1. **Introductions**

Mr. Joseph Hungate called the meeting to order to order at 12:06pm 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 April 12, 2023 board meeting. Mr. Christopher Horton motioned with a second from Mr. Raymond Urias-Rivera. There being no objection, the minutes were approved unanimously.

Mr. Hungate stated that the April 12, 2023, board meeting minutes did not require approval as a quorum was not established. Those minutes will be added to the record of chapter activities, however.

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

Mr. Hungate stated that he attended the LEAD meeting held in Baltimore and has shared that information and materials received with Mr. Horton.

* 1. **Treasurer’s Report**

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

* All items have been received from Ed Rose and have been added to the website. As a result, the Chapter
  + Cleared the backlog of financial statement compilations,
  + Added outstanding tax returns,
  + Updated the Chapter’s registration with the District of Columbia (DC).
* Mr. Horton and Mr. Mahbod have asked Mr. Rose to provide a brief statement of what he did for the Chapter so the Chapter can maintain its current standing with DC and timely file its tax returns.
* The Chapter paid Mr. Rose’s invoice ($2,000) on May 9th.
* This year, the Chapter has held additional events, and now has $9K in checking and $50K in savings. Sponsorship revenue is $13K so far (Kearney - $4K, Cotton - $1K, RMA - $8K), and membership revenue is $24K.
* There have been some issues with the post office (PO) box where checks received were returned. The PO Box was maintained by RMA and not NOVAGA. The Chapter has received the necessary paperwork to transfer the PO Box into NOVAGA’s name going forward.
* The Chapter did receive the sponsorship payment from RMA; however, checks from Cotton may have been returned because of the PO Box issue.
* The Chapter does have funds set aside in a savings account at Wells Fargo of approximately $50K. The Chapter may want to consider a way to invest those funds in a certificate of deposit (CD) or other investment structure. In addition, the Chapter can choose to use the funds as corpus of funds that will have a future benefit.
  1. **NCC Representative Report**

Mr. Hungate stated that the Chapter received a great score on this year’s Achievements in Chapter Excellent (ACE) report. As a result, the Chapter will recognized at this year’s Professional Development Training (PDT) conference.

* 1. **Officers and Committees for Next Program Year**

Mr. Hungate asked for a motion to accept Mr. Horton as President-Elect and to serve as the Chapter’s President for the next program year. Mr. Zachary Kennedy motioned with a second from Mr. Brian Grega. There being no objection, Mr. Horton was elected as President-elect and to serve as President during the 2023-2024 program year.

Mr. Hungate invited other Board Members to contact him or Mr. Horton to confirm their wish to serve on next year’s Board of Directors.

Mr. Hungate then submitted a motion for creating a Bylaws Committee with Ms. Sonia Kessler as chair and Mr. Horton as President-Elect. Mr. Horton motioned with a second from Mr. Jacob MacDonald. There being no objection, the Bylaws Committee was established with the Chair and President-Elect.

* Mr. Horton stated that while the Chapter did some initial reviews of the Bylaws at the beginning of the current program year to bring the document up to date (e.g., the AGA name, etc.), changes to the Bylaws requires acceptance by the Board and approval by the membership. As such a mechanism is needed to put the updated document out to the membership for voting.
* Mr. Hungate also invited those members wishing to serve on the Bylaws Committee to contact either Ms. Kessler or Mr. Horton.

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

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

* The Committee has reached out to members with lapsed membership to remind them to renew. The invite noted upcoming events for both the Chapter and AGA National.
* Mr. MacDonald attended the LEAD conference with Mr. Hungate and is looking forward to working with Mr. Horton and Mr. Hungate in the next chapter year.
  1. **Early Careers**

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

* The Committee is laying the groundwork for college and university contacts for introduction sessions to both NOVAGA and AGA national and is looking to kicking off these introduction sessions early next program year.
  1. **Education**

Mr. Kevin Love, Education Committee chair, was absent; Mr. Hungate will follow-up with him for an update on the Committee’s activities.

* Mr. Love stated that the Annual Spring Workshop is currently scheduled for April 27th in KPMG’s office as a hybrid event for the entire day. Registration information was sent out, and speakers are scheduled from 9am to 5pm with lunch and breakfast provided to in-person attendees.
  + The space currently holds 90 people. Pricing was increased slightly with a 10% early bird discount provided for registrations through the end of this week.
  + Ms. Kessler stated that the early bird pricing charged was actually 5% and not 10% (she paid $95 instead of $90); the information in the email sent clearly stated 10% discount. Mr. Horton stated that he would look into the charged amount.
  + All attendees have the opportunity to earn 7 CPE credits; Mr. Horton will be teaching the last session.
* Mr. Horton stated that webinars are great opportunities for the chapter to provide training for sponsors. Early stages for planning next year’s program should start now.
  1. **CGFM**

