NHSBFAA Executive Meeting: 8/30/21 @ 7:30 PM – Compadres

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 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 |
|  |  | Chad Haddix | Vice-President | Yes | Elected | 2yr | 2/17/2020 to 7/31/2022 |
| X |  | Joni Bowling | Treasury (1) | Yes | Elected | 2yr | 5/1/2019 to 7/31/2021 |
| X |  | Melissa Korey | 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** |
| N/A | N/A | Dr. Walston | Principal | No | N/A | N/A | N/A |
|  |  | Cameron Vernon | Athletic Director (1) | 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 |
|  |  |  |  |  |  |  |  |
| 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 |
|  |  | Beth Davis | Seasonal Program Chair | No | Appt by President | 1yr | 7/13/2020 to 7/31/2021 |
|  |  | 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** |
|   |    | 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: George
	+ Meeting Called / Opened by: George Gilson
	+ Time: 7:55pm
	+ Motion to open meeting by (1st): Barclay
	+ Motion to open meeting by (2nd): Melissa
	+ Vote: Unanimous
 |  |
| Roll Call | * Attendance
 |  |
| Approval of Agenda | * Executive Meeting Agenda emailed 8/27/21
* Motion to approve Executive Meeting Agenda for 8/30/21:
	+ Motioned to approve Meeting Agenda by (1st): Anne
	+ Motioned to approve Meeting Agenda by (2nd): Joni
	+ Vote: Unanimous
 |  |
| Approval of Minutes | * General Meeting minutes for 8/23/21 posted onto NHSBFAA website 8/25/21
* Motion to approve General Meeting Minutes from 8/23/21:
	+ Motion to approve by (1st): Melissa
	+ Motion to approve by (2nd): Craig
	+ Vote: Unanimous
 |  |
| **Executive Officer Reports** |
| President’s Report: > George Gilson jr. | * **Sponsorship List, Review and Update, and Responsibilities:**

Chad out today but the Sponsors are coming in nicely* **Chicken Poop Fundraiser Coordination:**

Cameron handing out the tickets next week, rules to be defined such as split between squares payments. We will be issuing the full payment with documents for the winner to file taxes but W9 will be required. Can we do Chicken Dance, maybe Cheerleaders to do or Nuthouse? Charlie Miller contacted and interested in doing the comments/animation during the event. Can we get an erasable large check template for pics?* **Agenda Information and Participation:**

Keep the list of Sponsorship on General Agenda, not Executive. Joni will send email on how to access all documents and each one can add his/her discussion topics on Agenda prior to the Friday of publication. * **Audit Discussion, Policy Decision, and Bylaw Amendment Discussion and Possible Vote:**

Motion to change the Bylaws to Yearly Internal Audits and every 5 years External Audits:Motion 1st: Barclay2nd: GeneVote: Unanimous* **Concession Credit Card Machine and Vendor Discussion and Implementation:**

Both programs details have been shared by Gene in separate email. Square will need to be set up but Melissa has experience with it. We will ask for a minimum charge of $5 in order to pay by card at concessions. Could be used further down the road to maintain inventory.Motion to adopt Square as mode of payment, purchase one unit under Verizon Data PlanMotion 1st: Gene2nd: BarclayVote: Unanimous* **Shared Doc Discussion and Information Review and Coordination**
* **Thank You Gifts Discussion and Finalization:**

Motion to send Amazon gift card to Johnny and Mandy at $75Motion 1st: Barclay2nd: CraigVote: Unanimous |   |
| Vice-President Report: Chad Haddix  | * **General Update**
* **Responsibilities and Workload: No update**
 |  |
| Treasurer’s Report: > Joni Bowling | * **Financial update: Joni**
	+ Financials for August were sent via email on 8/18/21

-All financials are posted to website and open for anyone to view.**Informational Only*** **Incoming Check Request and/or Purchase Orders – Treasurer’s / Board**
* **NHSBFAA Check Requests & Deposits:**

**CHECKS/DEBITS****● Sam’s Club - $150.14****Sport –Resource Fund – Concession****● Omni Cheer - $38.48****Sport –Cheer – Bows****● Amazon - $96.29****Sport – Men’s Soccer- Camera Tripod****● Check# 4083 – M2Graphics - $239.00****Sport – Lacrosse Summer Camp Shirts****● Check# 4084 – Chatham County Environmental Health - $75.00****Sport – Resource Fund (Field House Concession Stand Permit)****● Check #4805 – Katy Gilliam - $102.00****Sport – Women’s Lacrosse – Summer Camp Coach****● Check #4806 – Mid State Officials Association - $200.00****Sport – Baseball****● ProTuff Decals - $392.40****Sport –Football (Helmet stickers)****● Check# 4088 – Chatham County Environmental Health - $75.00****Sport – Resource Fund (Gym Concession Stand Permit)****● Cash Withdraw $300.00 Football Stand, $150 Volleyball Cash Box StartUp Funds****Sport – Resource Fund****● Check# 4089 – M2Graphics - $2,227.06****Sport – Resource Fund - Jamboree T-shirts****● Sam’s Club - $520.06****Sport – Resource Fund (Concession Stand Supplies)****● Costco - $70.98****Sport – Resource Fund (Concession Stand Supplies)****● Academy Sports - $107.24****Sport – Resource Fund (Tent for Grill - per Health Inspection Requirements)****● ACH – NC Department of Revenue- $25.32****Sport – Resource Fund (Concession Stand Sales Tax - July 2021)****● Debit Card – Lowe’s - $21.37****Sport – Resource Fund (Propane Tank for Jamboree Grill Hot Dogs)****● M2Graphics - $85.60****Sport – Men’s Lacrosse (Camp t-shirts)****● STH Endzone - $68.00****Sport – Football (Camera Tilt for games)****● Check #4090 – M2Graphics - $317.70****Sport – Football Coach Polos*** **Cameron submitted for Boys Basketball Jerseys in the amount of $3733.23 to be paid to Johnson Lambe on 8-27-21**
* **Cameron Vernon submitted a check request from the Resource Fund on 8/4/21 in the amount of $640.50 paid to LD Williams for sponsorship signs. This was voted on and approved on 8-23-21**
* **Discussion and Vote – Resource Fund**
1. **Cameron Submitted a request on 8/22/21 in the amount of $ $563.07 to be paid out of the Resource Fund to Make An Impression for the design of our upcoming Athletic Programs. 24-36 pages and between 4-7 hours of design work and quantity of 7.**

