**NOVAGA 2018-2019 Program Year Planning Meeting Minutes**

**August 21, 2018 3:00 PM**

1. **Welcome**

Mr. Reza Mahbod welcomed some of NOVAGA’s board members and began the meeting with the points of discussion.

1. **Points of Discussion**
	1. Chapter Archives Access

AGA has an archival storage solution. Ms. Katrina Samiley will reach out to Ms. Louise Burnette for more information.

* 1. Chapter Recognition Program for 2018-2019

Mr. Mahbod stated we must remain platinum. Ms. Samiley will check with Ms. Jessica Boucher if she can continue with chapter recognition this year. If not, Mr. Mahbod suggested Mr. Doug Newton, Mr. Zak Kennedy or Mr. Matt Menchi be in charge.

* 1. Chapter Plans for 2018-2019

NOVAGA has not submitted their chapter plans for this program year. Ms. Kris Samiley will reach out to Mr. Brian Grega for last year’s plans and update it for this year.

* 1. Filing with IRS and State Incorporations

Mr. Mike Fredrickson will take care of our tax filings due on December 15th.

1. **Chapter Board Meeting**

Mr. Mahbod directed the discussion on the upcoming chapter board meeting. He suggested all board members go through their roles and responsibilities in the meeting. He went through each board member position. Ms. Samiley will also reach out to all board members and determine their status for this year. Mr. Mahbod suggested to discuss and/or remove debatable positions and to add a Monthly Meetings position. Please see Appendix A for the Plan of Action for board members.

1. **Monthly Meetings**

Mr. Fredrickson began a discussion regarding the location of NOVAGA’s monthly meetings. Mr. Menchi suggested having the monthly meetings in the RMA office. Board members from RMA Associates will do a cost-benefit analysis for this suggestion.

The board members in attendance decided the first meeting for this program year will remain at the Westin. Mr. Mahbod suggested Blockchain as the topic. He volunteered to find the speaker.

1. **Questions/ Other Items**

No questions or other items were discussed. Mr. Mahbod adjourned the meeting.

**Appendix A: Plan of Action for NOVAGA Board Members**

| **Name** | **Position** | **Status in AGA** | **Proposed Action** |
| --- | --- | --- | --- |
| Reza Mahbod | President | Active | To remain |
| Mike Fredrickson | President Elect | Active | To remain |
| Jessica Boucher | Secretary/Historian | Active | To remain |
| Scott Stadtmueller | Secretary/Historian | Active | To remain |
| Mike Fredrickson | Treasurer | Active | To remain |
| Breon Sarrano | Assistant Treasurer | Active – will no longer continue | To be replaced by Katie Labadie |
| Eric Peters | Accountability/Outreach Chair | Active | To remain |
| Cynthia Pardo | Accountability/Outreach | Inactive | To determine status |
| Kevin Love | Awards Chair | Active | To remain |
| Kevin Shers | CGFM (Certification) Chair | Active | To remain |
| Mark Sager | CGFM (Certification) | Active | To remain |
| Ryan Magnuson | Chapter Recognition Chair | Active | To be replaced by Zak Kennedy, Jessica Boucher to lead |
| Robin McCoy | Chapter Recognition | Active | To remain |
| Darlene Canady-Burt | Community Services Chair | Active | To remain |
| Victoria Leone | Community Services | Inactive | To be removed |
| Neda Haghighat | Corporate Sponsorship Chair | Active | To be replaced by Doug Newton |
| Abiy Metchia | Corporate Sponsorship | Active | To remain |
| James Gould | Programs/Education Committee Chair | Active | To remain |
| Matt Menchi | Programs/Education Committee  | Active | To remain |
| Kevin Love | Programs/Education Committee | Active | To remain |
| Paul Marshall | Programs/Education Committee | Active | To remain |
| Minh Huynh | Programs/Education Committee | Active | To remain |
| Raheel Baig | Programs/Education Committee | Active  | To remain |
| William Kim | Programs/Education Committee | Inactive | To be removed |
| Britanni Vargas | Programs/Education Committee | Active  | To remain |
| Jacob MacDonald | Membership Chair | Active | To remain |
| Andrew Johnson | Membership | Active | To remain |
| Irfan Satriadhi | Membership | Active | To remain |
| Jacob MacDonald | Early Careers Chair | Active | To remain |
| Kris Samiley | Early Careers | Active | To remain |
| Xiaolei Wang | Early Careers | Active | To remain |
| Diane Nguyen | Newsletter Editor | Active | To remain |
| Doug Newton | Supporting Newsletter Editor | Active | To remain |
| Ryan Evans | Correspondence Chair | Inactive | To be removed |
| Katie Labadie | Special Events Chair | Active | To remain |
| Katrina Samiley | Special Events | Active | To remain |
| Zak Kennedy  | Webmaster | Active | To remain |
| Neda Haghighat | Supporting Webmaster | Active  | To remain  |