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

* The committee is doing a pilot study group for Exam 1 at RMA with a larger study group on Module 2 in July or August with a planning meeting to be held in early June.
* March was CGFM month.
* The Committee is going to carry forward the CGFM survey results into its planning for next program year.
  1. **Corporate Sponsors**

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

* Mr. Horton would like to have discussions with organizations that are involved in AGA but not sponsors for NOVAGA yet to identify what organizations are looking for in a sponsorship. This will help the Chapter in knowing what benefits we can provide to be competitive and what we can do better to retain sponsors.
  + Please contact Mr. Horton with points of contact for other organizations.
* Current chapter sponsors include Cotton / SIKICH, Kearney, RMA, and Becker (inkind sponsor).
  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 out in June with a potential publication date in July or August.
  1. **Website**

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

* Mr. Kennedy met with Mr. Horton to look at the current website structure and identifying links that are broken. If other Board members identify broken links, please send the information to Mr. Kennedy for remedy.
* Mr. Kennedy noted that the Chapter has a LinkedIn group page; he is contacting the current owner of the page (Michelle Paul) to obtain access so the chapter can get information out to the membership via social media. Mr. Shers stated that Ms. Paul works at BDO an dhe can reach out to her to coordinate an introduction with Mr. Kennedy.
  1. **Bylaws**

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

* Ms. Kessler stated that the Committee would meet in June to begin looking at changes for next year and to review Bylaws of chapters in the immediate area.

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

Mr. Hungate provided an update on upcoming chapter meetings.

* A room has been reserved for June 14th chapter meeting at the Washington Golf & Country Club. There are no chapter meetings scheduled for August.
* The next meetings and speakers are set for
  + September 14, Speaker is Sairah Ijaz, Deputy Chief Information Officer, Department of Housing and Urban Development (HUD)
  + October 18 (speaker will be announced at a later date)
  + November 15 (speakers will be announced at a later date)
* Mr. Hungate has done an initial outreach to the DC Chapter to do a joint December holiday party, with no response.
* To save on expenses at chapter meetings, Mr. Hungate has suggested looking at setting a finite number of drink tickets for the event, with the member purchasing tickets for additional beverages.

* 1. **Summer Program**

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

* 1. **Gala**

At last month’s board meeting, Mr. Hungate stated that an initial discussion was held to change the Gala from an evening event to an awards luncheon and asked for a motion to be made. Mr. Horton motioned with a second from Mr. Jacob MacDonald. There being no objections, the motion to change the Gala from an evening event to an awards luncheon was approved.

* Mr. Hungate asked for assistance to plan the awards with Mr. Urias-Rivera. Both Mr. Horton and Mr. Macdonald volunteered to help.
* Mr. Urias-Rivera stated that he will look at the potential decrease in drinks. Mr. Macdonald suggested that the Chapter can offer attendance incentives, including bringing another person to the event to receive another beverage ticket. In addition, the Chapter can monitor membership attendance to determine if there is an impact on attendance with this type of change.
* Mr. Horton suggested including a question on the next survey to inquire about member events.

* 1. **Awards**

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

* Mr. Urias-Rivera is meeting with Mr. Horton this week to discuss emails previously received for past years.
* He asked for nominations from the Board and membership for awards.
* Mr. Horton stated that the chapter will have time to solicit nominations from the membership for discussion at the next board meeting.

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

* Next Chapter Year

Mr. Horton stated that he’s reached out to several board members about next program year and is still looking to talking with those that he has not contacted yet. He is working on a proposed program year plan to provide in advance of the next board meeting; he is hoping the plan will work for the board to review and adopt for planning purposes.

Mr. Horton has set up an email address for the chapter that includes a Google drive to maintain needed historical documentation, including the Bylaws, banking, administrative, and other procedures and processes, etc., in a central location instead of with various board officers. The email address is on the chapter’s website as well. Board members can request access from either Mr. Horton or Ms. Kessler.

* Spring Workshop

There are currently 42 registered to attend the Spring Workshop.

* Ms. Kessler asked if the discount issue had been resolved. Ms. Katie Labadie stated that no one else had contacted her about an issue. As soon as the program is over, she will process a refund for the $5 overcharge.
* Conference IO
* Mr. Hungate stated that Conference IO was introduced at the LEAD Conference as an alternative virtual meeting platform. Chapters can contact AGA National about registering; Mr. MacDonald has some handouts from LEAD about the platform. Key benefits include:
* $275 annual fee to facilitate virtual meetings
* Platform interfaces with presentations, chatrooms, and breakout sessions
* Platform will allow seamless hybrid meetings and resolve issues encountered with Teams and Zoom options

1. **Adjourn**

There being no other business to discuss, Mr. Hungate adjourned the meeting at 12:49pm.

**Appendix A: Board Members in Attendance**

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