**Northern Virginia AGA (NOVAGA)**

**Chapter Board Meeting Minutes**

**October 5, 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 12:02pm and began the meeting with roll call. Please see Appendix A for status of board members’ attendance.

Mr. Hungate introduced Mr. Chris Horton as the new chair of the Corporate Sponsorship Committee.

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

Mr. Hungate asked for a motion to accept the minutes of the September 7, 2022, board meeting. Mr. Jacob MacDonald motioned with a second from Mr. Zak Kennedy. 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 is performing the compilation without disclosures of the chapter’s financial statements to catch up to the most recent reporting period; he will also prepare the tax returns for the past three years. The compilation has not started yet, but Mr. Mahbod will hold him accountable for performing the work.
* The chapter will need to retain more sponsors and Mr. Mahbod will work with Mr. Horton to get that process started. In response, Mr. Hungate mentioned that he had made contact with Grant Thornton and Ernst & Young.
  + 1. Education

Mr. Kevin Love, Education Committee chair, provided an update on the Committee’s activities.

* The NASBA renewal was submitted for this program year.
  + 1. Membership

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

* Picnic
  + Picnic event was successful; there were some logistics to work out in opening the road / gate
    - Approximately 60-80 members and family attended; there are pictures for the website.
    - The Chapter does need to reimburse the DC chapter for food costs; Mr. MacDonald will provide final amount next week (the estimate was approximately $1,400 to $1,500).
  + The Winery tour is in planning stages, with a projected date of October 19th.
    - The Committee met with DC to discuss lessons learned and logistics
    - Current plan is to have two or three different wineries on the tour
    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
* Ads will be needed by the first week of November
  + 1. Sponsorship

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

* Chair activities are transitioning to Mr. Horton.
* Mr. Horton is requesting the following information, which Mr. Mahbod stated that either Ms. Neda Haghighat as the former committee chair or Ms. Labadie should have:
  + Membership benefits available to sponsors
  + Historical corporate sponsorship information
  1. **Chapter Bylaws**

Ms. Kessler Provided an update on Chapter Bylaws review.

* No additional comments were received
* Ms. Kessler submitted a motion for the current version of the Bylaws to be accepted
  + Mr. Horton inquired if the Bylaws were required to be modeled after AGA National’s Bylaws and if the chapter was required to have National approve the proposed changes.
    - Per Mr. Brian Grega, Mr. Mahbod, and Mr. Hungate, the Bylaws were not required to be approved by AGA National.
    - In addition, Ms. Kessler stated that all changes were modeled after AGA National’s Bylaws as well as other local chapters to ensure consistency.
  + With a second by Mr. Mahbod, and no objections, the current version of the Bylaws were accepted unanimously.
* Ms. Kessler will look into how to get the Bylaws to the chapter members for comment, review, acceptance.

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

* **October Monthly Meeting**

The October Chapter meeting is currently scheduled for October 18th and will be held at the Washington Golf and Country Club in Arlington. The featured speaker will be Brett Edwards of the FDIC.

* **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 featured speaker will be Michael Horowitz.

* **Ski Trip / Other Membership Events**
  + Mr. MacDonald is gauging interest in the annual ski trip; locations are White Tail or Liberty; although Liberty has group pricing that can include lessons, lift tickets. Cost to the chapter has been about $2,000 in the past. Costs can be reduced further by collaborating with other local chapters to split costs (e.g., DC, Montgomery/PG County, Baltimore)
  + BBQ night in Centreville is in the planning stages for December; costs per person would be about $25 to $35 for all-you-can-eat barbeque
  + Mr. MacDonald is looking to gauge membership interest in these events in the newsletter.

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

* Ms. Kessler stated that some sections (e.g., calendar of events, upcoming meetings, past meetings, etc.) need updating on the chapter website now that it is back up. Mr. Mahbod stated that Mr. Kennedy can get these areas updated.

There being no other business to discuss, Mr. Hungate asked for a motion to adjourn the meeting. With a motion by Mr. Horton and a second from Mr. Kennedy, the meeting adjourned at 12:26pm.

**Appendix A: Board Members in Attendance**

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