

Northwood High School

Booster Friend Alumni Association (BFAA) Executive Committee

Meeting Minutes – May 20, 2015

In Attendance: Joe Atwater, Frances Grant, Sireatta Atwater, Wendie Morris, Claire Wilson, Robyn Allgood, Carol Windsor, Kimberli Flaughner, Regina Ferguson, David Roberson, Lisa Whitaker

Proceedings: Meeting called to order at approx. 6:15pm by Joe Atwater (president).

Minutes: David Roberson made a motion to approve the minutes from the last meeting, motion seconded by Kim Flaughner, the motion passed unanimously.

Treasurer's Report:

Kimberli Flaughner/Wendie Morris

Kimberli handed out an updated report listing the balances by group. Kimberli said that based on the rough figures approximately \$5,000.00 was made on the chicken case fundraiser that the NHSBFAA sponsored to help groups raise money.

Discussion: Robyn Allgood stated that this fundraiser was very work intensive for the small amount of money that was made. Robyn made the suggestion that maybe next year a couple of the spring sports could team up and make this a fundraiser.

Wendie gave a brief update on the Vanco donations. She stated that donations had not increased at all.

General Business:

Joe Atwater

- **Vacant Positions:** Joe stated that there are currently three positions becoming vacant on the board. The President, Vice-President and Secretary positions are all open. There was some discussion about some possible candidates for the President and Vice -President Positions. Joe said that a nomination for Jennifer Sipe had been made to fill the Secretary position.

Motion: Sireatta Atwater made a motion seconded by Lisa Whitaker for Jennifer Sipe to be voted in as the new Secretary for the NHSBFAA board. The motion passed unanimously.

- **Grants:**

1. **Women's Basketball** submitted a grant for the purchase of new women's basketball uniforms. The total cost for 30 uniforms (home and away) is \$2,994.00.

Motion: Motion was made by David Roberson seconded by Robyn Allgood to grant \$1497.00 towards the purchase of the uniforms pending the color and design approval by the A.D and Dr. Bartholomew. The motion passed unanimously.

2. **Women's Softball** had previously been approved for a grant request, as well as a loan from the BFAA to help fund a Batting Center. The loan will not be used, therefore those monies can be returned to the resource fund balance. Contingent upon additional funding that softball is applying for, that might not be approved until after July, the women's softball team is requesting an extension for use of the grant money next fiscal year.

Motion: Sireatta Atwater made a motion seconded by Kimberli Flaughter to extend the grant to be available to the team for 90 additional days if it is not used prior to July 1st. The motion passed unanimously.

- **Bylaws:** The group continued a discussion concerning the bylaws for the NHSBFAA and some updates were suggested:

1. BFAA Board executive officers and directors must not be an individual who is a coach, advisor or school employee, as this would place them in a role where they would have a conflict of interest.
2. BFAA Board officers and directors **may not serve as parent representatives**. It has been discussed at a few meetings that each group or team represented must have a parent rep at the general meetings. This consists of a commitment of about 5 meetings a year.
3. Article 7 – Discussion surrounded the fiscal year and the question concerning if it should run identical to the school year which is August 1st to July 31st.. It

was agreed that it needed to run in conjunction with the school year. It was additionally discussed that the elective year should run from May 1st to July 31st. Nominations for open office positions will be taken at the March Meeting. The new officers will be announced prior to the April BFAA board meeting. This will give a 90 day transition period where the new and old officers will co-share the position.

What Worked and What Changes should be made???????

- **Mission of the BFAA...this 1st year was trial and error-**

The board recognizes that the vision was to merge all groups within the school and athletics together into one booster/friends of NHS association. This year has proved to be very difficult as the dynamics of the Arts; Band and CTE groups are very different than athletics. These groups presented a “special set” of challenges as they have varying degrees of parent involvement or lack of parent involvement (CTE) and they receive money from outside funding sources. The board discussed that perhaps the BFAA focus should be on Athletics, as the role of the Arts, Band and CTE groups was very nebulous where funding and budgets were concerned. Joe will discuss this topic further with Dr. Bartholomew.

