



# NHSBFAA

## Minutes per July 9, 2018 meeting executive Board

<b>Date:</b>	Monday, July 9, 2018	<b>Location:</b>	Carolina Brewery
<b>Time:</b>	6:30 p.m.	<b>Meeting Type:</b>	Executive Board Meeting
<b>Facilitator:</b>	Rick Thompson	<b>Minutes:</b>	Rick Thompson
<b>Attendees:</b>	see below		

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### Agenda Items:

1. Minutes of the previous meeting
  - a. Review of Minutes and any business arising from previous minutes
    - a. Approved Carole Sanders; 2<sup>nd</sup> Wando Rone
2. Reports
  - a. Treasurer's monthly report
    - i. Ken and Carole – finalizing the year after July 2018. Will have balance for 2018-19 year for August 13 meeting.
  - b. President's report
    - i. Continued progress on committees
      1. Taking nominations for open positions
        - a. Co-treasurer, VP, Fundraiser, Secretary, Webmaster
  - c. Concessions Report – Updated group (spring revenue).
    - i. New club/sport pay out policy – approved unanimously. See attached for clarification.
  - d. Alumni Report – Wanda Rone
  - e. Fundraising report:
    - i. Charger Cards – Distribution and Committee Details – will hand out 2018-19 charger cards on August 6 (mandatory coaches and parent meeting) and then again on August 13 at the general meeting.
    - ii. Spring Raffle – Need volunteers to help plan and facilitate
    - iii. Sept. – Fall online fundraiser – goal is to raise \$25,000 with the online app that will be promoted on Facebook. All parents are encouraged to participate. With all the fall parents (football, soccer, dance, volleyball, etc.) we should be able to surpass this goal.
3. New Business – any questions or general information should be emailed prior to the meetings.
4. Notices of Motions
  - a. For discussion at the next meeting
5. Next Meeting: 7 p.m., August 13, 2018 at NHS Cafeteria (general meeting)





6. Meeting Closed – Motion to Adjourn (motion to adjourn: ken Hayman; second: Charity Ross)

Attendance at Executive Committee: Rick Thompson, Wanda Rone, Carole Sanders, Carol Windsor, Ken Hayman, Cassandra Gregory, Frances Grant

Committee Updates:

- a. **CONCESSIONS COMMITTEE (5):** Craig Adams, Avis Bell, Fiona Kapolovic (ECC), Charity Ross, Cassandra Gregory. NOTE: Committee established to provide oversight on all concessions related activities and procedures.
- b. **CHARGER CARD COMMITTEE MEMBERS (6):** TBD (Chair), Carole Sanders, CTE rep, Tim Mehringer, Wanda Rone; Cassandra Gregory.
  - i. Committee established to oversee, distribute, and manage Charger Card program annually.
- c. **CORPORATE SPONSORSHIP COMMITTEE (6):** Randy Cox, Rick Parks, Rick Thompson, Eric Andrews, Roderick Parker, Cameron Vernon, Jason Amy.
  - i. Committee established to facilitate an organized, efficient, and aggressive sales platform to enhance inclusion and participation from the corporate sector of our community.
- d. **MEMBERSHIP COMMITTEE (6):** *To be determined*
  - i. Committee established to oversee future Membership Platform to generate revenue for NHBFAA. Ideas would include game and event pass, car decal, multi-level membership status, etc.
  - ii. Committee nominations currently being accepted.
- e. **FINANCIAL OVERSIGHT COMMITTEE (5):** Chip Snively, Kim Flaughner, Tanja Snively, Johnny Hill, and Carole Sanders.
  - i. Committee established to oversee all financial matters for the NHBFAA's activities, annual budgets, fundraising initiatives, deposits and expenses.





**2018 Concession payout proposal**  
*Presented and discussed Wednesday, June 27, 2018 – Initial  
Concessions Committee Meeting*

In order to streamline payouts, cleanup the unnecessary end of season transfer of leftover candy, water/soda, and other perishable items. The board recommend the following changes to the August 1, 2015 Concessions Policy and Procedures #1 (see attached) which was approved on December, 7, 2015.

It is recommended for approval that the current policy for concession payout be changed to include the following:

1. After each event, the participating sport or club would receive 40% of the gross <sup>revenue</sup> profits for said event/game/special event. Upon receipt of deposit, treasurer would allocate the 40% to the participating club/sport account.
2. The remaining 60% of the gross <sup>revenue</sup> profits would be retained in the concession account for all food purchases, cleaning supplies, maintenance to stand, and purchase of any pre-approved concession stand equipment (i.e. popcorn popper, warming trays, etc.)
3. All purchases must be approved by the NHSBFAA board and presented by the concessions committee in a timely and efficient manner.
4. Any and all purchases for food and equipment must be recommended by the concession committee. All food ordered by sports or clubs must first be requested via food order request form, which is to be emailed to the concession committee within 7 business days prior to the event.

RE: The NHSBFAA treasurer has recommended this change in order to provide the sports and/or clubs with monthly revenues via working in the concession stand, removal of the often complex % of net proceeds currently being used (see attached).

**Approval by board, June 9, 2018:**

President approval: Rick Thompson (print name)

Signature: [Signature]

Date: 7-9-18

Treasurer Approval: Carol Winosor (print name)

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Approved by vote: 100%

Concession Committee Approval: Craig Adams (print name)

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*UNAPPROVED*  
*9/12/2018*  
*JBY*

*Carol Winosor + Carol Sanders*  
*Ken Hayman Rick Thompson*  
*Michelle Davalos - sec*  
*Aris Bell - concession*

*Wanda Pore*  
*Frances Grant*



# Northwood High School Boosters, Friends, Alumni Association

## Concessions Policy and POLICIES # 1

APPENDIX

SUBJECT: Distribution of Concession Funds to Sports Teams

DATE: August 1, 2015

### PROCEDURE:

1. Concession Funds will only be distributed at the end of every sports season: Fall, Winter, and Spring.
2. Funds will be distributed fairly and equability;
  - a. An NHSBFAA Board Member will deposit the cash at the end of the event and determine the total sales. The sales are then credited to the team or teams manning the concession stand.
  - b. At the end of the sport season, the total net profit will be determined.
  - c. NHSBFAA will receive 0% of the total net sales.
  - d. A percentage for each team will be determined based on total sales, Each team will then be credited for their portion sales.
3. If a team decides to equally split concession responsibilities, the team will split equally, distribution of funds for each occurrence.

### EXAMPLE:

1. The Fall sports season concession stands were open 15 times and had sales of \$15,000;
2. After expenses, net profit totaled \$9,000.
3. Football had \$10,000 in sales, Soccer had \$2,000 in sales and Volleyball had \$3,000 in sales. Footballs percentage is 67% ( $10,000/15,000$ ); Soccer's percentage is 13% ( $2,000/15,000$ ); and Volleyball's percentage is 20% ( $3,000/15,000$ ).
4. \$9,000 is divided among the teams; Football \$4,824, Soccer \$936, Volleyball \$1,440. The Resource Fund received nothing from the sale of concessions.

Approved on:

12-7-15

Date

Signature:

Wendy E. Morry

NHSBFAA President

①

END OF YEAR  
PAY OUT

②

% of EVENT

③