**Northern Virginia AGA (NOVAGA)**

**Chapter Board Meeting Minutes**

**November 20, 2024**

**Via Teams (Meeting ID 272 816 019 955, Call-in No. / ID 929-352-1691, 891 088 958)**

1. **Introductions**

Mr. Jacob MacDonald called the meeting to order at 12:01pm 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. MacDonald presented the minutes from the October 18, 2024, board meeting. Mr. Chris Horton motioned for the board to accept the minutes with a second from Mr. Joe Hungate. 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 with Committees in an effort to provide better accountability in completing tasks.

* The Winery tour on November 16th that Mr. Rhett Raham spearheaded was a success with roughly 35 people in attendance.
	+ The event was under budget, costing $2,000 of the total $2,500 budget.
* NOVAGA held a chapter booth at the Technology Transformation Summit (TTS) on November 6th
	+ Ms. Cherry Ung explained that the DC Chapter obtained a list of registered individuals from Dana at National AGA and reached out to them via email prior to the event. Individuals who stopped by the DC Chapter booth were incentivized to sign-up with an assortment of swag (t-shirts, wine tumblers, etc.).
	+ Ms. Ung recommended that the chapter be prepared with more swag, such as t-shirts and hats. Mr. MacDonald agreed and suggested that the chapter look into offering a high-end item to draw the interest of attendees.
* Holiday Party is December 18th at the Hard Rock Café in Washington, D.C. as a joint event with the DC Chapter
	+ Ms. Ung explained that the DC Chapter will sell tickets for $5 each and recommended that 40 available NOVAGA Chapter tickets be sold at a higher price. Mr. MacDonald motioned for the tickets to be sold at $15, and Mr. Joe Hungate seconded. The event is budgeted for $2,500.
	+ Mr. Raham suggested a 50/50 raffle fundraiser, and Ms. Ung advocated that half of the gross proceeds be donated to Wreaths Across America.
	+ Ms. Ung is coordinating with the DC Chapter to finalize a DJ and activity vendor, as well as updating the event flyer to reflect the new date
	1. **Treasurer’s Report**

Mr. Reza Mahbod, Board Advisor, shared that the taxes have been filed and that compilation for years 2022 and 2023 were completed; Mr. Mahbod then stated that the compilation for 2024 had begun. Mr. Mahbod directly emailed the compilation to Mr. Zak Kennedy for upload onto the Chapter website.

Mr. Mahbod expressed concerns regarding the Chapter’s revenue and checking balance, highlighting the Gala on June 28, 2025. Mr. Joe Hungate explained that a $7,000 deposit was previously placed at Washington Golf and Country Club, equating to roughly half of the total budgeted cost.

Mr. Joe Hungate briefly mentioned that the Chapter’s annual membership fee of $15 is very low compared to other Chapters charging upwards of $50. Mr. MacDonald stated that he does not want to significantly increase annual dues, and that the Chapter will consider ways to continuously improve revenue in the future.

* 1. **NCC Representative Report**

Mr. Christopher Horton, NCC Representative, briefly discussed the purpose of NCC and who they are. Mr. Horton went on to provide that at the most recent meeting they had talked about leadership development and planning; however, there were not many take aways due to the NOVA Chapter being one that has already corrected many issues discussed during this time. Mr. Horton mentioned that it was beneficial to meet with other leadership members from Virginia, and that there may be more opportunities to contribute to the Williamsburg meeting for speakers.

