**Northern Virginia AGA (NOVAGA)**

**Chapter Board Meeting Minutes**

**May 8, 2024**

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

1. **Introductions**

Mr. Chris Horton called the meeting to order at 12:02pm 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. Horton asked for a motion to accept the minutes of the April 17, 2024 board meeting. Mr. Brian Grega motioned for the minutes to be accepted; Mr. Raymond Urias-Rivera seconded the motion. There being no objection, the minutes were approved unanimously.

1. **Board Reports**
	1. **President’s Report**

Mr. Horton provided an update on recent activities.

* The Gala is coming up at the Washington Golf & Country Club on June 14th at 6:30 p.m. Please plan to attend to have a Board presence.
	+ The event is limited to 60 people to curb costs. Price to attend is $30 for all; the meal is approximately $50 per person plus fees, totaling about $65 per person. The chapter will cover the Event-Bright registration fees.
	+ There will be drink tickets provided with the opportunity to purchase additional drinks.
	+ There will be a photographer and DJ.
	+ Mr. Zak Kennedy stated that the event was posted on LinkedIn and on the chapter website.
	+ Mr. Horton will be purchasing a Square device to allow the chapter to collect monies at the gala and future events; the devise will allow the chapter to collect monies from walk-in attendees
	+ Mr. Horton and Mr. Joseph Hungate will work on how to get monies from attendees who are not members of the Washington Golf & Country Club as non-members may not purchase drinks directly. Mr. Hungate will make those purchases and the chapter will reimburse him.
* The planned speaker for the May 16 meeting is unavailable; but is available for the June 13 meeting.
	+ Ms. Sonia Kessler recommended doing a virtual event with a one-hour CPE event either in the evening or at lunchtime.
	+ Mr. Horton agreed that a virtual lunch event was a good idea and recommended cancelling the event, moving to a virtual event, and brainstorming opportunities to hold a virtual event next week.
* The Chapter is looking for board positions for next year, specifically the President-Elect position; if interested, contact Mr. Horton.
	1. **Treasurer’s Report**

Ms. Kiera Murphy, Treasurer, was provided the Treasurer’s report about the Chapter’s financial activities.

* Checking account balance is $28,065.66; savings account balance is $49,819.24.
* Ms. Murphy provided a demo of the new PowerBi Dashboard of the current financial status and activity for the past several months and program years.
	+ Most of the activity is related to chapter event expenses ($2,834.70 April, $2,273.30 March) and registration fees ($7,777.54 from the Spring Workshop)
	+ Mr. Horton stated that the chapter needs to determine if a different venue is needed to begin curbing some of the costs or if the chapter can do a better job of drumming up better participation to bring up revenue.
	+ Mr. Horton also mentioned that education events are great opportunity to provide professional training and bring in revenue; the chapter could look at offering webinars as a potential effort to build revenue instead of relying on sponsors to bring in monies.
	+ In response to the historical trends of expenses and sponsorship years for allocation of sponsor dollars over program years, Mr. Horton asked what comprises the Other Contributions portion of the Revenue line item. Ms. Murphy believes that it is from how previous Treasurers characterized funds in prior years, such as the EZ Facility registration fee
	1. **NCC Representative Report**

Mr. Joseph Hungate, NCC Representative, was absent; Mr. Horton provided an update on recent activities.

* No new information from the last NCC meeting.
1. **Committee Chairs**
	1. **Membership**

Ms. Xiaolei Wang, Committee chair, was absent; Mr. Ifran Satriadhi provided an update on the Committee’s activities.

* There are no current updates on committee activities.
	1. **Early Careers**

Mr. Choi, Committee Chair, was absent; Mr. Satriadhi provided an update on the Committee’s activities.

* The Early Careers Happy Hour held April 25 at Whino in Ballston was a great event. There were about 20 people in attendance with a few potential new members identified. The event was held within budget.
	1. **Education**

Mr. Kevin Love, Committee Chair, was absent; Mr. Horton provided an update on the Committee’s activities.

* There are no current updates on committee activities.
	1. **CGFM**

Mr. Kevin Shers, Committee chair, provided an update on the Committee’s activities.

* Two new chapter members earned their CGFM certification in March.
	1. **Corporate Sponsors**

Mr. Horton, Committee chair, provided an update on the Committee’s activities.

* The Committee will be reaching out to Kearney next week to renew at the silver level.
	1. **Accountability Outreach**

Mr. Brian Grega, Committee Chair, provided an update on the Committee’s activities.

