

NHSBFAA Executive Meeting Agenda – 3/9/2020

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		Brian Holleran	President	Yes	Elected	1yr*	2/17/2020 to 7/31/2021
x		George Gilson Jr	Vice-President	Yes	Elected	2yr	2/17/2020 to 7/31/2022
		Mandy Forbes	Treasury (1)	Yes	Elected	2yr	5/1/2019 to 7/31/2021
		Johnny Hill	Treasury (2)	Yes	Elected	2yr	5/1/2019 to 7/31/2021
x		Jen Morgan	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
		Jason Amy	Athletic Director (2)	No	N/A	N/A	N/A
x		Barclay Spots	VP of Membership	Yes	Elected	2yr	5/1/2019 to 7/31/2021
x		Ivye Arnold	VP of Fundraising	Yes	Elected	2yr	2/17/2020 to 7/31/2022
x		Lance Kupka	VP of Group Relations	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		Francis Grant / Open	Website Chair	Yes	Appt by President	1yr	5/1/2019 to 7/31/2020
x		Craig Adams	Concession Chair	Yes	Appt by President	1yr	2/17/2020 to 7/31/2021
		Open	Seasonal Program Chair	No	Appt by President	1yr	Open
		Open	Merchandise Spirit Chair	No	Appt by President	1yr	Open
		Open	Corporate Sponsorship Chair	No	Appt by President	1yr	Open

Additional Committees:

Present	Not Present	Member	Position	NHS BFAA Voting Member	NHS BFAA Elected or Appointed Position	NHS BFAA Term Length	Individual Term Length
		Wanda Rone	Alumni Chair	No	Appt by President	1yr	2/17/2020 to 7/31/2021
		Carol Windsor	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 be 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.

