NHSBFAA General Meeting Minutes: 3/8/21 @ 7:00 PM

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 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 |
|  | X | Mandy Forbes | Treasury (1) | Yes | Elected | 2yr | 5/1/2019 to 7/31/2021 |
|  | X | 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** |
| N/A | N/A | Dr. Walston | Principal | No | N/A | N/A | N/A |
| X |  | Cameron Vernon | Athletic Director (1) | No | N/A | N/A | N/A |
|  | X | 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 |
|  |  | Position 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: George
	+ Meeting Called / Opened by: Chad
	+ 2nd: Beth Davis
	+ Unanimous
	+ Time: 7:09 PM
 |  |
| Roll Call | * Attendance
 |  |
| Approval of Agenda | * Agenda emailed 3-5-21
* Motion to approve Meeting Agenda 3-8-21 as seen today:
	+ Motioned to approve Meeting Agenda by (1st): Chad Haddix
	+ Motioned to approve Meeting Agenda by (2nd): Sherri
	+ Unanimous Approved
 |  |
| Approval of Minutes | * General meeting minutes posted onto NHSBFAA website:
* Motion to approve General Meeting Minutes from 2/15/21. Change Agenda to Meeting Minutes at Top of the Document
	+ Motion to approve by (1st): Anne
	+ Motion to approve by (2nd): Cameron I
	+ Unanimous Approval
 |  |
| **Executive Officer Reports** |
| President’s Report: > George Gilson jr. | * Welcome Anne Addabbo – New Secretary Voted in via email by majority on 2/19 via email.
* Charger Card Sales & Recent Donations
1. Charge Card Sales Have Slowed. We need another push with coaches and parents. We sold only 2 charger cards last month to the same person in support of Men’s Soccer
2. One Charlie Sponsorship from Red Star Oil Company
3. Donation for $500.00 for Soccer Fund-A-Need – Received via paypal on 3-8-21
* Spoke to Ms. Kelly Childress and proposed her involvement as VP of Fundraising on 2/18. At this point, she has not indicated interest in assuming this role
* Spoke to Jaime Detzi recently about volunteering on the Board as either a Corporate Sponsorship Chair or Asst Treasurer on 3-4-21
* Voted in Exec Meeting to add 10% donation requirement from all future fundraisers to the NHSBFAA Resource Fund to help raise funds and offset cost. Has this been communicated and implemented by the AD’s and the NHSBFAA? Not implemented yet. Does not apply to Fund a Need fundraising done by the Coaches directly.
* Change of By-Laws Update to remove VP of Group Relations and other proposed changes.

-Review is underway as of 3-4-21 with proposed suggested changes between Barclay and George Gilson to start. We are happy to have anyone else join the review and amendment proposals to bring back to the board for final review and ratification* Update on discussion with Dr. Walston on handing out Charger Cards to athletes. Dr. Walston is still reviewing request. Cam will refresh discussion with Dr. Walston
* We need to update our website with the appropriate board members and their contact info
 |  |
| Vice-President Report: Chad Haddix  | * **Discussion Topics –**

With the Men’s basketball team making it to the finals and football season kicking off I think there are a lot of questions for A.D.’s surrounding ticket sales and capacities given the new North Carolina guidelines in terms of outdoor venues.     1. Are we selling tickets online for the outdoor venues? Yes through GoFan, allowing us to differentiate the funds by Sports. Up to 190 for Home tickets and 150 for Away tickets     2. Several schools that we’ve recently visited I have had concessions. Does it make sense for us to offer concessions at home football games? Meeting with Barry from the Health Dpt indicated we can sell what we want but masks, gloves plus screen between concession and purchasers to be in place. Last attendance was promising with 300 on last Friday game and 106 for the soccer night. This will be discussed at the Executive meeting      3. If the current limit on fans is to remain in place why are we paying for police officers? Are we paying for security? It is a regulation.      4. There was a recent consideration for a charter bus for varsity boys basketball. How are the boosters going to respond? No need to respond, not a Booster responsibility to fund       5. The UNC High school concessions program has been suspended .       6.  Why are many excellent athletes not participating in Northwood athletics? School has 26% financially challenged kids. Maybe need to boost Pride in Athletics and Alumni participation. Cam: Covid highly responsible as some Alumni had to be turned away from coming. Kids not at school can’t come to the school to participate easily.          |  |
| Treasurer’s Report: > Mandy Forbes & Johnny Hill | * **Financial update: Johnny/Mandy**
	+ Sent Out on 2-28-21 & Posted to Website. Updated in Executive Meeting. Please update General Membership

All financials are posted to website and open for anyone to view.* **IRS / Fortis Update: Johnny**

