**Northern Virginia AGA (NOVAGA)**

**Chapter Board Meeting Minutes**

**May 14th, 2025**

**Via Teams (Teams ID 285 459 428 356 Call-in No. / ID 1-331-305-3582, 559 790 860#)**

1. **Introductions**

Mr. Jacob MacDonald called the meeting to order at 12:02 pm and began the meeting with roll call.

Please see Appendix A for the status of board, committee, and other members in attendance.

1. **Review and Approval of Past Board Meeting Minutes (provided with agenda)**

Mr. MacDonald presented the minutes from the April 9th, 2025, board meeting. Mr. Chris Horton motioned for the board to accept the minutes with a second from Mr. Satriadhi Ifran. There being no objections, the minutes were approved unanimously.

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

Mr. MacDonald provided a brief report of the monthly touchpoints’ meetings.

* Mr. MacDonald introduced Ms. Kelsy Do, who is interested in the president-elect role. Mr. MacDonald explains that Ms. DO is leaving the Small Business Administration (SBA) in about a month. Ms. DO is starting a new company and is looking to support companies with Chief Financial Officer (CFO) roles.
* Conversations will begin regarding transition meetings within the committees to plan for next year.
* The planning meeting was held on May 3rd, 2025. Sponsorship decisions were made.
  1. **Treasurer’s Report**

Ms. Kiera Murphy provided a brief report of the chapter’s finances.

* Checking account balance is approximately $18,952.28.
* Savings account balance is approximately $46K.
* Mr. Ifran Satriadhi inquired about the forecast and likelihood of acquiring new AGA members throughout the year.
  + Ms. Murphy stated that during Q2, there is typically a lag of late payments from Q1 that roll forward into Q2. Compared to last year’s Q3 trend, an increase in membership dues is seen during the fall timeframe (Q3). Ms. Murphy stated that she was unable to pull up the membership report due to technical difficulties and was unable to see if there was a significant drop in memberships for the current year.
  + The active members' report is updated with those in good standing. The topic of possible memberships decreasing due to a drop in the federal workforce remains a concern. Mr. MacDonald states that membership dues can be adjusted to be more cost-conscious as an option.
  + Mr. Horton is currently working on incorporation.
  + Mr. Ed Rose filed for an extension for tax returns.
* $3,279 in accounts payable is owed to Mr. MacDonald for a winery tour to which he provided receipts and was sent to Ms. Murphy. The wine tour amounted to a total of $3,931; however, $651 of the total amount owed to Mr. MacDonald is already accounted for due to a “blocked” flight for the Professional Development Training (PDT) event, resulting in the $3,279 owed to Mr. MacDonald.
  + Mr. Horton made a motion that the chapter reimburse Mr. MacDonald, and that the reimbursement be paid in full by the end of June of this year (2025). Mr. Brian Grega seconded the motion; There being no objections, the motion was approved unanimously.
  1. **NCC Representative Report**

Mr. Horton, NCC Representative, provided an NCC update.

* PDT is being held virtually.
* NCC had a good performance council training yesterday – There were representatives from the Federal, State, and Local governments. The council training focused on topics centered around Fraud and data analytics.
* Resources are intended to be shared in the chat with the group, but we will look at sending them to Ms. Sonia Kessler to include as an attachment to the meeting minutes when they are shared.

1. **Committee Chairs**

Committee reports at this board meeting were briefed by the following Committee Chairs, with updates also noted by Mr. MacDonald:

* 1. **Membership Committee**

Ms. Xiaolei Wang, Committee Chair, provided brief updates on the committee’s activities.

* Mr. MacDonald mentions sharing survey results in upcoming newsletters.
* Ms. Xiaolei Wang asked l that Maria Ocop is added to the monthly meetings.
  1. **Early Careers Committee**

Mr. Rhett Raham, Early Careers Committee Co-Chair, provided som updates about the Committee’s activities.

* Top Golf at National Harbor is a joint event with PGM and D.C chapters.
  + Details were sent in an email from Zak a few days ago.
  + Total cost amounts to $1,600; however, this amount is shared with the other chapters. NOVAGA will pay the total then the other chapters will reimburse NOVAGA.
* The Bike and Brew event is a full-day event taking place on a Saturday.
* Ms. Do mentions having some ideas for a student outreach- Ms. Do makes note of her connection with Johns Hopkins Business School in D.C, and has a call set up to connect with their alumni engagement and career staff.
  1. **Education Committee**

There were no updates discussed at this meeting.

* 1. **CGFM Committee**

Mr. Kevin Shers, Committee Chair, provided an update on committee activities.

* On June 11th, NOVAGA is joining the D.C and Richmond chapters for Exam 2 Part 1. Kevin Love confirmed CPE credits can be granted. Information about the meeting was sent to AGA National to inform other chapters that might be interested.
  1. **Corporate Sponsors**

Mr. Macdonald discussed updates to the Corporate Sponsorship Committee activities.

