NHSBFAA Executive Meeting: 8/1/21 @ 6:00 PM

Zoom Virtual Meeting

Zoom Link: <https://us02web.zoom.us/j/81639127667?pwd=dGkzODdWaUpkWFlQV1Q4R1JEVHNkQT09>

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| Executive Officers |  |  |  |  |  |  |  |
| **Present** | **Not Present** | **Member** |  | **Position** | **NHS BFAA Voting Member** | **NHS BFAA Elected or Appointed Position** | **NHS BFAA Term Length** | **Individual Term Length** |
| X |  | George Gilson Jr. |  | President | Yes | Elected | 1yr\* | 2/17/2020 to 7/31/2021 |
| X |  | Chad Haddix |  | Vice-President | Yes | Elected | 2yr | 2/17/2020 to 7/31/2022 |
| X |  | Joni Bowling |  | Treasury (1) | Yes | Elected | 2yr | 5/1/2019 to 7/31/2021 |
|  |  | Vacant |  | Treasury (2) | Yes | Elected | 2yr | 5/1/2019 to 7/31/2021 |
| X |  | Anne Addabbo |  | Secretary | Yes | Elected | 1yr\* | 2/17/2020 to 7/31/2021 |
|  |  |  |  |  |  |  |  |  |
| Directors |  |  |  |  |  |  |  |
| **Present** | **Not Present** | **Member** |  | **Position** | **NHS BFAA Voting Member** | **NHS BFAA Elected or Appointed Position** | **NHS BFAA Term Length** | **Individual Term Length** |
|  |  | Dr. Walston |  | Principal | No | N/A | N/A | N/A |
| X |  | Cameron Vernon |  | Athletic Director (1) | No | N/A | N/A | N/A |
| X |  | Barclay Spotz |  | VP of Membership | Yes | Elected | 2yr | 5/1/2019 to 7/31/2021 |
|  |  | Open |  | VP of Fundraising | Yes | Elected | 2yr | 2/17/2020 to 7/31/2022 |
|  |  |  |  |  |  |  |  |  |
| Chairs of Standing Committees |  |  |  |  |  |  |
| **Present** | **Not Present** | **Member** |  | **Position** | **NHS BFAA Voting Member** | **NHS BFAA Elected or Appointed Position** | **NHS BFAA Term Length** | **Individual Term Length** |
| X |  | Gene Galin |  | Website Chair | Yes | Appt by President | 1yr | 5/1/2019 to 7/31/2021 |
| X |  | Craig Adams |  | Concession Chair | Yes | Appt by President | 1yr | 2/17/2020 to 7/31/2021 |
| X |  |  Beth Davis |  | Seasonal Program Chair | No | Appt by President | 1yr | 7/13/2020 to 7/31/2021 |
| X |  | Tami McGraw |  | Merchandise Spirit Chair | No | Appt by President | 1yr | 5/20/2020 to 7/31/2021 |
|  |  | Open |  | Corporate Sponsorship Chair  | No | Appt by President | 1yr | 7/13/2020 to 7/31/2021 |
|  |  |  |  |  |  |  |  |  |
| Additional Committees: |  |  |  |  |  |  |
| **Present** | **Not Present** | **Member** |  | **Position** | **NHS BFAA Voting Member** | **NHS BFAA Elected or Appointed Position** | **NHS BFAA Term Length** | **Individual Term Length** |
| X  |    | Wanda Bland |  | Alumni Chair | No | Appt by President | 1yr |  |
| X |  | Gene Galin |  | Communication Chair | No | Appt by President | 1yr | 2/17/2020 to 7/31/2021 |

4.9 Quorum: Four of the Board of Directors shall constitute a quorum for the transaction of business at any meeting of the Board. If a quorum is not present, any lesser number may adjourn the meeting to another time without further notice. It is permitted for the members present to take a vote and solicit additional commentary and votes to constitute a quorum via email or speaker phone of the other directors not present. All issues necessary for vote must presented to entire Board either by meeting or email.

