**Northern Virginia AGA (NOVAGA)**

**Chapter Board Meeting Minutes**

**October 18, 2024**

**Via Teams (Meeting ID 283 893 747 75, Call-in No. / ID 1 331-305-3582, 316 750 350)**

1. **Introductions**

Mr. Jacob MacDonald called the meeting to order at 12:03pm 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 September 18, 2024 board meeting. Ms. Cherry Ung motioned for the board to accept the minutes with a second from Ms. Neda Haghighat. 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.

* Recommend that Special Events, Newsletter, and Corporate Sponsorship committees meet as one group with an invite to come from Mr. MacDonald
* Look for information about the Winery Tour on November 16th
* Mr. Rhett Raham is spearheading the event planning and details
  + Pick up and drop off will still be at Pentagon City Mall with the bus traveling to Quattro, the Barns at Hamilton, and Bear Chase
  + Limited to 45 members (and guests), with current registration at 31 so far after Mr. Zak Kennedy sent the information to the membership via email and posted on social media
  + The Committee will do a Cost Co run prior to the event for water and snacks on the bus to and from the event
* With respect to Chapter meetings,
  + November and December chapter meetings will not be held due to the holidays
  + The Chapter has seen better attendance recently due to increased marketing and planning, with approximately 20 people registering for each meeting
* AGA National reached out with an offer to hold a chapter booth at the Technology Transformation Summit (TTS) event on November 6th
  + Chapter will bring some swag to the event and a plan solidified for the events through the rest of the program year
  + Ms. Anu Atreya will represent the chapter and Corporate Sponsorship and will bring a pro-rated pricing for sponsorships for the current year
  + Additional details will be discussed at upcoming Thursday meetings with Mr. MacDonald
* Holiday Party is December 13 at the Hard Rock Café in Washington, D.C. as a joint event with the DC Chapter
  + Costs are still being determined and will be provided as soon as known
  1. **Treasurer’s Report**

Ms. Kiera Murphy, Treasurer, was absent and will provide an update on the Chapter’s financial status at the next board meeting.

* 1. **NCC Representative Report**

Mr. Christopher Horton, NCC Representative, was absent and will provide an update on NCC activities at the next board meeting.

