

NHSBFAA General Meeting Agenda – 4/20/2020

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		Brian Holleran	President	Yes	Elected	1yr*	2/17/2020 to 7/31/2021
x		George Gilson Jr	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		Jen Morgan	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
		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
x		Ivy Arnold	VP of Fundraising	Yes	Elected	2yr	2/17/2020 to 7/31/2022
x		Lance Kupka	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		Frances Grant / Open	Website Chair	Yes	Appt by President	1yr	5/1/2019 to 7/31/2020
x		Craig Adams	Concession Chair	Yes	Appt by President	1yr	2/17/2020 to 7/31/2021
		Open	Seasonal Program Chair	No	Appt by President	1yr	Open
		Open	Merchandise Spirit Chair	No	Appt by President	1yr	Open
		Open	Corporate Sponsorship Chair	No	Appt by President	1yr	Open

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 Rone	Alumni Chair	No	Appt by President	1yr	2/17/2020 to 7/31/2021
x		Carol Windsor	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 be 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.

Topic	Agenda / Minutes	Attachments / Actions
Call to Order	<ul style="list-style-type: none"> Call the meeting to order: <ul style="list-style-type: none"> Meeting Called / Opened by: Brian Holleran Time: 7:01pm 2nd: Craig Adams 	
Approval of Agenda	<ul style="list-style-type: none"> Motion to approve Meeting Agenda 4/20/2020: <ul style="list-style-type: none"> Motioned by: XXXX Motioned 2nd By: XXXX 	<ul style="list-style-type: none"> Agenda emailed: 4/16/2020 Agenda at Zoom
Approval of Minutes	<ul style="list-style-type: none"> Motion to approve Executive Meeting Minutes (3/9/2020): <ul style="list-style-type: none"> Motioned by: Brian Holeran Motioned 2nd By: Cameron Vernon 	<ul style="list-style-type: none"> Copy of previous minutes on table
Executive Officer Reports		
President's Report: > Brian Holleran	<ul style="list-style-type: none"> C-19 Update – All sports cancelled Annual Planning Meeting – May 11, 2020 2020-2021 Planning - Update <ul style="list-style-type: none"> Focus on May 11th with Budget outline for '20-'21 Cameron/Jason/Brian/George – work in progress now Schedule meeting with coaches between 4/20-5/8 – Review & Discuss Need/Want List “Fund-A-Need” idea 	No questions, issues, or discussions
Vice-President Report: > George Gilson Jr	<ul style="list-style-type: none"> NHSBFAA By-Laws: Review & Update Example: Review timelines and fiscal year information 	Lance & Barclay volunteered to help out updating the By-Laws
Treasurer's Report: > Mandy Forbes & Johnny Hill	<ul style="list-style-type: none"> Financial update <ul style="list-style-type: none"> Financials emailed from Johnny on 4/1/2020 To be posted to NHSBFAA website along with April meeting minutes Audit Update: BH <ul style="list-style-type: none"> Found CPA – Kyle Corum with Bernard Robinson & Company Next Steps: need to provide following information for quote: <ul style="list-style-type: none"> Balance Sheet Income Statement (P&L) # of bank accounts Timing expectations and deadlines Period(s) you want audited Basis of accounting (cash/accrual) Any issues sending information? 	Johnny & Mandy not on to present. They are working to get all caught up while on a break from new requests.
Directors Reports		
Principal: > Dr Walston	<ul style="list-style-type: none"> Updates & Direction: Side Note: New baby boy on 4/15/2020, Congratulations! 	Steven Hayes was present to fill in for Dr. Walston- who just welcomed a new baby! Cap & gown pick up is this Thursday. Actively brainstorming graduation options to recognize seniors.
Athletic Directors: > Cameron Vernon & Jason Amy	<ul style="list-style-type: none"> 2019-2020 Spring Programs – completed <ul style="list-style-type: none"> All team photo's included in program, while not all coaches turned roster's into AD's, resulting in some teams not having rosters in programs Recognizing 2019-2020 Spring Seniors <ul style="list-style-type: none"> “Postcards” developed by PS Studio's, Coaches/student-athletes to turn in AD's, once completed “senior of the day,” sent out via twitter and posted into slide rotation on NHSBFAA website Softball has been complete and posted to site...check it out! 2019-2020 Senior Awards – Update Charlie Awards – Update 2020-2021 Planning - Update <ul style="list-style-type: none"> Focus on May 11th with Budget outline for '20-'21 Cameron/Jason/Brian/George – work in progress now Schedule meeting with coaches between 4/20-5/8 – Review & Discuss Need/Want List “Fund-A-Need” idea 2020 Summer Camps: Update 	<p>Senior awards have been voted on. Trying to think of ways for the SA to have a “Signing Day” like they would if we weren't all sheltered at home. We should also highlight these on our website.</p> <p>No questions.</p>
VP Membership: > Barclay Spotz	<ul style="list-style-type: none"> Updates 	Don't feel comfortable rolling a new page out on FB right now. Avis

