**Northern Virginia AGA (NOVAGA)**

**Chapter Board Meeting Minutes**

**November 2, 2022**

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

1. **Introductions**

Mr. Joseph Hungate called the meeting to order to order at 12:03pm 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 October 7, 2022, board meeting. Mr. Chris Horton motioned with a second from Mr. Justin Lang. There being no objection, the minutes were approved unanimously.

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

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

* The auditor has not started the financials and tax returns as of 10/6/2022. Due to the lateness of filing the past returns, the auditor did raise some concerns about penalties that maybe expected, possible about $5,000.
* Mr. Hungate mentioned that these fines may not be applicable to nonprofits, and that we may need to contact the IRS to discuss if the penalty may be waived.
* Mr. Mahbod stated that there were some lessons learned in that the chapter should file its returns timely.
* Mr. Mahbod also stated that the chapter is running low on funds and that decisions may need to be made in terms of sponsors and chapter member dues
  + Currently the checking account has $14,000 with the savings holding about $40,000
  + The annual budget relies on the chapter having about $40,000 annually in its checking account
  + Two or three more events would bring the checking account balance to zero
  + If the chapter increased its dues by $10 or $15, the increased fees would allow for more incoming revenue. Mr. Jacob MacDonald mentioned that he would contact AGA National for the steps to take to increase the dues owed to the chapter.
    1. Education

Mr. Kevin Love, Education Committee chair, stated that there were no updates on the Committee’s activities.

* + 1. Membership

Mr. MacDonald, Membership Committee chair, was not available and Committee member Xiaolei Wang provided an update about current committee activities.

* Winery
  + The Loudon County Winery tour is currently set for November 19th. Twelve members have registered already for the event with about 12 spaces remaining. Three wineries will be visited in an eight-hour span.
* The Korean BBQ event is in the planning stages
* The Committee will begin planning for next year’s events once funding has been confirmed.
  + 1. Special Events

Ms. Labadie, Special Events Chair, stated that there was no update this month on the Committee’s activities.

* + 1. Newsletter Content

Ms. Kessler provided an update on the recent issue of the Chapter Newsletter.

* Next planned issue is November 2022, with the next email requesting articles being distributed in the next week or two.
* Ads will be needed by the first week of November
  + 1. Sponsorship

Mr. Horton, Corporate Sponsor Chair, provided an update on Committee activities.

* Mr. Horton has coordinated with Ms. Kiera Murphy and Ms. Neda Haghighat to transition the committee activities.
* Mr. Horton motioned for the chapter transition from a fiscal year to a chapter year
  + Doing so would allow for the chapter to manage the sponsorship dollars on the same basis as the sponsors.
  + Ms. Kessler seconded the motion; there being no objections, the motion passed unanimously.
* Mr. Horton also recommended that the chapter adjust the pricing scheme to move sponsorship dollars back to pre-pandemic levels
  + Platinum membership which was $8,000 was reduced significantly over the past two years due to the pandemic.
  + The chapter is also holding more in-person and hybrid events, which would support the sponsorship levels moving back to levels before the pandemic.
  + Mr. Horton motioned that the levels be set at the following:
    - Platinum, $8,000; Gold, $5,500; Silver, $3,500; Bronze, $2,000; and Star, $1,000.
    - Newsletter benefits be set for full page ads for Gold and Platinum levels, half page for Silver and Bronze levels, and sponsor name listed in the newsletter for Star level.
    - Mr. MacDonald seconded the motion; there being no objection, the motion passed unanimously.
* Mr. Horton stated that with these sponsorship levels, the chapter should be able to support the chapter over multiple fiscal years with half of the sponsor level being applied to each fiscal year. Mr. Mahbod stated that those levels plus the increased revenue from increased membership dollars should get the chapter to its annual $40,000 annual operational goal.

1. **Upcoming Chapter Events** 
   1. The following events were either mentioned again or discussed.

* **November Monthly Meeting**

The November Chapter meeting is currently scheduled for November 16th and will be held at the Washington Golf and Country Club in Arlington. The event will feature a panel of former and current Department of Housing and Urban Development (HUD) personnel to discuss Office of Management and Budget’s (OMB) mandate for better cooperation between agency and Office of Inspector General (OIG). Speakers include:

* + Vinay Singh, Chief Financial Officer, HUD
  + Rae Oliver Denis, OIG, HUD
  + Irv Dennis, Partner, Ernst & Young; Former CFO, HUD
  + Larry Koskien, Consultant, Deloitte Government and Public Sector Enterprise Risk Management (ERM) practice; Former Director ERM, HUD

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

There being no other business to discuss, Mr. Hungate asked for a motion to adjourn the meeting. With a motion by Ms. Wang and a second from Mr. Mahbod, the meeting adjourned at 12:31pm.

**Appendix A: Board Members in Attendance**

|  |  |  |
| --- | --- | --- |
| **Name** | **Board Position** | **In Attendance** |
| Joseph Hungate | President | YES |
| TBD | President Elect | VACANT |
| Justin Lang | Immediate Past President | YES |
| Katie Labadie | NCC Representative | YES |
| Sonia Kessler | Secretary/Historian | YES |
| Reza Mahbod | Treasurer | YES |
| 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 | 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 |
| 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 | YES |
| Ifran Satriadhi | Membership | YES |
| Xiaolei Wang | Membership | YES |
| 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 |
| Zak Kennedy | Webmaster | N/A |
| Neda Haghighat | Supporting Webmaster | N/A |