1. **Committee Chairs**

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

* **Membership Committee** –Ms. Ung stated that the final draft of the Membership Survey has been completed, and that the Google Form is ready to be inputted.
* **Early Careers Committee** – Mr. Raham provided some updates about the Committee’s activities.
	+ The Committee is planning a happy hour outing to the Washington Capitals’ game on February 27, 2025, or March 16, 2025.
	+ Mr. Raham presented two ticket pricing packages to the board. The majority (eight) voted for option two, Devils Backbone All-Inclusive Group Pack. The package includes a complimentary food voucher and unlimited draft beer, wine and soft drinks through the end of the second intermission. Twenty tickets will be available for $20 each, and the expected total cost is $1,180; however, Mr. MacDonald proposed potentially adjusting the price per person to accommodate more members.
* **Education Committee** – Mr. Kevin Love, Committee Chair, provided some updates about the Committee’s activities,
	+ The Chapter will conduct a virtual Winter Workshop in January 2025. Mr. Love is to create a unique QR code with the date and topic that can be copied to EventBright for the registration process.
		- Ms. Ung clarified that the annual Zoom payment was completed.
	+ Ms. Ung recommended that the Chapter contacts EY regarding the use of their venue for the Spring 2025 training session.
* **CGFM Committee** – Mr. Kevin Shers, Committee Chair, provided an update on committee activities.
	+ The second CGFM session will be held January 16, 2025, from 4:30 to 7:30pm EST. A total of fifty participants may register, 15 being in-person and 35 being hybrid.
	+ Members may register for $20, and non-members may register for $40. Mr. Shers confirmed that 3 CPEs will be issued if the individual passes the exam(s).
	+ Usage of Conferences i/o will be implemented to conduct live poll questions and improve the tracking of individual attendance.
* **Corporate Sponsors** – Ms. Ung provided an update on corporate sponsors.
	+ Ms. Ung contacted approximately 40 firms in the area and provided the 2025 Corporate Sponsorship Benefits Package.
	+ The Chapter website was updated with the 2025 Corporate Sponsorship Benefits Package to clearly define the opportunities and benefits of becoming a chapter sponsor. Firms can easily register for sponsorship by completing the Google Form linked. Mr. MacDonald advised that a QR code for the Google Form be created for future use.
	+ Additionally, the Chapter website now includes short descriptions of current corporate sponsors and their websites.
* **Community Services** – Ms. Diana Huang, Committee Chair, was absent and will provide an update at the next board meeting.
* **Accountability and ACE Reporting** – Mr. Brian Grega, Committee Chair, provided an update on CCR and ACE submissions.
	+ The CCR draft was sent out on October 31st and Mr. Grega is currently addressing Mr. MacDonald’s comments. Once the comments are addressed and the report is approved, it will be uploaded to the chapter website. Additionally, the ACE Submission (Pulse Check) was completed November 1st.
	+ The bylaws on the chapter website are supposed to be updated annually; however, they have not been updated timely in the past. Additionally, the list of chapter members has not been updated. Mr. Zak Kennedy clarified that changes to board members can only be made by AGA National.
* **Newsletter** – Mr. MacDonald stated that the Newsletter will be posted as scheduled but may be delivered in the form of a link that can have minor tweaks made after delivery.
* **Website & Social Media** – Mr. Zak Kennedy, Webmaster, provided an update on Website & Social Media.
	+ Regarding the Membership Survey, there may be resources to assist in the population of Google Docs. Mr. Kennedy explained that these resources would tremendously help in the observation of data.
	+ More information on the Study Session is needed before updating the Chapter website and social media.
	+ AGA DC and Northern Virginia Chapter Holiday Party and January Meeting have been uploaded to LinkedIn and the Chapter Website.
* **Bylaws** – Mr. Kessler, Committee Chair, did not provide an update.
* **Historian** – Ms. Neda Haghighat, Historian, did not provide an update.
1. **Program / Special Events**

Mr. Joseph Hungate and Mr. MacDonald provided a brief update on the monthly chapter meetings.

* The Chapter is still looking to identify speakers to fill some monthly meeting openings.
* Additional marketing needs to be performed to ensure that participation continues to increase.
1. **Open Forum**
	1. **Other topics and concerns for discussion**
* None brought to the floor.
1. **Adjourn**

There being no other business to discuss, Mr. MacDonald adjourned the meeting at 12:53pm.

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

**Board Members Present: 3**

|  |  |  |
| --- | --- | --- |
| **Board Member Name** | **Position** | **In Attendance** |
| Jacob MacDonald | President | YES |
| Ifran Satriadhi | President Elect | YES |
| Chris Horton | Immediate Past President | YES |
| Sonia Kessler | Secretary | NO |
| Kiera Murphy | Treasurer | NO |
| Chris Horton | NCC Representative | N/A |

**Chapter Committee Chairs Present: 10**

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

**Other Members Present: 9**

| **Member Name** | **Committee / Position** | **In Attendance** |
| --- | --- | --- |
| Katrina Samiley | Special Events | NO |
| Richard Frank | Membership | NO |
| Reza Mahbod | Board Advisor | YES |
| Silas York | Education, Special Events | YES |
| Nishit Kuroni | Assistant Newsletter Editor | NO |
| Frank McCourt | Assistant Treasurer | NO |
| Jaslin Madrigal Castro | Education, Special Events | NO |
| Christopher Choi | Early Careers | NO |
| Anu Atreya | Corporate Sponsorship | NO |
| Neda Haghighat | Historian | YES |
| Danny Lee | Member Volunteer | NO |
|  |  |  |
| Lindsay BerraRyan P CollinsIrfan SatriadhiDylan GilbertElliott MunizzaVeronica Nickerson |  | YESYESYESYESYESYES |