* The board discussed lowering sponsor rates, aiming to make rates cheaper than the D.C chapter. Changes to lower rates for the Platinum and Gold status were discussed; official rates will be decided in future meetings. Replacing the star level rates with possibly sponsoring “Spec events” for small or mid-size businesses was also part of the discussion.
* Mr. Horton mentions Kearney’s renewal is approaching at the end of June.
* Ms. Kessler confirmed Paul Lionikis is still Sikich’s point of contact.
  1. **Community Services**

Ms. Diana Huang, Committee Chair, was absent; Mr. MacDonald provided an update on committee activities.

* The April 26th event was canceled due to bad weather; the event will possibly be rescheduled on June 7th or June 14th.
  1. **Accountability and ACE Reporting**

Mr. Grega provided updates on ACE reporting for the chapter.

* Yearly, AGA National grades the different chapters on all the events (Educational, social etc.) NOVAGA does throughout the year. This year, NOVAGA exceeded the level of platinum by 1000 points and recognized NOVAGA’s achievement in obtaining platinum status via email to Mr. MacDonald.
  1. **Newsletter**

Ms. Kessler noted a few updates on the newsletter recently published with updates from Mr. MacDonald.

* Mr. MacDonald discusses the consideration of having Amanda do the newsletters. Rates for the newsletters are estimated to be around $250 an issue. The money for the newsletter will go to Amanda's school under the student production account. The general feedback from the board was positive regarding the newsletter's new style.
  1. **Website & Social Media**

In Mr. Zak Kennedy’s absence, Mr. MacDonald provided an update on the website and social media activities.

* Mr. MacDonald mentions that National is in the process of updating their website structure for the chapters and is changing designers. Feedback to AGA via Lead was sent out with hopes of tapping into the conversation with their designers. Additionally, upcoming events for May were posted to LinkedIn, and follow-up emails to members were sent, and December 2024- March 2025 Chapter meeting minutes were added to the website.
  1. **Bylaws**

Ms. Kessler and Mr. Macdonald provided updates on the bylaws review project. Mr. Grega is interested in joining the committee to help review and update the bylaws for next program year.

* 1. **Historian**

In Ms. Neda Haghighat’s absence, Ms. Donna Canady stated that the chapter history project is ongoing.

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

* The April 17th training, which Mr. Horton moderated, was a success!
* Spring training was also a success! Mr. Kevin Love said he would reach out to obtain the certificates that are still needed.
* On May 14th, Mr. Chris Kraft will speak about artificial intelligence (AIP and DHS’s version of govGPT. Thirty people have already registered.
  1. **Other events**
* **Gala/ Awards** 
  + NOVAGA Gala Awards take place on June 28th, the event cost $7k. Mr. Jeff Steinhoff will be presenting the award. A DJ and photobooth set up are confirmed for the event and cost $1,800.

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

* No new topics were brought to the floor for discussion.

1. **Adjourn**

There being no other business to discuss, Mr. MacDonald adjourned the meeting at 1:02pm.

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

**Board Members Present: 5**

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

**Chapter Committee Chairs Present: 5**

|  |  |  |
| --- | --- | --- |
| **Member Name** | **Committee** | **In Attendance** |
| Brian Grega | Accountability / Outreach | YES |
| Raymond Urias-Rivera | Awards | NO |
| Kevin Shers | CGFM | YES |
| Diana Huang | Community Services | NO |
| Chris Horton | Corporate Sponsorship | N/A |
| Chad Willhite | Early Careers (Co-Chair) | NO |
| Rhett Raham | Early Careers (Co-Chair) | YES |
| Vacant | Leadership Development | N/A |
| Kevin Love | Education | YES |
| Xiaolei Wang | Membership | NO |
| Sonia Kessler | Newsletter | N/A |
| Joseph Hungate | Programs | NO |
| Cherry Ung | Special Events | NO |
| Zak Kennedy | Webmaster | YES |

**Other Members Present: 6**

| **Member Name** | **Committee / Position** | **In Attendance** |
| --- | --- | --- |
| Katrina Samiley | Special Events | NO |
| Richard Frank | Membership | NO |
| Reza Mahbod | Board Advisor | NO |
| Silas York | Education, Special Events | YES |
| Nishit Kuroni | Assistant Newsletter Editor | NO |
| Frank McCourt | Assistant Treasurer | YES |
| Jaslin Madrigal Castro | Education, Special Events | NO |
| Anu Atreya | Corporate Sponsorship | NO |
| Neda Haghighat | Historian | NO |
| Danny Lee | Member Volunteer | NO |
| Elliott Munizza | Member Volunteer | NO |
| Dylan Gilbert | Member Volunteer | YES |
| Colin Elgarten | Member Volunteer | NO |
| Veronica Nickerson | Member Volunteer | NO |
| Lindsay Berra | Member Volunteer | NO |
| Ryan P Collins | Member Volunteer | NO |
| Donna Canady | Member Volunteer | YES |
| Melissa Ewing | Member Volunteer | NO |
| Kelsey Do | Member Volunteer | YES |
| Thomas Luong | Member Volunteer | YES |