\* 4.12 Terms of Service: a) The President and Secretary shall serve a term of 12 months (for inaugural year, the term may exceed 12 months, but will conclude on May 31st of the following year). The President and Secretary are encouraged to be willing to serve for two terms. b) Officers and Directors are elected to serve for one full term of 24 months. The Officers and Directors are encouraged to be willing to serve for two terms. c) No Officer shall be nominated for office for more than a term of two years in any one office unless by an affirmative vote of not less than three fourths of the members of the Board of Directors prior to the annual meeting. d) Other Directors and Committee Chairs may serve for terms in excess of two years when not in conflict with other provisions of these Bylaws. e) Outgoing Officers and Directors are encouraged to help recruit and train their replacement for the next term of office.

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| **xTopic** | **Agenda / Minutes** | **Attachments / Actions** |
| Call to Order | * Call the meeting to order: George Gilson
	+ Meeting Called / Opened by: George Gilson
	+ Time: 6:04pm
	+ Motion: Chad
	+ 2nd:: Craig
	+ Vote : Unanimous
 |  |
| Roll Call | * Attendance
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| Approval of Agenda | * Executive Meeting Agenda for 8/1/21 emailed on 7/30/21.
* Motion to approve Executive Meeting Agenda for 8/1/21:
	+ Motion: Chad
	+ 2nd: Anne
	+ Vote: Unanimous
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| Approval of Minutes | * General Meeting Minutes for 7/19/21 emailed on 7/20/21:
* Motion to approve General Meeting Minutes from 7/19/21:
	+ Motion: Chad
	+ 2nd: Joni
	+ Vote: Unanimous
 |  |
| **Executive Officer Reports** |
| President’s Report: > George Gilson Jr. | 1. Prioritize Content of This Meeting Agenda for Time’s Sake
2. Bylaw Amendments: Do we truly need attorney to review the few changes? Will send formally for all to agree.
3. Jack Shaner Planning and Volunteers: 8/13/21 6pm. Cameron had meeting with First Bank. $4500 sponsorship. Back of the Tshirt name. Tami got Costco to donate Hot Dogs/Buns, got WM for waters. More Hot Dogs given. Need help at end for boxing up and give out items in the bus. Need Football parents to help out. Need to buy the shirts for football as well
4. Treasurer Transition & New Potential Asst Treasurer Volunteer with Potential Vote

Motion: N/A for today1. Timely posting and response to emails
2. Check Request Delays; asking board members to check emails a couple times a day
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| Vice-President Report: > Chad Haddix | * Updates: Already gave update on his activities for sponsorships. Concession permit? application sent today, will have answers in a couple days. Do we need to assist in cleaning up the concessions?
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| Treasurer’s Report: > Mandy Forbes & Johnny Hill | * **Tax filings / IRS Information: Johnny**
	+ Johnny faxed the request for waiver of penalty for 2019 990 Return, to the IRS on 7/22/21.
	+ IRS confirmed waiver of 2018 990 Late Filing Penalty
	+ 2017 945 Late Filing Penalty Waiver has not been officially confirmed as of yet. Status Pending. Letter confirming waiver status is received.
	+ 2020 990 Form was filed on time and is in compliance.
	+ Year end being closed.
	+ Need to set up the “Needs” to budget and planned activities
	+ Time to get an audit going per by laws Joni will bring more data for next meeting (use barter)
	+ Can we OK Cameron to approve check requests from team accounts only:
		- Motion to Approve: Chad
		- 2nd: Craig
		- Vote: Unanimous
* **Incoming Check Request and/or Purchase Orders & Fundraiser Requests – Treasurer’s / Report**
* **NHSBFAA Check Fund Check Request**
1. David Miller submitted a check request for Baseball in the amount of $200.00 to be paid to Mid State Officials Association for umpires for scrimmages

-Motion to Approve: N/A-2nd:-Vote:1. Sherri Stubbs / Rebecca Johnson submitted a check request for Cheerleading in the amount of $538.60 to be paid to M2 graphics for camp t-shirts

This was voted on and approved via email on 7/20/21Motion: Joni Bowling2nd: Johnny HillVote: Majority Approval1. Cameron submitted a check request for Womens LAX in the amount of $102 for summer camp
2. Kevin Forster submitted a check request on 7/22 for Men’s soccer for a video tri-pod in the amount of $96.29 to be paid to Amazon.