	<ul style="list-style-type: none"> How did we look to increase membership or participation for 2020-2021 academic school year 	suggested that a lot of people may have more time right now to do something. Something to look forward to and plan for.
VP Fundraising: > Ivy Arnold	<ul style="list-style-type: none"> Approved: Fundraiser's <ul style="list-style-type: none"> Mattress Sale: On Hold....probably need to cancel all together, thoughts? 2020-2021 Charger Card <ul style="list-style-type: none"> Board approved final version of cards, along with business Can have cards shipped now, thoughts? Next steps: Ned to determine distribution of cards, timing, etc. 2020 Cameron Vernon – Summer Basketball Camps Pending & In-Development Fundraiser: Updates <ul style="list-style-type: none"> Crowd Funding – Ivy Harris Teeter Vic Card - Ivy Amazon Smile – Done –Francis Lowes Food Stores – Ivy Squad Locker – Brian Holleran & Cameron Vernon <ul style="list-style-type: none"> BH- No updates here, need to address with trying to stay within local business first UNC Concessions: <ul style="list-style-type: none"> Volleyball / CTE (Booth 121) – Owner (?) <ul style="list-style-type: none"> Last discussion with CTE team was that Volleyball wasn't going to do re-sign up for next year – Need to Confirm CTE will take over entire booth – need to determine owner/liaison Athletics (Booth 120) – Owner/Liaison George Gilson Jr Submitted Fundraiser's to NHSBFAA for approval: <ul style="list-style-type: none"> None Non-Submitted Fundraisers: <ul style="list-style-type: none"> Girls Lacrosse (Spring 2020) – Snap Raise, raised roughly \$9K 	<p>Submitted to HT, waiting for the code. Thinking about having cards printed up with info for all of the fundraising options in one place. May put it on back of Barclay's card.</p> <p>Crowd Funding- Brian asked for suggestions. No one spoke up, decided to hold off on moving forward with this.</p> <p>UNC Concessions- Jane Hanna said Volleyball does not want to participate next year with that booth. DeLisa Cohen should be part of this discussion for CTE. George is the POC from athletics side.</p> <p>Set up a landing page for all concessions for parents to sign-up. George will take responsibilities for the sign-up genius portion.</p>
VP Group Relations & CTE Programs: > Lance Kupka	<ul style="list-style-type: none"> De Lisa Cohen & Jane Hana – Updates from CTE? <ul style="list-style-type: none"> CV-19 has cancelled most programs 	<p>No changes from Lance.</p> <p>Some virtual competitions. Not sure if there will be any travel this summer. Down to 3 students who can qualify, but unsure of travel.</p>
Chairs of Standing Committees		
Website: > Open / Brian Holleran	<ul style="list-style-type: none"> Francis & Brian have been working together on website tool <ul style="list-style-type: none"> Pretty easy to understand, with anything there is a learning curve Hoping to have Nicole join our team soon? If not, we'll need to continue to look for someone Updates to Website Main Page: <ul style="list-style-type: none"> Maintain: <ul style="list-style-type: none"> Spring Physical Night Adds: <ul style="list-style-type: none"> Spring Senior Recognition Post Cards Removals: <ul style="list-style-type: none"> Mattress Sale Northwood Polar Plunge – NC Special Olympics Suggestions to Improve Website: <ul style="list-style-type: none"> Sponsorship / Donation Page: "Fund-a-Need" idea?? Photo's /Bios of Coach's, AD's, NHSBFAA?? 	<p>Craig said Nicole is willing to look at taking this over.</p>
Concession: > Craig Adams, Avis Bell	<ul style="list-style-type: none"> Square One for Concessions – Avis Product pick-up from Coke Coke Payment update – Craig and Mandy Remaining Inventory: What should we do with remaining inventory? Definition of Roles & Responsibilities within Concession Committee: <ul style="list-style-type: none"> Craig Adams Avis Bell Open Concession (Health Board) Open Concession (Health Board) 	<p>Craig: Coke removed coolers last week. Won't need to remove the candy or any other products- should be fine. Avis: only a few things in each concession. Try not to overstock for spring sports- so it should be fine. Yes, still in need of health board for concessions. Craig has 2 parents coming up from Pollard to fill these roles. Want to move contracts to all of one contractor- so if we go CocaCola, will need to also move to Powerade</p>
Seasonal Program Chair: > Open >> Brian Holleran / AD's	<ul style="list-style-type: none"> 2019-2020 Spring Programs - Completed 2020-2021 Fall Programs & Schedule Posters 	

