NHSBFAA Executive Meeting Minutes: 4/19/21, 7:00 PM

|  |  |  |  |  |  |  |  |
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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 |
|  |  | 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 |  | 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** |
|  | X | 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 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 |
|  |  | Eliminated |  | 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 |  | 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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| **Topic** | **Agenda / Minutes** | **Attachments / Actions** |
| Call to Order | * Call the meeting to order:
	+ Meeting Called / Opened by: George G
	+ Time: 7:12pm
	+ Motion to open meeting by (1st): Barclay
	+ Motion to open meeting by (2nd): Beth
	+ Vote Unanimous
 |  |
| Roll Call | * Attendance
 |  |
| Approval of Agenda | * Executive Meeting Agenda emailed: 3/16/21
* Motion to approve Executive Meeting Agenda for 3/19/21:
	+ Motioned to approve Meeting Agenda by (1st):Gene
	+ Motioned to approve Meeting Agenda by (2nd): Barclay
	+ Vote: Unanious
 |  |
| Approval of Minutes | * General Meeting Minutes for 4/12/21 posted onto NHSBFAA website:
* Motion to approve General Meeting Minutes from 4/1/21, posted on NHSBFAA website on 4/13/21:
	+ Motion to approve by (1st): Chad
	+ Motion to approve by (2nd): Tami
	+ Vote: Unanimous
 |  |
| **Executive Officer Reports** |
| President’s Report: > George Gilson Jr. | * Discussion & Vote on payment of $160.13 again from David Miller for an invoice from PS Studios from 2020 for Posters.
	+ Motion to approve by (1st): Gene
	+ Motion to approve by (2nd): Barclay
	+ Vote: Majority approval
* By-Law Amendments, Discussion, and Vote
	+ Motion to approve by (1st): Chad
	+ Motion to approve by (2nd): Gene
	+ Vote: Unanimous
* A wrestling parent dropped off 500 cloth masks as a donation to the team to help with the disposable mandate by the NCHSAA: 2000 masks for $140 bought
* Water was donated by Coke for the Varsity Football Playoff Game versus West Carteret
* Coach Homolka submitted a payment request for an expenditure with Sideline Power for the repair of a headphone for $70.00 back on 3/2/21. I have asked if Coach Homolka had submitted for a request for expenditure first. Mandy was sending both Coach Homolka and Cameron a copy to see if this was ever previously submitted. Cameron updated me on this via email on 4/18/21. Coach Homolka did submit this to Cameron and he signed and accidentally forgot to turn in the form. We will vote on approval for expenditure below in the treasurer’s report.
* May Election meeting notice, offices up for election, and recommendations and nominations for office.

George: his position is up, will continue as needed but if other potential candidate; Gene is ok to continue on; Anne ok to continue on; Barclay: already did 2.5 yrs, would rather find a replacement; Tami will stay on; Craig will continue on; Beth will continue on; Mandy wants off; Johnny to look to resign; Chad will continue on if needed. Wanda will continue on. | .  |
| Vice-President Report: > Chad Haddix | * Updates
 | No update |
| Treasurer’s Report: > Mandy Forbes & Johnny Hill | * **Tax filings / IRS Information: Johnny**
	+ Latest IRS Communication & Fine Update
* **Incoming Check Request and/or Purchase Orders & Fundraiser Requests – Treasurer’s / Report**
* **Athletic Fund: Check Requests**
1. See President’s Report Above
2. Cameron Vernon submitted a check request on 4/19/21. I added this to the agenda for an expenditure not to exceed $200 for cheeseburgers, McChicken, and water from McDonald’s for their postgame meal gesture.

Question: Craig – Can we get water donated again? Will check on itMotion to approve (1st): ChadMotion to approve (2nd): GeneVote: Unanimous1. Cullen Homolka submitted a check request in the amount of $70 to Sideline Power for the repair of a headset for Football on 3/4/21.

Motion to approve (1st): AnneMotion to approve (2nd): CraigVote: Unanimous* **Treasurer Transition: BH, Mandy, Johnny**
* Any suggestions for a new fill in?
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| **Directors Reports** |
| Principal: > Dr Walston | * **N/A**
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| Athletic Directors: > Cameron Vernon & Jason Amy | * **Updates & Direction:**
* 9 rafle tickets received so far; need help to pluck n numbers: Tami will help, will put money in box; Barclay: sold tickets very fast, feedback was: great and super easy
* **NHS / NCHSAAA Schedule Updates:**
	+ Cross-Country & Volleyball: In Season (11/16 to 1/8/21)
	+ Swimming: Pre-season (12/23 to 12/6)
	+ Basketball: Skill Development (10/30 to 12/6)
	+ Men’s Soccer, Lacrosse (M&W): Skill Development (11/30 to 1/10/2021)
	+ Football: Skill Development (12/2 to 2/7/21)
	+ Wrestling Skill Dev Starts March 8th & Season 4/12
	+ 50/60 kids signed up for Basket ball
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| VP Membership: > Barclay Spotz | * + Memberships: no update
	+ Banners ready for orientation time
 |  |
| VP Fundraising: > Open – George Gilson to Give Report | 1. **Approved & In-Progress Fundraiser’s:**