Motion: N/A2nd:Vote:1. Randy Cox submitted a check request for Men’s LAX on 7-14-21 for T-Shirts for their campers in an amount not to exceed $800 but ended up being $239.00 payable to M2 Graphics.

This was voted on via email on 7-28-21. Motion: Mandy Forbes 2nd: Anne Addabbo Vote: Majority Approval1. Cameron submitted a check request on 6/3/21 from the Resource Fund for a track cover in the amount of $1,979.50 to Cooks Sporting Goods. Cover to avoid wear and tear from spikes of players crossing track to fields

Motion: Craig2nd: ChadVote: Unanimous 1. Kerri Snipes submitted a check request for Women’s Basketball on 6/3.21 in the amount of $600.00 for Referees for Jamboree games (6 games 2 referees.

Motion: N/A2nd:Vote:1. Alexis Hollis made a check request on 7/26/21 in the amount of $120 for Volleyball for 2021 Volleyball Camp T-Shirts to be paid to CJ Crews.

Discussion: N/AMotion:2nd:Vote:1. Sherri Stubbs submitted a check request on 7/27 in the amount of $25.96 to be paid to Omni Cheerleading for bows for Cheerleading.

Motion: N/A2nd:Vote:1. Larry Fritsche submitted a check request on 7/26/21 in the amount of $102.00 for a Girls Lacrosse Summer Camp Coach (Katy Gilliam) to be paid directly to Katy Gilliam.

Discussion:Motion: N/A2nd:Vote:1. Butch Edenfield submitted a check request in the amount of $385.17 for Softball for Materials from Lowes on 6/2/21 to be paid to Butch Edenfield.

Discussion:Motion:N/A2nd:Vote:* **Fundraiser Requests**
1. Kevin Forster submitted a Men’s Soccer Shootathon Fundraiser Request. Hoping to raise $2000 in our fund-a-need with 10% going to the Booster Club / Resource Fund. Planned for Aug 12th from 6-8 PM.

Motion: Anne2nd: CraigVote: Unanimous* **Treasurer Transition: Jonie, Mandy, Johnny**

Melissa interested in filling the Assistant Treasurer position. Reviewing data with Joni to get a fill of needs.  |  |
| **Directors Reports** |
| Principal: > Dr Walston | * **N/A**
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| Athletic Directors: > Cameron Vernon | * **Updates & Direction:**
* Mattress Sale Info: waiting for the flyers to put on stakes. Need to put in different neighborhoods.
* Tickets for Chicken Poop Fundraiser: Hall of Fame night. Still on for 10/15/21 100 squares presale tickets $50 a square for a $1000 payout. Cameron will price the printing of ticket
* Programs for Fall, Winter, and Spring – Printer $75/hr to print out our program professionally and design it as well.
* Caroline Murrell State Championship Ring: Cost $368 to be presented at Home Coming:
	+ Motion to approve: Chad
	+ 2nd: Joni
	+ Vote: Unanimous
* Additional Topics: Conversation with B&T Hvac; Aaron. Asked what NHS needs. Locker rooms in Field House need upgrade for Fall sports and Spring. Might have architect to come and assess priorities and costs
* **NHS / NCHSAAA Schedule Updates:**
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| VP Membership: > Barclay Spotz | * + Updates: Cards to pass out with all the NHS information 250 of them to give out at Freshman night. Also get kids paraphernalia at NutHouse night? Extend to other sports than Football and Basket Ball going forward. $600 for Barclay and Tami to purchase
		- Motion to Approve: Chad
		- 2nd: Craig
		- Vote: Unanimous
 |  |
| VP Fundraising: > Open – George Gilson to Give Report | 1. **Approved & In-Progress Fundraiser’s:**

**Updates*** 1. Fund-A-Need Drive Improvement Suggestions & Outreach: Think about better reach

**Pending & In-Development Fundraisers**1. **Mattress Sale on August 28th at Northwood HS Gym**

**Suggested Fundraisers: Planning & Details*** 1. Player of the Week through Local Businesses
	2. Silent Raffle
	3. Chicken X Case Fundraiser or Chicken Tenders / Buffalo Wild Wings Fundraiser
	4. NHSBFAA Membership Drive
	5. Chicken Poop Fundraiser
	6. Welford Harris Drive for UR School