	<ul style="list-style-type: none"> ○ Timelines need to be established once CV-19 information is determined: ○ Team Photo Posters: Football (Y), Men's Soccer (??), Women's Tennis (??), Cross-Country (??), Women's Golf (??), Women's Volleyball (??) ● 2020-2021 Winter Programs, Schedule Posters <ul style="list-style-type: none"> ○ Team Photo Posters: Men's Basketball (Y), Women's Basketball (??), Wrestling (??), Swimming (??) 	
Merchandise & Spirit Chair: > Open >> Brian Holleran / AD – Cameron Vernon / Barclay Spotz?	<ul style="list-style-type: none"> ● Local Business and/or Squad Locker ● Stadium Seatback Chair – CTE Program - possibility 	Need to be conscious of our spends until we see what will be coming in. Should still look into corporate sponsorships? Will be doing a wants/needs analysis to see what we need before going forward for corporate sponsorship.
Corporate Sponsorship Chair: > Open >> Brian Holleran / George Gilson Jr / AD's	<ul style="list-style-type: none"> ● 2020-2021 Sponsorship Packages – Review and discuss ● CV-19 Impact on Sponsorships 	
Additional Chairs		
Alumni Chair: > Wonda Rone	<ul style="list-style-type: none"> ● Updates 	Not on the meeting
Communication Chair: > Carol Windsor	<ul style="list-style-type: none"> ● Updates 	No updates
Additional Topics & Future Meeting Dates		
Additional Topics	<ul style="list-style-type: none"> ● Open discuss 	Coach Isenhour- will be looking at new uniforms soon. Trying to see if we will be able to travel in July for camp. George- should we all agree to use one person/studio to get a better deal? Some discussion around this. Also all posters will look cohesive.
Future Meeting Dates	Upcoming Meeting Dates: <ul style="list-style-type: none"> ● May 11 – General / Annual Meeting @ 7pm (most likely via zoom) 	Preliminary introduction to new way of fundraising- “Fund-a-Student Athlete” and “Fund-a-Need”. We will further discuss in future meetings.
Meeting Adjourn		
Meeting Adjourn	<ul style="list-style-type: none"> ● Call the meeting to adjourn: <ul style="list-style-type: none"> ○ Called by: Brian Holleran ○ Time: 7:58pm ○ 2nd: George Gilson 	