtain additional sponsors, Mr. Hungate is working with Mr. Mahbod to reach out to organizations with the goal of increasing the chapter’s sponsors

* Cohn Reznik
* KPMG
* EY
* Deloitte

1. **Upcoming Chapter Events**

Mr. Lang stated that there were no other updates regarding the Spring Workshop or the June Gala. Mr. Hungate provided an update on the next chapter meeting, which will be held May 24th at the Washington Golf & Country Club. Ms. Labadie stated that she would send out the details/meeting invite to the general membership.

1. **Open Forum**

No new topics were discussed.

There being no new business discussed, Mr. Lang adjourned the meeting at 12:32pm.

**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 | 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 | YES |
| Katrina Samiley | Special Events | NO |
| Zak Kennedy | Webmaster | N/A |
| Neda Haghighat | Supporting Webmaster | N/A |