**Updates*** 1. Fund-A-Need Drive Improvement Suggestions & Outreach (George will get update from Johnny and Mandi)
	2. Update on Pick 3 Drawing Progress
1. **Submitted Fundraisers** to NHSBFAA for approval:
2. Softball for $2000 - $2500 in April for new Scoreboard or

Fungoman Machine by Coach Edenfield 1/11/21 –Vote on Approval - **Done**1. Cameron Isenhour – Request for 2nd Annual Charger

Stampede Fundraiser in March – Approved via email on 1/15/21 – **Done** **Pending & In-Development Fundraisers**1. Track 2nd Annual Charger Stampede in March - Done
2. Softball Fundraiser for Scoreboard and Fungeman Machine if

Approved for April- Done 1. **Mattress Sale on August 28th at Northwood HS Gym:** pending and in development; Gene

to look into promoting in Newsletter1. **Pick 3 Drawing through NHSBFAA:** pending and in development

**Suggested Fundraisers*** 1. Player of the Week through Local Businesses: need someone to spearhead the program for next season
	2. Silent Raffle:
	3. Chicken X Case Fundraiser or Chicken Tenders / Buffalo Wild Wings Fundraiser
	4. NHSBFAA Membership Drive

**On-Hold Fundraisers:** due to COVID-19:* 1. Ford Drive for UR School – Brian Holleran/Cameron Vernon
		1. Moved to Q1/Q2 2021
	2. XC – Ronald Horton XC Invitational (9/19/2020) – Isenhour
		1. TBD based on NCHSAA
		2. Possibly moved to springtime
	3. UNC Concessions: George Gilson Jr.
	4. ’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: 629 letters sent last week**
* **Suggested Changes to Website, E-mail System, and Newsletter / Social Communications**
* **Website updates: General updates, Team specific, Club specific, Fund-a-Need tracking** (Gene reviewing)

Email set up to get to Gene directlyMinutes loaded;* Gene asking if clean up to be done?
* Still missing wrestling team emails
* Will set up as well SOP to facilitate the process for next incumbent
* Looking for ways for coaches to send messages faster.

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| Concession: > Craig Adams | * **Update on funds raised from Limited Concessions from Football**

Football game for 4/23rd: do we have concession coverage: Cameron: need coverage and more food. 15 pizzas to be ordered.$200 to $400 raised per concession so far. Need more changeThree 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 Completed*** + (1) Cross-Country (M/W) & Volleyball
	+ (2) Basketball (M/W) & Swimming (M/W)
	+ Football

**>Programs to Be Completed:*** + (3) Soccer (M), Lacrosse (M/W)
		- Team Photo Dates: TBD
		- Photo’s Received: TBD
		- Program completion date: TBD
	+ (4) Golf (M/W), Tennis (M), Soccer (W), Softball
		- Team Photo Dates: TBD
		- Photo’s Received: TBD
		- Program completion date: TBD
	+ (5) Baseball, Tennis (W), Track & Field (M/W), Wrestling, Cheerleading
		- Team Photo Dates: TBD
		- Photo’s Received: TBD
		- Program completion date: TBD
 | No update |
| 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 :$360 raised
* Ideas to help get more sales funneled through the Sprit Store Putting up the Championship shirts? Start discussion
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| Corporate Sponsorship Chair: > George / AD-Vernon  | Corporate Sponsorship Assignments and Updates, along with direction Subway cruiser supposed to send a check* Waffle House in Pittsboro?
 |  |
| **Additional Chairs** |
| Alumni Chair: > Wanda Bland | * Plan for Alumni Involvement – Alumni Night Ideas, Hall of Fame, Alumni Thank You Banner,

Alumni Tracking and Outreach Program, Alumni Fundraising and Involvement Can we have a tent for next Football season for Alumni to assist ?Cameron to work with Wanda re: the pulling the numbers for raffles Wanda to set up a list of Alumni she knows and send to the Board to add to in order to have a complete list of Alumni we can work with. |  |
| Communication Chair: > Gene Galin | * Updates Will send an email to board members
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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 monthUnless Otherwise Changed, ie: April’s Dates Have Been ChangedUpcoming Meeting Dates:* May 3rd – General Meeting & Annual Meeting (Elections)
* May 10th – Executive Board Meeting
 |  |
| **Meeting Adjourn** |
| Meeting Adjourn | * Motion to call meeting: 8:37pm
	+ Motion approved by (1st): Cameron
	+ Motion approved by (2nd): Gene
	+ Vote: unanimous
 |  |