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

**Agenda**

**September 28, 2020 – 12:30 pm**

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

1. **Introductions**

Mr. Marc Hebert began the meeting at 12:34pm with an introduction that he would be replacing Mr. Matt Menchi as President for the chapter year. Mr. Hebert then began the meeting with roll call. Please see Appendix A for status of board members’ attendance. Mr. Menchi stated that the minutes from the last board meeting would be submitted to the board for approval at the next board meeting.

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

Mr. Hebert asked for a motion to accept the minutes from the June 2020 and August 2020 board meeting minutes. Mr. Reza Mahbod motioned and Mr. Menchi seconded for the board minutes from the aforementioned meetings to be approved. The minutes were approved unanimously by those in attendance.

1. **Board Matters**
   1. Board Roster

Mr. Hebert mentioned that the chapter handbook was emailed with the agenda. He asked for all board members to continue to recruit board members for vacant positions, and reach out to him with any questions. Mr. Hebert further stated that the chapter is willing to accommodate any requirements to help fill in our chapter position vacancies.

Mr. Hebert then welcomed Mr. Raymond Urias to the board as the Awards Chair. Mr. Urias was recruited by Mr. Kevin Love.

* 1. Sponsorships

Mr. Hebert discussed that the chapter needed a frank discussion about sponsorships during the pandemic. Because of the pandemic and not holding meetings, sponsors are not receiving the same perks as prior years. In discussions with sister chapters (i.e., DC Chapter, Montgomery County/Prince George’s County (MO/PG) Chapter) are offering discounted rates. MO/PG is discounting $100 while the DC chapter is offering a 50% discount.

Ms. Sonia Kessler asked about the current rates; Mr. Mahbod explained that it was dependent on the level of sponsorship and also discussed some of the perks:

* Two tickets to the annual gala – The cost for the gala was a bit expensive because if it being held at the Hamilton. With the pandemic, the gala cost will not be incurred, meaning the perk of attending also disappears.
* Advertising on website and acknowledgements at chapter meetings – sponsorships helped to defray these costs, but with the pandemic, the chapter meetings have not been live events. As a result, these costs are also not being incurred, meaning no advertising perks for the sponsors.

Mr. Mahbod explained that it might be good to determine the value of each sponsorship perk (i.e., gala tickets, advertising, acknowledgements, etc.) to aid in determining a sponsorship discount. Mr. Hebert will coordinate with Mr. Brian Grega, and Ms. Katie Labadie.

* 1. Meetings (Kick-off meeting, Platform, NASBA renewal/updates)

Mr. Hebert discussed updates to the next monthly meeting. He stated that the goal was to hold it in mid- to late October. Mr. Hebert is coordinating with MO/PG Chapter about the platform they used for a recent meeting. Ms. Neda Haghighat asked if the chapter could use the same platform that AGA uses for its presentations/webinars. Mr. Hebert will follow-up with her offline about this option. Mr. Menchi inquired if a speaker had been locked down yet. Mr. Hebert responded that the priority was to lock down the platform, and then work on the speaker and topic.

Mr. Hebert then thanked Mr. Love for completing our chapter’s NASBA renewal for this chapter year.

1. **Upcoming Program year** 
   1. Becker CPE Renewal in January

Mr. Hebert stated that the Becker option for CPE last year was a great success and offered some statistics and information:

* 131 users purchased 135 slots
* Current agreement ends in January 2021
* Cost was less than $23,000 for one calendar year

When asked about thoughts to renew, Mr. Mahbod stated that the chapter should renew based on the response. Mr. Grega initially had some second thoughts, but stated it may be a good idea given that the pandemic may continue into 2021. Ms. Haghighat inquired if we could illicit some feedback from the members. Mr. Mahbod stated that a quick survey could be done before the renewal date (Mr. Hebert stated the renewal did not need to be done until January 2021, so there was time for a quick survey).

Mr. Mahbod asked if the KPMG Spring event would occur as that may play into the Becker renewal decision. Mr. Love stated that he wasn’t sure, but suspected it may depend on the current environment.

Ms. Kessler asked if we could get the number of CPE hours awarded through the contract and use that as a marketing tool on the chapter website to add more sign-ups.

1. **Open Forum** 
   1. Other topics and concerns for discussion

Mr. Kevin Shers inquired with Mr. Love if the chapter could issue CPE with virtual events as he was looking into holding a virtual CGFM training. Mr. Mahbod stated that the Virginia Board of Accountancy does not require CPEs to be NASBA compliant; however, it is probably better if we offered NASBA compliant CPEs. Mr. Mahbod and Mr. Love will look into whether additional paperwork is needed to become NASBA compliant with virtual trainings.

Other members will look into application changes and how to do virtual trainings, including implementing polling questions, periodic check-ins, etc. Mr. Shers stated that he’ll hold off on any CGFM trainings until this issue is resolved.

There being no new business discussed, Mr. Hebert adjourned the meeting at 12:58pm.

**Appendix A: Board Members in Attendance**

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