- **Vanco-** Kimberli Flaughter and Wendie Morris stated that the Vanco donations were minimal and that no new donations had been added recently. Due to the small number of overall donations and the work intensity that it takes to reserve 20% of each donation for the BFAA, it was recommended that 100% of donations that come through Vanco should go directly to the groups. The group agreed unanimously with the change for next year.
- **Liaison-** Sireatta Atwater stated that the liaison needs to receive the names and e-mails of the parent representatives as soon as they are identified. **Coaches and Advisors need to hold their parent representatives accountable for attending meetings and following up with other group or team parents.** In the future, the liaison should follow up with those coaches or advisors whose group did not have a representative in attendance.
- **Communications-** Carol Windsor said that she was in the process of getting a thank you in the paper to all of the NHSBFAA sponsors for the year. She hopes to have the ad run the same week that the senior graduation pictures are in the paper.

- **Website-** Frances Grant said that she felt that the website was meeting our needs at this time and that if anyone had any thoughts we definitely had a lot of flexibility with the layout of the site, so please contact her.
- **Concession-** Regina Ferguson suggested that there be a co-chair for each season, fall, winter and spring. There were a few names mentioned of parents that might be willing to help. Regina also suggested that we re-evaluate the summary deposit sheets, as concession workers were still having challenges filling them out correctly. Lastly, the concession managers for each sport need to have access to, and to use a reorder form for each concession stand. There needs to be a more streamlined process for reordering and the concessions chair should have their own set of keys, and a Sam's card for purchasing.
- **Fundraising-** Robyn Allgood expressed her concern that some individual groups are still approaching businesses for individual team or sign donations without communicating with Robyn. This has got to stop! It just makes the school look disorganized and not unified to the community at large. Robyn is trying to coordinate a "Program Sponsorship" sign for the front of the school for large donations.

Robyn also proposed that the BFAA sponsor 2 BIG Fundraiser's a year. The first would continue to be the Reverse Raffle/Auction. The second one that Robyn would like for the BFAA to hold is still in the "discussion" stage. She is envisioning a Spring Carnival that would be held at the County Fairgrounds.

Robyn felt that with 2 big fundraisers a year the NHSBFAA should be able to raise at least \$50,000.00 a year.

Robyn also suggested that since we had a year behind us we should re-consider those fundraisers that we take 20% of. Moving forward Robyn recommended that the only fundraiser that the NHSBFAA should take 20% of is concessions, with 100% of the big fundraisers (with the exception of the auction baskets) going to the individual groups. This would include individual group or sport donations, camps and clinics that a group held. If this were to come about groups would need to become more sufficient with items like uniforms, but, the NHSBFAA could focus their funds on larger school and program improvements.

Motion- Robyn made a motion to do away with the BFAA withholding 20% of funds for anything but concessions with the exception of events that the BFAA sponsors. BFAA sponsored events would go 100% to the BFAA. This change would take place with the teams and groups knowledge that they would be moving towards self-sufficiency effective immediately. The motion was seconded by David Roberson. The motion did not pass.

Discussion- The group discussed that the groups that had held clinics and camps in the beginning of the school year had the 20% taken out of their profit and that it wouldn't be fair if it was not continue through July 31st.

Motion- Sireatta Atwater made a motion amending the previous motion so that the change would begin effective August 1st. Wendie Morris seconded the motion. The motion passed unanimously.

Next Meeting: The next meeting of the NHSBFAA will tentatively be held the first or second week in June.

Motion was made by David Roberson, seconded by Wendie Morris to adjourn. Motion passed unanimously.

The meeting was adjourned at approximately 9:00pm.

Respectfully submitted,

Lisa Whitaker

Secretary, NHSBFAA