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. Xiaolei Wang is planning to finalize the member survey so that it can be distributed this month. Ms. Wang requested assistance in getting online to access the Google form; Mr. MacDonald recommended asking Ms. Ung for assistance, and Ms. Ung stated that she will provide the link.
* **Early Careers Committee** – Mr. Raham and Mr. MacDonald provided some updates about the Committee’s activities.
  + The Committee is planning a happy hour for January 2025, and looking for suggestions to make a decision on the venue. Tickets to Wizards or Capitals game are options with ticket prices being affordable and the chapter adding a low cost for beverage on to the ticket along with offering a subsidized cost.
  + Mr. MacDonald mentioned that Mr. Christopher Choi needs to step down as chair due to some competing priorities this year; both Mr. Raham and Mr. Chad Willhite will step into the role to lead the Early Careers committee activities.
* **Education Committee** – Mr. Kevin Love, Committee Chair, and Mr. MacDonald provided some updates about the Committee’s activities,
  + The Committee is looking for proactive participation in meetings.
  + Mr. MacDonald mentioned that the same Conference i/o QR code for the September meeting was used for the October meeting as a separate QR code was not established. Mr. Love will look at the data to ensure that information for participants can be used for CPE purposes. Ms. Ung recommended setting up a separate QR code for each meeting with the date and topic that can be copied to EventBright for the registration process.
  + Mr. Love is working to pilot the Conference i/o for the January in-person and virtual options for chapter meetings.
  + Ms. Ung discussed suing the EY venue for the training event this year. She stated that EY attempted to sponsor the DC Chapter, but could not due to the cost. As an alternative, Ms. Ung offered an option for them to sponsor by providing space as an alternative to funding the sponsorship as well as sponsoring the NOVAGA chapter, which is a lower cost than the DC Chapter sponsorship.
    - The venue would be free to the chapter, and also provides a benefit of being metro accessible with an option for parking
    - The space would also allow for a separate space for offering food separate from the training space with the Chapter providing a catering menu for chapter meetings or training events; it also has a separate space for sponsors to setup tables to showcase their company
    - Mr. Love mentioned that the space would accommodate the in-person crowds from the past few events; the Spring Workshop hosted 20 in-person attendees with approximately 30 attending virtually. The Winter Workshop was smaller, hosting 20 attendees with half attending in-person.
  + Ms. Ung recommended doing a join Spring event with the DC Chapter and then offering the DC Chapter to join the Winter Workshop to obtain the ethics credits before the end of the year.
* **CGFM Committee** – Mr. Kevin Shers, Committee Chair, provided an update on committee activities.
  + The recent study session had six attendees with many registered to take an upcoming exam. Mr. MacDonald stated that it would be great to start tracking attendees’ progress with passing the exams. Mr. Love is looking to track this going forward as he receives information about new CGFM certifications being earned.
  + Mr. Shers is attending the conference i/o meetings and is looking to see about using for future event instead of Teams.
  + The Chapter is looking to host a future joint study group with the DC Chapter.
* **Corporate Sponsors** – Mr. Horton was absent and will provide an update at the next board meeting.
* **Community Services** – Ms. Diana Huang, Committee Chair, provided an update on committee activities.
  + The Committee is working on obtaining dates from the Fairfax County Parks Authority for a future community service event.
  + Ms. Huang asked about the process for claiming the points earned for the events held to date. Mr. MacDonald mentioned that the Chapter earns points through pulse check reports to AGA.
  + Mr. MacDonald submitted the final payments for both fundraisers making the payment to the National Community Service Fund (NCSF) from the recent happy hour, and to St. Jude from the multi-chapter networking event.
* **Accountability and ACE Reporting** – Mr. Brian Grega, Committee Chair was absent and will provide an update at the next board meeting.
* **Newsletter** – Ms. Kessler, Editor, stated that information request was sent for all key information needed to publish the next newsletter issue. The goal is to plan to publish before or around Thanksgiving.
* **Website & Social Media** – Mr. Kennedy, Webmaster, stated that he was working on posting the Winery Tour information to the website and plans to send the survey to the membership when it is finalized and sent to him.
* **Bylaws** – Mr. Kessler, Committee Chair, did not provide an update.
* **Historian** – Ms. Haghighat, Historian, provided an update on the history document and is requesting some key information.
  + Mr. MacDonald can provide updates on chapter sponsors
  + Ms. Kessler can provide headshots from presidents from past few years since taking over the newsletter
  + Ms. Haghighat plans to update the format to publish annual updates versus anniversary edits for key milestones

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 12:41pm.

**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 | NO |
| Sonia Kessler | Secretary | YES |
| Kiera Murphy | Treasurer | NO |
| Chris Horton | NCC Representative | N/A |

**Chapter Committee Chairs Present: 9**

|  |  |  |
| --- | --- | --- |
| **Member Name** | **Committee** | **In Attendance** |
| Brian Grega | Accountability / Outreach | NO |
| Raymond Urias-Rivera | Awards | YES |
| Kevin Shers | CGFM | YES |
| Diana Huang | Community Services | YES |
| Chris Horton | Corporate Sponsorship | NO |
| 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 | YES |
| Sonia Kessler | Newsletter | N/A |
| Joseph Hungate | Programs | YES |
| Cherry Ung | Special Events | YES |
| Zak Kennedy | Webmaster | N/A |

**Other Members Present: 5**

| **Member Name** | **Committee / Position** | **In Attendance** |
| --- | --- | --- |
| Katrina Samiley | Special Events | NO |
| Richard Frank | Membership | NO |
| Reza Mahbod | Board Advisor | YES |
| Hanan Salahadin | Education | NO |
| Silas York | Education, Special Events | NO |
| Nishit Kuroni | Assistant Newsletter Editor | YES |
| Frank McCourt | Assistant Treasurer | YES |
| Jaslin Madrigal Castro | Education, Special Events | NO |
| Christopher Choi | Early Careers | NO |
| Grant Domen | Assistant Newsletter Editor | NO |
| Anu Atreya | Corporate Sponsorship | YES |
| Neda Haghighat | Historian | YES |
| Rasia Khan | Community Services | NO |
| Brandi Morgan | Member Volunteer | NO |
| Gabrielle Royka | Member Volunteer | NO |
| Danny Lee | Member Volunteer | NO |