Topic	Agenda / Minutes	Attachments / Actions
Call to Order	<ul style="list-style-type: none"> Time 6:33pm Called the meeting: Brian Holleran 2nd: George Gilson, Jr. 	
Approval of Agenda	<ul style="list-style-type: none"> Motion to approve agenda: Barclay Spatz 2nd: George 	<ul style="list-style-type: none"> Agenda emailed: 3/6/2020 Agenda at meeting: 3/9/2020
Approval of Minutes	<ul style="list-style-type: none"> Motion to approve Special Meeting Minutes (2/17/2020): George 2nd: Barclay 	<ul style="list-style-type: none"> Copy of previous minutes on table
Executive Officer Reports		
President's Report: > Brian Holleran	<ul style="list-style-type: none"> NHSBFAA Structure, Voting Rights, Term Lengths, Open Positions Roles & Responsibilities 2020-2021 Planning Timelines Annual Planning Meeting – May 11, 2020 	
Vice-President Report: > George Gilson Jr	<ul style="list-style-type: none"> 	<ul style="list-style-type: none">
Treasurer's Report: > Mandy Forbes & Johnny Hill	<ul style="list-style-type: none"> Financial update W9 forms needs updating IRS Compliance document Audit Update – Need help finding CPA Check Request Process 	<ul style="list-style-type: none"> Financials passed out during meeting Posted to website Neither treasurer able to be present Looking into how the money is being spent. IRS report, Mandy to update & sign Johnny cleaning up financials- notes in the right
Directors Reports		
Dr Walston / CTE Programs:	<ul style="list-style-type: none"> See group relations notes 	<ul style="list-style-type: none">
Athletic Directors: > Cameron Vernon & Jason Amy	<ul style="list-style-type: none"> 2019-2020 – Winter Programs <ul style="list-style-type: none"> Men's Basketball – Final Four, State Finals (3/14 @ NC State), Conference Champions Women's Basketball – Sweet 16 Appearance, Conference Champions "Champion" Tee-Shirts ordered for teams by coaches - paid for by individual budgets Wrestling – Tracey (Fr.) Place 2nd in State 2019-2020 – Spring Programs <ul style="list-style-type: none"> Girls Lacrosse – Ref's issue's causing scheduling conflicts Spring Program's in development 2020-2021 Planning <ul style="list-style-type: none"> What's & Need's List sent to head coach's – due back to AD's by XX/XX/2020 Programs to be developed in-house vs. using Gameday Media Use Summer timeframe to design and layout programs Need more collaboration and alignment with AD's, coaches, team liaison, etc Gator Purchase?? 	<ul style="list-style-type: none"> Check request should be via board approved coach, not parent. AD can request a check for 'new' coaches. Motion by George: NHSBFAA does not accept check requests, reimbursements, or any request other than from a designated, board-approved coach, board members or AD. Second by Avis. Approved. Spring program turned in. some coaches didn't come through Sent out needs/wants. Not all coaches responded. Will roll with what was returned Programs need to be consistent across sports. Discussion on charging \$2 as we lost \$1300 on football. Decided to keep it in-house if possible Need a Gator- \$12k new; \$8k used.
VP Membership: > Barclay Spatz	<ul style="list-style-type: none"> What's working or what's not working? How did we look to increase membership or participation within NHSBFAA? 	<ul style="list-style-type: none"> Would like access to a VP email list Possibly use Facebook to connect with parents. Spoke briefly at rising 9th graders meeting
VP Fundraising: > Ivey Arnold	<ul style="list-style-type: none"> Approved in Progress Fundraiser's <ul style="list-style-type: none"> Mattress Sale 3/6/2020 – Athletics Banquet 2020-2021 Charger Card Update – Brian Holleran & Board Submitted fundraiser for NHSBFAA Board Approval: <ul style="list-style-type: none"> Cameron Vernon: Basketball Camp <ul style="list-style-type: none"> Motion to approve fundraiser(s): Vote Yes: Unanimous George 1st ; Ivey 2nd Vote No: none 	<ul style="list-style-type: none"> Charger cards- chose design of card front; chose color to be Vegas Gold; how many businesses on the back Crowd Funding-100% back to teams. Ivey forwarded information to everyone HT Vic card- will add link information to social media and possibly hand out flyers SquadLocker spirit wear gives a