**-**IRS communication Update* **Facebook Fundraising / Bank/ Filing – GG**
	+ Have we changed address over to match IRS filing address on bank statements? Yes
	+ Bank Statements & Filing: Have we updated these to reflect the new changes to our Board? Johnny and Mandy only

 **Need update from Mandy on this.*** **AIM Insurance Renewal in the amount of $490 was paid out at the end of February. Yes**
* **Update and Coordination on Switching over CTE Funding to NHS Accounts**
* **Incoming Check Request and/or Purchase Orders – Treasurer’s / Board**
* **Athletic Fund Requests:**
1. Larry Fritsche submitted a check request for Women’s Lacrosse in the amount of $186.00 to M2 Graphics for Memorabilia Jerseys for Graduating Seniors on 2/16/21. This received majority approval by the Board via email on 2-20- 21. For the record, need a first and 2nd for the approval records.

Motion: Chad2nd: SherriUnanimous Approval2) Check Request by Sherri Stubbs on 2-24-21 for M2 Graphic for 5 Alumni T-Shirts for Senior Cheer Night in the amount of $53.50.- Motion to Approve was made via e-mail by Chad Haddix on 2-25-21-2nd via E-Mail – Johnny Hill-Majority Approval via email on 2-25-211. David Miller submitted a Check request for $163.32 on 2/28/21 for payment to David Miller for materials purchased at Lowes for benches for players to sit on. This request was never submitted and approved in advance by the appropriate AD, and therefore was denied payment. This was not because of the expense or the purpose of the expense, this was for not following the proper procedures for pre-submission for approval and a payments on multiple occasions.

 1. David Miller submitted 4 separate check request forms on 3-5-21 for Mid-State Association Clinic Umpire fees for $150-225 each for the dates of March 27th, March 13th, March 20th, and April 3rd. These are to be paid for out of the coaches athletic acct, as the school does not pay for these umpires.

Motion to Approve: Kevin F2nd: BarclayVote: Unanimous Approval1. Butch Edenfield submitted for an expenditure of $615.25 to Baseball Savings for 20 Alpha Fastpitch Helmets for Softball on 3-3-21

Motion to Approve: Avis Bell2nd: Sherri Vote: Unanimous Approval* + **Resource Fund Request**
1. Check Request for Programs for Football & Cheer not to exceed $300 to Printing Center USA. Funds raised through Sponsorships.

Motion: Chad2nd: SherriVote: Unanimous Approval* **Treasurer Transition: Mandy, Johnny**
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| **Directors Reports** |
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| Athletic Directors: > Cameron Vernon & Jason Amy | * **Updates & Direction: Cameron :** Softball is starting next week, he needs to assess capacity; next will be Baseball.
* **NHS / NCHSAAA Schedule Updates: Cameron**
1. **Jason Amy updated us on banners that needs updating next year. Both Men’s Soccer and Men’s Basketball will need to be updated. The pricing will be roughly $400 each for banner updates next year. We need to plan for raising these funds in 2022.**
* **Cancellations of Sporting Events Due to COVID**

**- Update on fields from Cameron:** Fields are looking much better due to better weather and the rolling **2) Camp Royal Update? No update** **3) All other updates from AD’s:** Tennis is ongoing and Wrestling started today 3/8/21. |  |
| VP Membership: > Barclay Spotz | * + Sports Pass. How are we promoting and administering these? Talk to Cameron for background and better coordination. No sports passes this year due to COVID.
 |  |
| VP Fundraising: > Open – George Gilson to Report | * **Approved & In-Progress Fundraiser’s:** Updates
	+ 2020-2021 Charger Cards & Fund-a-Need Donations
* **Sponsorship & Logos –**
* Sponsorship List Discussion and Involvement
* Update from Craig Adams on Coca-Cola Sponsorship Discussion: Need to Follow up
* Red Star Oil Co has committed to a Charlie Sponsorship. We thank them. Need to add their appropriate logos and Charlie benefits to the list of to-do’s (Cameron has been handling so far)
* **Submitted Fundraisers** to NHSBFAA for approval.
* **Pending & In-Development Fundraising:**