* Mr. Grega will follow-up with Mr. Horton regarding the chapter’s current Achievements in Chapter Excellence (ACE) tracking.
* The Committee will be starting on compiling the next Citizen’s Centric Report (CCR) in the coming weeks for this program year.
	1. **Newsletter**

Ms. Kessler, Newsletter Editor, provided an update on the newsletter issue.

* Additional information is needed for the newsletter:
	+ Mr. Silas York and Mr. MacDonald forwarded pictures from the Whino event.
	+ Need Gala information for the newsletter, as well as any pictures from chapter meetings.
	+ Requesting short paragraph for Lead! and the NCC meetings.
	+ Can refer to Zak’s email for any LinkedIn information or website link issues.
	+ Requesting any Thought Leadership articles, as one was already received.
* Mr. Horton confirmed that Becker was dropped as the in-kind sponsor; he can provide a short information paragraph for that.
	1. **Website / Social Media**

Mr. Kennedy, Webmaster, provided an update on the chapter website and social networking.

* Mr. Kennedy’s email address has changed.
* Access issues to edit the website was finally resolved, and he will start making the list of updates received during the down period. Ms. Kessler stated that she will provide the minutes to him again, as prior minutes were sent to his old email.
* Mr. Horton asked if there was a way to view links clicked or pages downloaded or viewed. Mr. Kennedy stated that he does not have access to that information; Mr. Horton mentioned that he will follow-up with AGA to see if those metrics are available to the chapter.
	1. **Bylaws**

Ms. Kessler, Subcommittee Chair, provided an update on the status of the Bylaws review.

* The Committee will be meeting one last time to discuss the last few updates and finalize the Bylaws. Ms. Kessler will schedule time with Mr. Horton offline.
1. **Program / Special Events**

Ms. Cherry Ung, Special Events Chair, was absent; Mr. Horton provided updates on the chapter meetings and events.

* 1. **Upcoming Chapter Meetings**
* Updates on chapter meetings were discussed in the President’s Report.
	1. **Awards / Other Events**

Mr. Raymond Urias-Rivera, Awards Committee Chair, provided an update on the Committee’s activities.

* Mr. Urias-Rivera and Mr. Horton coordinated offline and sent awards and nomination criteria to the chapter membership. Last program year, the Committee received one nomination for one award and no nominations for the remaining two awards.
* The chapter must generate the nominations this year to get the awards process back on track. The Committee has developed a form to collect nominations for each award.
	+ Nominations are needed no later than next week with a goal of obtaining at least one nomination per award.
	+ Recommendations will be made to the Board, and there will be a tight turnaround for getting plaques ordered.
1. **Open Forum**
	1. **Other topics and concerns for discussion**
* None.
1. **Adjourn**

There being no other business to discuss, Mr. Horton adjourned the meeting at 12:48pm.

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

**Board Members Present: 3**

|  |  |  |
| --- | --- | --- |
| **Board Member Name** | **Position** | **In Attendance** |
| Chris Horton | President | YES |
| Jacob MacDonald | President Elect | NO |
| Joseph Hungate | Immediate Past President | NO |
| Sonia Kessler | Secretary | YES |
| Kiera Murphy | Treasurer | YES |
| Joseph Hungate | NCC Representative | N/A |

**Chapter Committee Chairs Present: 4**

|  |  |  |
| --- | --- | --- |
| **Member Name** | **Committee** | **In Attendance** |
| Brian Grega | Accountability / Outreach | YES |
| Raymond Urias-Rivera | Awards | YES |
| Kevin Shers | CGFM | YES |
| VACANT | Chapter Recognition | VACANT |
| VACANT | Community Services | VACANT |
| Chris Horton | Corporate Sponsorship | N/A |
| Zak Kennedy | Correspondence | YES |
| Christopher Choi | Early Careers | NO |
| Kevin Love | Education | NO |
| Xiaolei Wang  | Membership | NO |
| Sonia Kessler | Newsletter | N/A |
| VACANT | Programs | VACANT |
| Cherry Ung | Special Events | NO |
| Zak Kennedy | Webmaster | N/A |

**Other Members Present: 3**

|  |  |  |
| --- | --- | --- |
| **Member Name** | **Committee / Position** | **In Attendance** |
| Ifran Satriadhi | Membership | YES |
| Katrina Samiley | Special Events | NO |
| Naomi Martinez | Newsletter | NO |
| Richard Frank | Membership | NO |
| Reza Mahbod | Board Advisor | NO |
| Hanan Salahadin | Education | YES |
| Silas York | TBD | YES |