	<ul style="list-style-type: none"> • In-development and/or Potential Fundraiser's: <ul style="list-style-type: none"> ○ Crowd Funding - Ivey ○ Harris Teeter Vic Card - Ivey ○ Amazon Smile – Done –Francis ○ Lowes Food Stores – Ivey ○ Squad Locker – Brian Holleran & Cameron Vernon ○ UNC Concession: Volleyball / CTE (121) ○ UNC Concession: Chris Mann / Athletics (120) • Fundraiser's by teams – no supporting documentation but being executed <ul style="list-style-type: none"> ○ Girls Lacrosse – Snap Raise, current at roughly \$6,500 	<p>percentage back to Northwood. We can mark it up, have a logo for each team. They use a local provider and maintain inventory</p> <ul style="list-style-type: none"> • Chris Mann would like to be removed from UNC Concessions. Easy fundraiser •
<p>VP Group Relations: > Lance Kupka / Brian Holleran</p>	<ul style="list-style-type: none"> • Brian Holleran meet with Delisa Cohen and Jane Hanna regarding the CTE Programs -3/2/2020 (Lance unable to attend): <ul style="list-style-type: none"> ○ Need to be more involved in fundraising programs – charger cards, UNC Concessions, NHS concessions, etc ○ How does NHSBFAA help to evaluate CTE programs? ○ How do we evaluate student achievements within CTE programs? 	<ul style="list-style-type: none"> •
Chairs of Standing Committees		
<p>Website: > Francis Grant / Open</p>	<ul style="list-style-type: none"> • Need to find someone to replace Francis – stepping down after 7yrs....Thank you!!!!!!! • Nicole – not sure she wants to do role just yet, want to learn NHS ropes first • Francis & Brian workshop – update <ul style="list-style-type: none"> ○ Good Stuff – email is priority for record keeping ○ Didn't get a chance to work within tool due to internet not working at school during meeting, need to re-schedule 	<ul style="list-style-type: none"> • Need a replacement for Frances. • Skype meeting being held to provide an over view of what she does. • 18 March 7:00pm
<p>Concession: > Craig Adams</p>	<ul style="list-style-type: none"> • Craig Adams has volunteer to stay on as Concession Chair – Thank You! • Winter Concession stand closed down? • Spring Concession up and running – Sign-up Genius <ul style="list-style-type: none"> ○ Baseball Update: ○ Softball Update: ○ Main Field: <ul style="list-style-type: none"> ▪ Men's Lacrosse ▪ Women's Lacrosse ▪ Women's Soccer - ?? ▪ Track & Field 	<ul style="list-style-type: none"> • Use Square. Need to think through logistics. PayPal set up already, use that. Rates are better because it's a non-profit • Would allow us to sell spirit wear as well. • Track & Field & Tennis- need the people to contact • Need two volunteers to deal with health dept for inspections
<p>Seasonal Program Chair: > Open</p>	<ul style="list-style-type: none"> • 2019-2020 Spring Programs • 2020-2021 Fall Programs & Schedule Posters <ul style="list-style-type: none"> ○ Team Photo Posters: Football (Y), Men's Soccer (??), Women's Tennis (??), Cross-Country (??), Women's Golf (??), Women's Volleyball (??) • 2020-2021 Winter Programs, Schedule Posters <ul style="list-style-type: none"> ○ Team Photo Posters: Men's Basketball (Y), Women's Basketball (??), Wrestling (??), Swimming (??) • 2020-2021 Spring Programs, Schedule Posters <ul style="list-style-type: none"> ○ Team Photo Posters: Baseball (?), Softball (?), Women's Soccer (??), Men's Tennis (??), Women's Lacrosse (??), Men's Lacrosse (??) 	<ul style="list-style-type: none"> •
<p>Merchandise & Spirit Chair: > Open / Brian Holleran</p>	<ul style="list-style-type: none"> • Squad Locker – See VP Fundraising notes above • Stadium Seatback Chair – CTE Program - possibility 	<ul style="list-style-type: none"> • Stadium chair fundraiser for CTE to sell at football games. Stadium blankets good option too.
<p>Corporate Sponsorship Chair: > Open / Brian Holleran & George Gilson Jr</p>	<ul style="list-style-type: none"> • 2020-2021 Sponsorship Packages – Review and discuss 	<ul style="list-style-type: none"> • Make \$45k in signage in programs. Need sponsorship. • Asked board to look over sponsorship levels for discussion during next meeting. Send any questions to Brian. • Baseball & softball keep the money- should they? • What about a “Big donor”

		<ul style="list-style-type: none"> column on the sheet Will Mosaic (across the street) look to invest? \$60k split by 3 CH schools across athletics from UNC Hospitals
Additional Chairs		
Alumni Chair: > Wonda Rone	<ul style="list-style-type: none"> Updates 	<ul style="list-style-type: none">
Communication Chair: > Carol Windsor	<ul style="list-style-type: none"> Updates 	<ul style="list-style-type: none">
Additional Topics & Future Meeting Dates		
Additional Topics	<ul style="list-style-type: none"> Open discuss 	<ul style="list-style-type: none">
Future Meeting Dates	Upcoming Meeting Dates: <ul style="list-style-type: none"> 18 March - Webmaster walkthrough @7pm April 20 – General Meeting @ 7pm May 11 – General / Annual Meeting @ Xpm 	<ul style="list-style-type: none">
Meeting Adjourn		
Meeting Adjourn	<ul style="list-style-type: none"> Time: 8:49pm Called the meeting: Lance 2nd: Craig 	<ul style="list-style-type: none">