**-**Pennsylvania Pick 3 Proposal by Cameron Vernon – Presentation of the Program. We could sell up to 200 tickets, need to determine Cost per ticket.We have to review the timing of the event as not all Sports run at the sameTime. Will be discussed at next Executive meeting. Need to review any legalIssue with the Program.**-** Cullen Homolka asked to add HUDL Asst to the website as a Fund-A-Need for Football on 2-18-21. This was approved by  Jason Amy. \*\*\*This needs discussion, as we have  already set a precedent for paying for HUDL for Women’s  Lacrosse out of the Resource Fund, and Men’s Basketball was  paid out of their athletic account. By-Laws state we are to pay for HUDL out of Resource Fund. HUDL Asst subscriptions are $800 Each and paid for out of the athletics acct. Can these be qualified for need? Will we have the funding for all teams expected to  request assist? Cameron to discuss off line. Do we reach out to the parentsto pitch in as well?-Any update from Coach Homolka on a e-mail fundraiser  campaign? Cam had discussion with Coaches about Fund-A-Need-Additional discussed or pending fundraisers?1) Track & Field? – Fund-A Need Email list. Stampede Got $1000 in Registration and $200 in donations2) Softball? Cameron needs to resubmit* **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?
	+ XC – Ronald Horton XC Invitational (9/19/2020) –

Isenhour* + - TBD based on NCHSAA
		- Possibly moved to springtime
	+ ’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**
 |  |
| VP Group Relations & CTE Programs: > EliminatedGeorge Gilson to Report | This role has been eliminated and By-Laws will need to be changed  |  |
| **Chairs of Standing Committees** |
| Webmaster: > Gene Galin | * NHSBFAA Newsletter Volume 2 just sent out 12/2/20
* NHSBFAA Newsletter to be sent out every 2-weeks:
	+ Wednesday: 12/16, 12/30, 1/13, 1/27, 2/10, 2/24, 3/10, 3/24, 4/7, 4/21, 5/5, 5/19, 6/2, 6/16, 6/30
	+ Information deadline Monday before release date: 12/14, 12/28, 1/11, 1/25, 2/8, 2/22, 3/8 3/22, 4/5, 4/19, 5/3, 5/17, 5/31, 6/14, 6/28
* Membership Updates

Website updates: General updates, Team specific, Club specific, Fund-a-Need tracking, platform and communication changes and or suggestions* Gene has spoken to Beth and all has been transferred to Gene. Trying Mail Chimp in unison with Google Groups. Needs to know what group wants on the website.
* Work on emails separately and make decisions at Executive Meeting next week. Maybe do a survey monkey for what parents and students want to see in a website. Cameron and Gene to work together on making an easier link to Booster site.
* Cameron to get with Gene on fixing the link in the NorthwoodAthlete website.
 |  |
| Concession: > Craig Adams | * Potential discussion on opening up the concession stands in the future. Cameron is gathering the numbers and will report them to us for anticipated revenue discussion and consideration
* Update on response from Coca-Cola on Sponsorship Request
* Three 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)

**>Programs to Be Completed:*** **Football & Cheer Program together. Done by ME**
	+ (3) Soccer (M), Lacrosse (M/W),
		- Team Photo Dates:
		- 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
* Beth to reach out Cameron on Seasonal programs coordination.
 |  |
| 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**
 |  |
| Corporate Sponsorship Chair: > Open – Report to Be Given By George Gilson  | * Re-Assigned Sponsorship List Responsibilities
* Updates on sponsorship progress?
* Red Star Oil Co committed to a Charlie Sponsorship
* We need to put someone in charge of making sure that we are organizing and pushing for sponsorships. This same person will also need to make sure that we are gathering all logos for ads, and making sure that we are pulling through with our portion of the promised sponsorship benefits listed.
 |  |
| **Additional Chairs** |
| Alumni Chair: > Wanda Bland | * Ideas for discussion on generating more Alumni Membership and Support?
* Alumni for Basketball and Football are doing well. The Alumni Night was a success.
* Hall of Fame brought many of them back.
* Consensus from Alumni is to see where the funds donated are being allocated
* What about having a banner for the Alumni to stand by for photos? Easy enough to do
 |  |
| Communication Chair: > Gene Galin | * **Updates from Gene**
 |  |
| **Additional Topics & Future Meeting Dates** |
| Additional Topics | * **Update on getting meeting set up with the School Board on Re-districting & other questions related to Seaforth:** George to call the Board to see if we can set up urgently as the deadline is coming and parents still have a lot of questions re: some Sports
* Gene has a video of the Seaforth locals, it will be uploaded
* We need to go to the School Board meeting and demand funds to be allocated as well to NHS to upgrade the facilities. Need to present a list of improvements needed and get them on record.
 |  |
| Future Meeting Dates | General Meetings: **First** Monday of every monthExecutive Meetings: **Second** Monday of every other monthChanged order for logistical purposes and ease of Executive Meeting Follow-UpUpcoming Meeting Dates:* March 15th – Executive Meeting
* April 12th – General Meeting
* April 19th – Executive Meeting
 |  |
| **Meeting Adjourn** |
| Meeting Adjourn | * Motion to call meeting at:9:10 PM
	+ Motion approved by (1st): Sherri
	+ Motion approved by (2nd): Chad
	+ Unanimous Approval
 |  |