**Northern Virginia AGA (NOVAGA) Chapter Board Meeting**

**Minutes**

**August 23, 2019 – 12:30 pm**

**Dial-in: 1-877-216-1555 Code: 538654**

1. **Introductions**

Mr. Mike Frederickson began the meeting at 12:03pm with a roll call for attendance. Please see Appendix A for status of board members’ attendance.

1. **Board Matters**
	1. Updates and Open Positions

Mr. Frederickson welcomed everyone back to a new year and provided additional Board updates for this year:

* Treasurer position is open. Mr. Frederickson held this position last year. Until a replacement is found, Mr. Frederickson and Ms. Katie Labadie will jointly perform the duties.
* Ms. Sonia Kessler will lead as historian for the secretary portion of the Secretary/Historian position. Jessica Boucher will focus on the Chapter remaining in Platinum status as Chapter Recognition Chair.
* Ms. April Leonard jointed the Membership Committee.
* Please see Mr. Frederickson if interested in serving on the Gala Committee.
	1. Sponsorships

Ms. Neda Haghighat provided an update on Sponsorship invoicing. Last year, sponsorship invoices were mailed in December; this year they were mailed in January to continue the Chapter’s push to invoice on a schedule that matches AGA’s fiscal year. Eventually the Chapter would like to send invoices in September. Currently the Corporate Sponsorship Committee is looking for two additional sponsors; current sponsors include RM&A, KPMG, Cotton & Company, etc.

Ms. Kessler mentioned that the President of Montgomery/PG County AGA Chapter is interested in obtaining NOVAGA’s sponsorship pricing schedule. Ms. Haghighat will provide brochure to forward to the Montgomery/PG County Chapter President.

* 1. Monthly Meetings

Mr. Frederickson discussed the Chapter’s decreasing meeting attendance over the past several years. Options discussed in the past including shifting the meetings to four per year instead of eight and invest more time in preparation and moving to monthly luncheon meetings held in DC.

In response to questions about the last meeting (held May 2019), Mr. Reza Mahbod stated that attendance was better and more positive. The Chapter could also hold happy hours other chapter events to maintain a footprint in NOVA.

There was some discussion over the concern that holding meetings in DC would increase competition with the DC chapter.

In response to a question about the results of the survey taken, Ms. Katie Labadie stated that there were no specific requests; survey results included having during or after work meetings and also having more happy hours.

Mr. Frederickson mentioned that there was also a concern as to whether the Chapter would still be able to provide CPEs to the members. He is looking into a group subscription with Becker to provide online available CPEs for members to pay a minimal fee to supplement the CPEs if the number of meetings decreases. In response to an inquiry about online monitoring or polling questions during virtual CPEs, Mr. Mahbod stated that the Chapter may only provide instructor led/live CPEs per its current NASBA certification.

Due to the concern over having lunch meetings in DC for the NOVAGA Chapter, Mr. Frederickson stated that the Ms. Labadie will send a quick survey to members as to preferences for meeting in DC, in Virginia, or a combination of both.

The next chapter meeting will be held September 19th, at 6:30pm. It will be held at the Westin. The evening’s speaker is Ross Sims, Assistant Director of FASAB. Ms. Fatima Zoury will provide information on the sponsored charity for the evening.

* + 1. **Specialized CPEs**

There was some external discussion related to recent CPEs which seemed to focus on topics that might not be relevant (e.g., cybersecurity, blockchain). The Education Committee was asked to look into obtaining CPEs that are more relevant to current jobs and professions.

* 1. NCC Update

Ms. Labadie provided an update from the recent NCC meeting:

* Best practices in recruiting, membership, programs were key topics
	+ Nashville chapter has a mentorship program where they are in touch with a college.
	+ Holding raffles, prizes, gift cards or other incentives for bringing a friend to a chapter meeting
* National has templates that can be used and also emphasized a willingness to help any chapter get started. National will also help if the chapter is having trouble lining up speakers.
* Throughout the year, National receives feedback as far as what AGA has to offer for the CGFM and is always looking for new ideas.
* Next NCC meeting is scheduled for November 2019. Send ideas/topics for the meeting to Ms. Labadie via email or at next board meeting.

Mr. Frederickson discussed emailing/sending letters regarding CPE courses and asked that Ms. Labadie reach out to Mr. Jacob MacDonald to obtain POCs for neighboring firms.

1. **Upcoming Chapter Events**
	1. September Chapter Meeting

The next chapter meeting is set for September 19th at the Westin at 6:30pm.

1. **Open Forum**
	1. Other Topics and Concerns for Discussion
* Ms. Kessler mentioned that the President Montgomery/PG County chapter is interested in a cosponsored chapter meeting. Mr. Frederickson put the suggestion to a vote, and all members in attendance unanimously approved. Ms. Kessler will reach out to the chapter president for contact info and scheduling.

There being no new business discussed, Mr. Mike Frederickson adjourned the meeting at 1:04pm.

**Appendix A: Board Members in Attendance**

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| **Name** | **Board Position** | **In Attendance** |
| Mike Fredrickson | President | YES |
| Katie Labadie | President Elect | YES |
| Reza Mahbod | Immediate Past President | YES |
| Christine Turner | Regional Vice President | NO |
| Sonia Kessler | Secretary/Historian | YES |
| VACANT | Treasurer | VACANT |
| Katie Labadie | Assistant Treasurer | N/A |
| Brian Grega | Accountability/Outreach Chair | NO |
| Paul Marshall | Accountability/Outreach | NO |
| Kevin Love | Awards Chair | YES |
| Kevin Shers | CGFM (Certification) Chair | YES |
| VACANT | CGFM (Certification) | VACANT |
| VACANT | CGFM (Certification) | VACANT |
| Jessica Boucher | Chapter Recognition Chair | YES |
| Robin McCoy | Chapter Recognition | NO |
| Fatima Zoury | Community Services Chair | NO |
| Neda Haghighat | Corporate Sponsorship Chair | YES |
| Doug Newton | Corporate Sponsorship | NO |
| James Gould | Education Committee Chair | NO |
| Kevin Love | Education Committee | N/A |
| Matt Menchi | Programs Chair | NO |
| Paul Marshall | Programs | N/A |
| Jacob MacDonald | Membership Chair | NO |
| Christopher Choi | Membership | YES |
| Xiaolei Wang | Membership | YES |
| Andrew Johnson | Membership | NO |
| April Leonard | Membership | YES |
| Irfan Satriadhi | Membership | YES |
| Jacob MacDonald | Early Careers Chair | NO |
| Kris Samiley | Early Careers | NO |
| Xiaolei Wang | Early Careers | N/A |
| Diane Nguyen | Newsletter Editor | NO |
| Doug Newton | Supporting Newsletter Editor | N/A |
| Zak Kennedy | Correspondence Chair | YES |
| Katie Labadie | Special Events Chair | N/A |
| Katrina Samiley | Special Events | NO |
| Zak Kennedy | Webmaster | N/A |
| Neda Haghighat | Supporting Webmaster | N/A |