**On-Hold Fundraisers:** due to COVID-19:* 1. Ford Drive for UR School – Brian Holleran/Cameron Vernon
		1. Moved to Q1/Q2 2022
	2. ’20-’21 Reverse Drawing – Sponsor Chair Rep (?)
		1. Meetings held on 7/31/20 & 8/5/2020
		2. Rally-up is the virtual platform suggested by committee during 8/10/2020 meeting
		3. **On hold for now**
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| **Chairs of Standing Committees** |
| Webmaster: > Gene Galin | * **NHSBFAA Newsletter Update**
* **Suggested Changes to Website, E-mail System, and Newsletter / Social Communications**

**Website updates: General updates, Team specific, Club specific, Fund-a-Need tracking:**Google Share Drive or Microsoft Teams.Sub directory set upBooster Website: 250+ views which is lowSurveys to be sent? Future meeting to setup what information is looked forPut some newer content on visuals/pics/videos |  |
| Concession: > Craig Adams | * **Update on application for full concessions**. Application is to be sent out tomorrow
* **Concession Volunteer Planning**
* **Pixalot:** do we have sponsor? Cameron rotates them

Three open Positions on Concession Team:* + Craig Adams – Lead
	+ Open – Parent/Liaison Concession Training Led
	+ Open Concession (Health Board)
	+ Open Concession (Health Board)
 |  |
| Seasonal Program Chair: > Beth Davis  | **Programs to Be Completed: Planning for 2021-2022 Season:** no additional updates. Need to meet with Cameron and work with Gene on pics. |  |
| Merchandise & Spirit Chair: > Tami McGraw  | * Spirit Store / M2 Updates:
	+ [https://northwoodspirit.itemorder.com/sale](https://na01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fnorthwoodspirit.itemorder.com%2Fsale&data=04%7C01%7C%7Ce36e345daa204f68822208d879da6d53%7C84df9e7fe9f640afb435aaaaaaaaaaaa%7C1%7C0%7C637393326323686075%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=c4MzPkRtHjn1TR0VPOuPMvtamYhYA7ASp%2F%2B6eySagDw%3D&reserved=0)
* Update on funds raised
* Ideas to help get more sales funneled through the Spirit Store
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| Corporate Sponsorship Chair: > George / AD-Vernon  | * Corporate Sponsorship Assignments and Updates, along with direction - We need to put someone in charge of making sure that we are organizing and pushing for sponsorships. This same person will also need to make sure that we are gathering all logos for ads, and making sure that we are pulling through with our portion of the promised sponsorship benefits listed.
* Sponsorship: might need to set up a separate committee to make a bigger impact on donations. Chad has called out a few businesses already, some yes but no checks in yet. Divide the list to get calling. Cameron to get with Chad to avoid duplicating calls
* 7/23/21 - B&T HVAC has committed to a Visionary Sponsorship. Awaiting Completed Form and Check $5000 check, invoice sent.
* 7/25/21 – Hope Crossing committed to a Gold Sponsorship on 7/21/21. I picked up the check and will send their sponsorship form to Mandy / Joni
* Elizabeth’s Pizza committed to a $750 sponsorship
* We received the Subway check for $1000 on 7/27/21: Not received yet, need a W9 and EFT form.
* $1500 check Fritsch Milling received.
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| **Additional Chairs** |
| Alumni Chair: > Wanda Bland | * Plan for Alumni Involvement – Alumni Night Ideas, Hall of Fame, Alumni Tracking and Outreach Program, Alumni Fundraising and Involvement, and List Update:Still awaiting on email list. Will sit at Home Game and will attempt to pull people in to get Alumni list built up
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| Communication Chair: > Gene Galin | * Updates: no additional
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| **Additional Topics & Future Meeting Dates** |
| Additional Topics | * Any?
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| Future Meeting Dates | General Meetings: First Monday of every monthExecutive Meetings: Second Monday of every month, Unless Otherwise Changed.Upcoming Meeting Dates:August 23rd – General MeetingAugust 30th – Executive Meeting |  |
| **Meeting Adjourn** |
| Meeting Adjourn | * Motion to call meeting: Joni
	+ 2nd: Wanda
	+ Vote: Nay from Chad.
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