**Northern Virginia AGA (NOVAGA)**

**Chapter Board Meeting Minutes**

**September 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 12:01pm 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 August 21, 2024 board meeting and motioned for the board to accept the minutes. Mr. Christopher Choi seconded the motion. 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.

* Education Committee is meeting monthly
* Mr. MacDonald recommends combining the Newsletter and Special Events Committees touchpoint for efficiency

He would like to set up additional meetings with other committees to monitor goals and keep the committee and the chapter accountable.

* 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 was absent. Mr. MacDonald noted that the satisfaction survey was sent to select board members for comments. Ms. Sonia Kessler stated that she provided comments and forwarded them to Mr. MacDonald. Ms. Kessler shared the questions with those in attendance and additional information was discussed about the questions to ensure that the Committee was eliciting the responses that were to be expected. A suggestion was made to have a question about describing the chapter in one word and posting a word cloud on the site to represent what the members think about the chapter.
* **Early Careers Committee** – Mr. MacDonald provided some updates about the Committee’s activities.
	+ The Kickoff Happy Hour was a great success; in addition to the networking and fellowship, the Chapter raised $350 for the National Community Service Fund (NCSF). Congratulations to Ms. Anu Atreya for winning the raffle! Shoutout to Mr. Chad Willhite for planning a great event, and hopefully this can become an annual event.
	+ The Multi-Chapter picnic did not happen due to a miscommunication in planning
		- Only once per day rental of the space can occur within a specific time period; anything outside of that time period must be planned well in advance to ensure the space is available).
		- In trying to find another space, miscommunication resulted in missing out on an opportunity to reschedule the event at the Washington Golf & Country Club.
		- The event will be held at the Perch, which allows networking outdoors; food will be provided along with one drink ticket. As a result, the tickets sold out in one day! There will be a raffle to benefit St. Jude.
		- Ms. Cherry Ung will need some assistance in setting up and managing the event. Mr. Rhett Rahan stated that he is available to help with registration and the raffle. There was a question about whether to do catering or individual orders; the consensus was that individual orders could take a long time to order, especially since the event is sold out. Catering makes more sense with 100 registered.
		- Mr. MacDonald believes that having the raffle at the event will result in 100 points towards ACE, but he will double-check.
* **Education Committee** – Mr. MacDonald mentioned that he meets with Mr. Kevin Love, Committee Chair, monthly. He also mentioned the chapter paid for use of the Conference i/o platform and will begin to implement in all virtual events and workshops.
* **CGFM Committee** – Mr. Kevin Shers, Committee Chair, provided an update on committee activities.
	+ Mr. Shers will provide a flyer to Mr. Zak Kennedy, WebMaster, regarding the updated CGFM program. He mentioned AGA is pausing exams for two months while AGA reviews the data from recent exams and evaluates the scoring for future exams. A study session is planned for January.
	+ Mr. MacDonald asked if there is a limit to the number of attendees to the study sessions; Mr. Shers mentioned that the Teams platform that is used can get spotty with more than 50 attendees, so attendance is usually limited to 50. Mr. MacDonald motioned that the Chapter could look into creating a Teams event, which should resolve the attendance limitation. In addition, the Committee can look into using Conference i/o, which will allow for its ease in determining CPE; Mr. Shers mentioned that while this would be helpful, the conference room that is being used is currently set up for Teams, but it is possible that Conference i/o can be tried for the next event to determine if it would work.
* **Corporate Sponsors** – Mr. Horton was absent; Mr. MacDonald provided an update on the committee activities.
	+ Mr. MacDonald suggested meeting with Mr. Horton, Ms. Kessler, and Ms. Atreya to get information together for sponsorships and discuss benefits, including those related to the newsletter. He also has information from other chapters for consideration; Ms. Kessler mentioned also that some chapters post their sponsor benefits on their website.
	+ Ms. Atreya asked about the Chapter’s social media access; Ms. Kessler stated that the chapter has a LinkedIn presence, which Mr. Kennedy maintains.
* **Community Services** – Ms. Diana Huang, Committee Chair, provided an update on committee activities.
	+ The Committee is planning an event to volunteer at the Hidden Oaks Nature Center with the Fairfax County Parks Authority. The event will accommodate up to 35 participants to remove invasive plants in the spring. The Committee would like to promote the event in the newsletter. Next steps involve selecting and submitting dates that work for the chapter back to FCPA for consideration.
* **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, responded in the affirmative to a question about whether the newsletter could include Thought Leadership articles. Ms. Kessler added that there was an article in the last issue. Information needs for the next issue will be sent out shortly.
* **Website & Social Media** – Mr. Kennedy, Webmaster, was absent and will provide updates at the next board meeting.
* **Bylaws** – Mr. Kessler, Committee Chair, did not provide an update.
* **Historian** – Ms. Haghighat,Historian , did not provide an update.
1. **Program / Special Events**

Mr. Joseph Hungate provided an update on the monthly chapter meetings.

* The first chapter meeting is coming up. Mr. Hungate provided a reminder that the President introduces the speaker and panel.
	+ Mr. Silas York will assist in setting up the virtual meeting, including attending in-person, setting up the camera, maintaining the sign-in / sign-out of attendees, testing the online connection, and providing evaluations to all in-person attendees.
	+ The chapter will try using Conference i/o at this next meeting to see how it goes.
	+ Mr. Choi asked if all speaker spots were filled for 2025; Mr. Hungate will double-check but believes that only January 2025 is filled. Mr. MacDonald stated that he would like to revisit points of contact with NASA for February. He also stated that this is a great opportunity for showcasing government speakers.
* Regarding other chapter events, the chapter has the following special events planned:
	+ Winery Tour
		- Mr. Raham will be sending information about planning this event. The date set as of today is the weekend after November 15th.
	+ End of Year Gala
		- Mr. MacDonald stated that the chapter is ready to hold the venue (Washington Golf & Country Club), which requires a $7,000 deposit to hold the June date.
			* Mr. MacDonald motioned for the chapter to sign the contract with Washington Golf and Country Club and pay the $7,000 deposit to hold June 28; the $7,000 would go towards food and beverages and is not solely a contract signing cost. Mr. York seconded the motion. There being no objections, the motion passed.
			* Related to the awards, Mr. MacDonald and Mr. Hungate recommend asking Mr. Jeffrey Steinhoff to present the award named after him.
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 12:48pm.

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

**Board Members Present: 3**

|  |  |  |
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| **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: 6**

|  |  |  |
| --- | --- | --- |
| **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 |
| Christopher Choi | Early Careers | YES |
| Christopher Choi | Leadership Development | N/A |
| Kevin Love | Education | YES |
| Xiaolei Wang  | Membership | NO |
| Sonia Kessler | Newsletter | N/A |
| Joseph Hungate | Programs | YES |
| Cherry Ung | Special Events | NO |
| Zak Kennedy | Webmaster | N/A |

**Other Members Present: 6**

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