



NHSBFAA Executive Board Meeting Minutes

September 11, 2017
Carolina Brewery – 7:30pm

Present:

Rick Thompson, Ann Little, LaKisha Harrington, Ken Hayman, Carole Sanders, Wanda Rone, Regina Yeager, Michelle Raustis, Frances Grant, Carol Windsor

Agenda provided by Rick Thompson.

- I. Charger Card Distribution Plan
 - a. Waiting until tomorrow to get Charger Cards to groups who haven't picked up cards then other groups can request more.

- II. Minutes of Previous Meeting
 - a. The 8/21/17 General Meeting minutes were approved by the Executive Board at the 8/30/2017 meeting called by Rick Thompson.

- III. Reports
 - a. Treasurer's monthly report
 - i. Deposits on Tuesday and Friday of each week
 1. Carole said she is still getting emails requesting checks and not getting check requests in writing on the proper form. Ken suggested enforcing the correct process to coaches/groups who aren't following proper protocol so they can get in the habit of doing things right.
 2. Ken brought to Carole's attention that there have been checks written in the past with 2 different sequence numbers. Carole said this is because prior board members had 2 separate check books. Carole is going to stop and order a new book of checks to start fresh.
 - ii. Check requests: fulfilled on Tuesday and Friday of each week.
 1. Carole is getting emails on various days.
 2. Rick will go over the deposit & check request process at the next Coaches meeting. Rick stated we need a check request form.
 - iii. Financial reports update – itemized sport reports
 1. Ken is still working with Quickbooks to try and get reports run. Things are coming along OK. The goal is to have a template for sport financial reports by end of September 2017.
 - b. President's report
 - i. Financial reports will be available each month on the 1st and 15th.
 1. Still working with Quickbooks to get reports to generate

- ii. Coaches Compensation Plan
 - 1. Rick got approval to work on a plan. Will need to provide coaches with 1099 and they will be paid as contractors/self-employment. Coaches are paid out of the particular sport's funds available. [Addendum to minutes added by President: --or separate retention and coaches fund to be set up in Nov or Dec of 2017]
- iii. Rosters of teams, posters, schedule cards, etc.
 - 1. Rick talked about selling advertisements to print rosters for games. He is working on a solution for ad sales.
- c. Agenda items:
 - i. Website discussion – Rick said this is ongoing.
- d. Fundraising:
 - i. Fundraisers for teams (lacrosse website and gear)
 - 1. Lacrosse sent in a recommendation to do fundraising for customized gear similar to BSN options. [Addendum to minutes added by President: --and team apparel outside of current BSN agreement. Rick is checking on options.]
 - ii. Coaches Compensation plan (duplicate item – please see III. b. ii.)
 - iii. Major project update
 - 1. People have made inquiries about facilities improvements. Rick reported that the county office said if we raise the money and get it approved, then we can move forward with projects.
 - iv. Fundraising departments
 - 1. Will need people to run/facilitate fundraising departments. Will only be successful with help outside of the BFAA Board. [Addendum to minutes added by President: -- Committees include: Charger Cards, Memberships, Concessions, Facility Improvements, Corporate Sponsorships & Ad Sales]

IV. General Business – concession funds

- a. How Fall, Winter, Spring sports are paid for concessions
 - i. Rick found most recent Concessions policy dated August 1, 2015 (also on BFAA website)
- b. Concession stand ordering – Popcorn popper, ECC Integration
 - i. Funds for popcorn popper in Football/Soccer/Lacrosse concession stand will come out of General Funds.
 - ii. Frances suggested talking to someone in Softball about borrowing theirs until the new one is delivered.
 - iii. CTE groups want to work ECC games to make money.
 - 1. Concerns: training, making sure enough parents are there to work the stand, restocking and inventory
 - 2. Question: Is ECC trying to split the profit?
 - 3. We have to wait until ECC submits a proposal before we can make a decision on this

c. Other Concession reports:

- i. Question: Will cheese and chili machines in Football be used for other sports? Yes, was paid for out of General Funds.
- ii. We have to be more diligent about food/inventory only being used within the same season between the sports who split the bill of expenses. Example: Food purchased by a fall sport (football) cannot be used by a winter sport (basketball). Transfer of foods will go through Regina.

V. Notices of Motions

- a. Next General Meeting: Oct 2.

VI. Meeting Closed

- a. Frances made a motion to adjourn. LaKisha seconded it.