



# NHSBFAA – Minutes from Executive Board Meeting

*May 14, 2018*

<b>Date:</b>	Monday, May 14, 2018	<b>Location:</b>	Carolina Brewery
<b>Time:</b>	7 p.m.	<b>Meeting Type:</b>	Executive Board
<b>Facilitator:</b>	Rick Thompson	<b>Minutes:</b>	Michelle Raustis
<b>Attendees:</b>	Sign in sheet provided		

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## Minutes from May 14, 2018 BFAA executive board meeting:

1. Minutes of the previous meeting
  - a. Approved by Michelle and Carole
2. Reports
  - a. Treasurer's monthly report
    - i. Ken and Carole – Ken's financial report was accepted and approved. The assistance by HME, Consulting has helped us with proper 501©3 regulations and our expanded "itemized" sport or club reports will start in June of 2018. Future reports will be created per requests.
  - b. President's report
    - i. Continued progress on committees
      1. Sample of financial report for June (all teams).
      2. Corporate sponsorship committee will start in June of 2018 and secure corporate sponsorships for events ranging from the Jack Shaner Football Jamboree (Aug. 10) to the Christmas tournament for men's basketball help Dec. 20-21. Also included will be signage opportunities for all venues.
  - c. Concessions Report – Finalized winter concessions payouts. Attached.
    - i. Also noted that the concession stands were used with unapproved events. This causes our invoices and payouts to be refigured and additional time and attention was needed to rectify the payouts. Anyone using the concession stands for any events must secure approval from the executive board. Cheerleading used the concession stand in March and ordered drinks outside of the normal process.
  - d. Alumni Report – no report
  - e. Fundraising report:
    - i. Charger Cards –
      1. Final sport distribution of funds was made in May. This was a final collection and distribution. FINAL!
      2. Announcement of success 2018 cards (\$14k raised; with \$12k net for the Booster club and sports to be presented at June meeting.



3. Next year's charger card was approved (see attached). The rules and guidelines will also be distributed during the June meeting. An email will be delivered to all clubs outlining this next fundraising venture.
        - ii. Fall Festival – Cameron and Jason Amy will be planning a fall festival in Oct. of 2018. They will organize and the booster club will help with soliciting volunteers for this event. A chairperson is needed to organize and create the fall festival.
        - iii. Online by team (reaching our goal group) – this is a fundraising opportunity for any sport or club to participate in. See Rick for details.
        - iv. Reverse Raffle – Cameron Vernon presented an idea for a reverse raffle. This could be during the winter months after the Charger Card collection.
3. New Business –
  - a. Concessions update and overhaul – new concessions committee was organized and Michelle Raustis, Craig Adams, and Avis Bell will spearhead the committee. More detail will be available in June of 2018.
  - b. FCCLA and Jane Hanna requested \$1,100 to assist the club in sending state award winners to national competition. APPROVED.
  - c. DECA requested assistance for national event. APPROVED.
  - d. Wrestling Mat presentation – The wrestling coach (Cliff Davis) and several others presented to the board for purchase of a new wrestling mat for the wrestling room. The amount of \$7,350 was approved. The board later added the expense of \$450, for a Northwood logo to be added to the mat. A total of \$7,800 was approved for the new wrestling mat.
  - e. Cameron Vernon and Jason Amy also requested, from the resource fund, an amount of \$2500. Final cost yet to be determined. Board voted to support this and pay half of the cost. APPROVED.
  - f. Elections and appointments will be made during the June 11, 2018 general board meeting. Nominations were distributed in May. Positions open include the following:
    - i. Treasurer (2<sup>nd</sup> position)
    - ii. Secretary
    - iii. Concessions Chair (appointed position by President).
    - iv. VP of Fund-raising – to help with Fall festival and Charger Cards
    - v. Website Chair (Please note that the website and emails are currently administered using bluehost and weebly, which are user-friendly web-tools with customer support. Help and training is available.
4. Notices of Motions
  - a. For discussion at the next meeting
5. Next Meeting: 6:30 p.m., Monday, June 11, 2018 at Northwood HS Cafeteria
6. Meeting Closed – Motion to Adjourn



Attendees: Carole Sanders, Michelle Raustis, Ann Little, Ken Hayman, Rick Thompson, Cameron Vernon, and Jason Amy. Those present for Wrestling presentation: Jennifer Davis, Cliff Davis, Robyn Allgood.

Committee Updates:

- a. **CONCESSIONS COMMITTEE (6):** Craig Adams (chair), Avis Bell, Michelle Raustis, Fiona Kapolovic (ECC), 2 TBD.
  - i. ECC youth football proposal – tabled until July 2018
  - ii. Committee established to provide oversight on all concessions related activities and procedures.
- b. **CHARGER CARD COMMITTEE MEMBERS (6):** Ann Little (Chair), Carole Sanders, Michelle Raustis, CTE rep, Tim Mehringer
  - i. Committee established to oversee, distribute, and manage Charger Card program starting in July of 2018.
- c. **CORPORATE SPONSORSHIP COMMITTEE (6):** Randy Cox, Michelle Raustis, 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 established in September of 2018*
  - i. Committee established to oversee future Membership Platform to generate revenue for NHSBFAA. Ideas would include game and event pass, car decal, multi-level membership status, etc.
  - ii. Committee nominations to be accepted in February of 2017
- e. **FINANCIAL OVERSIGHT COMMITTEE (5):** Chip Snively, Tanja Snively, Jennifer Davis, Ken Hayman, Ann Little, and Carole Sanders.
  - i. Committee established to oversee all financial matters for the NHSBFAA's activities, annual budgets, fundraising initiatives, deposits and expenses, and reports.
- f. **FACILITY IMPROVEMENT COMMITTEE (10):** Bill Hall, Rick Thompson, Randy Cox, Eric Andrews, Chris Mann, Blaine Little, 4 TBD
  - i. Committee established to identify facility improvement needs, foster community support for fundraising initiatives and actively develop support and funding for agreed upon facility improvements and upgrades.