**Discussion****Motion:** Joni**2nd:** Barclay**Vote** Unanimous* **Fundraising Requests**
1. **David Miller sent in a request for a Hit-A-Thon Baseball Fundraiser on 8/16/21 to raise $2500 for jerseys on Oct 31st**

**Voted on and approved 8-23-21**1. **David Miller sent in a fundraiser request for a Charger Baseball Camp on June 13-16 2022 to raise $2000 for the baseball facility.**

**Voted on and approved 8-23-21**1. **David Miller sent in a fundraiser request for Baseball on 8/16/21 for a Pre-Season Baseball Camp to raise $2500 for screens for the baseball facility.**

**Voted on and approved 8-23-21*** **SPONSORSHIPS**

**● Elizabeth’s Pizza - $750.00****● Fritsch Milling &amp; Sizing, Inc., 57 Grant Dr, Suite G, Pittsboro, NC - $1,500.00****● Ladies Fitness Center - $500.00****● State Farm - $2,000.00****● Central Electric - $500.00*** **Refuel - $1000**
 |  |
| **Directors Reports** |
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| Athletic Directors: > Cameron Vernon | * **Updates & Direction:**

Connie Fenner State Farm player of the week is going string for second week. Connie will be by Wednesday to presentECC football night Friday with the young kids being in attendance We are hosting homecoming dance 9/25. Working on the details with some parents and students . Will need help promotingI am printing chicken poo tickets this week and will share the excel sheet of each programs quota .  |   |
| VP Membership: > Barclay Spotz | * + **Updates:** Barclay is assisting with the Home Coming Dance and need volunteers. Melissa offered some help with balloons , we need chaperons, parents will be reached out to. Dance is from 7 to 10:30pm, 9/25/21 at the Cafeteria, with DJ and Photo Booth.
 |  |
| VP Fundraising: > Open – George Gilson to Report | * **Sponsorships – See Above New Sponsorships**

**-Update on progress on calling the list – Chad Haddix*** **Submitted Fundraisers** to NHSBFAA for approval. See Above

**In Treasurer’s Report*** **Pending & In-Development Fundraising:**
1. **Chicken Poop Fundraiser**
* **Additional discussion or planning more fundraisers**
* **On-Hold Fundraisers:** due to COVID-19:
	+ Ford Drive for UR School – Cameron Vernon
		- Moved to Q1/Q2 2021 – Any Update on potentially moving this forward? George will call to initiate the fundraiser
	+ ’20-’21 Reverse Drawing – Sponsor Chair Rep (?)
		- Meetings held on 7/31/20 & 8/5/2020
		- Rally-up is the virtual platform suggested by committee during 8/10/2020 meeting
		- **On hold for now**
 |  |
|  |  |  |
| **Chairs of Standing Committees** |
| Webmaster: > Gene Galin | * Updates
* Discussion and Finalization on an action plan for the website, Paypal, and the platform – See discussion above
 |   |
| Concession: > Craig Adams | * Concession Stand Volunteering
* Sales are going well
 |  |
| Seasonal Program Chair: > Beth Davis  | * **New workload assignment for Beth if we vote on paying to get the programs designed and printed. Otherwise, we need to discuss and coordinate this with Cameron and Beth**
 |  |
| Merchandise & Spirit Chair: > Tami McGraw  | * Spirit Store / M2 Updates: Store is now **LIVE**
	+ [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)
* **General Updates from Tami:** Per Joni, they are monitoring the sales to confirm receipts of the funds
 |  |
| Corporate Sponsorship Chair: > Open – Report to Be Given By George Gilson  | * Sponsorships Noted Above – Moon Asian said that she would be doing a ¼ page ad. I need to follow-up to get her to give me the form and check. Bojangles finally sent the check.
* We need someone dedicated to working the sponsorships and follow-up
* Are we making sure that we are pulling through with our portion of the promised sponsorship benefits listed.
 |  |
| **Additional Chairs** |
| Alumni Chair: > Wanda Bland | * **Updates from Wanda:** Alumni List and Involvement Plan and Status
 |  |
| Communication Chair: > Gene Galin | * **Updates from Gene:**

Facebook view increase by 60%, video at Mattress sales was widely viewedWebsite has more than 267 visitorsWill be setting up a weekly Newsletter |  |
| **Additional Topics & Future Meeting Dates** |
| Additional Topics | Additional Topics? |  |
| Future Meeting Dates | General Meetings: **First** Monday of every monthExecutive Meetings: **Second** Monday of every other monthUpcoming Meeting Dates:* General Meeting – 9/13/21
* Executive Meeting – 9/20/21 – Carolina Brewery
 |  |
| **Meeting Adjourn** |
| Meeting Adjourn | * Motion to call meeting at: 9:15pm
	+ Motion approved by (1st): Melissa
	+ Motion approved by (2nd): Joni
	+ Vote: Unanimous
 |  |