NHSBFAA General Meeting Minutes: 5/3/21 @ 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 |
| 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 |
|  |  | 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 |
|  |  | 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 |
|  |  |  |  |  |  |  |  |
| 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:
	+ Time: 7:10pm
	+ Motion to open meeting by (1st): Sherrie
	+ Motion to open meeting by (2nd): Craig
	+ Vote: Unanimous
 |  |
| Roll Call | * Attendance
 | Mr. Forster; C Isenhour; A Bell; RArmstrong; A McFadden; L Fritsche  |
| Approval of Agenda | * Agenda emailed 4-30-21
* Motion to approve Meeting Agenda 5-3-21:
	+ Motioned to approve Meeting Agenda by (1st): Anne
	+ Motioned to approve Meeting Agenda by (2nd): Mr Forster
	+ Vote: Unanimous
 |  |
| Approval of Minutes | * Executive Meeting minutes posted onto NHSBFAA website 4-20-21:
* Motion to approve Executive Meeting Minutes from 4-19-21:
	+ Motion to approve by (1st): Gene
	+ Motion to approve by (2nd): Craig
	+ Vote: Unanimous
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| **Executive Officer Reports** |
| President’s Report: > George Gilson jr. | * Pick 3 Drawing Update and Coordination – Coach Isenhour needs help selling his 10 tickets. Sherrie can reach out to the mom coordinator to find out if need more.Craig will look at basketball team and Wanda needs some
* By-Law Amendment Ratification Update: No response back from audit team yet per Johnny, will f/up.
* Concessions – Need More Volunteers for Running the NHS and UNC Concessions & Alcohol Training for UNC Concession Discussion & Update: Need to use only one signup sheet, need to clarify coordination.Craig: baseball is good for concession coverage. Cameron I: might need concession for Track meets. George will call Ryan Amstrong for update.
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| Vice-President Report: Chad Haddix  | * **General Update:** No update at this time
 |  |
| Treasurer’s Report: > Mandy Forbes & Johnny Hill | * **Financial update: Johnny/Mandy**
	+ Financials for 3/31/21 Sent Out on 4/4/21 via email & Posted to Website. Updated in Executive Meeting. Please update General Membership

All financials are posted to website and open for anyone to view.Reports not ready, will be in couple days Sales tax first payment from concessions need to be paidRaffle: close to 5K so far collected; Mandy has additional funds to deposit* **CTE Extraction -** $14,077.40 extracted on 4/6/21? Cleared the bank on Friday
* **IRS / Fortis Update: Johnny**

**-**IRS communication Update: Still no live contact* **Incoming Check Request and/or Purchase Orders – Treasurer’s / Board**
* **Athletic Fund Requests:**
1. Men’s Soccer Request from Mr. Forster on 4-28-21 in the amount of $$440.79 for shorts and jerseys to be paid to BSN Sports. Ask if they looked at M2 Graphics for these as well for these? This is a reorder so did not look at that

Motion: Johnny2nd: ChadVote: Unanimous1. Butch Edenfield submitted a request for Softball on 4-26 in the amount of $433.10 to Lowes Home Improvement for wood materials to build platform to hold tarp outside fence and off playing area:

Motioned: Chad2nd: SherriVote: Unanimous1. David Miller submitted 2 requests for Baseball on 4-27-21. These requests were to Lockertags for locker tags for lockers in the amount of $247.85, and a request for $1,625.33 for Baseball to Royal Threads for Jerseys that the players parents paid for that they can keep. Money should have been deposited into their acct on 4-20-21. These were both voted on via email on 4-28-21. Mandy confirms deposit of funds

Motion: 2nd:Vote: already approved by emailAdded:1. Coach Brown submitted for 2 check requests on 5-2 for camps for boys basketball for Camp of Champs for $100 and Camp & NCBCA Greg Granthan for $180.00. Need to make sure that Cameron has approved these before the vote.

Motion: Chad2nd: AvisVote: Unanimous* **Resource Fund Request**

None?* **Treasurer Transition: Mandy, Johnny**
 | .  |
| **Directors Reports** |
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| Athletic Directors: > Cameron Vernon & Jason Amy | * **Updates & Direction:**

. sent survey about charger cards: 9 responses and they want to do it. Can we try to sell them for $10 instead of $20. Go for discount card fundraising. . . .Talked to the coaches re: purchase of their own uniforms: Cameron wants to take them out of their plate and set up a rotation schedule (Varsity only and every 4 years) and take some of the fundraising duties off as well and put into the resource funds. Expectations are to be Under Armor Uniforms. Presentation of the Agreement.* **NHS / NCHSAAA Schedule Updates: Jason or Cameron**
* **Wrestling, baseball, women tennis and track started**
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| VP Membership: > Barclay Spotz | * + Updates: no specific updates but has templates to present to parents at the beginning of the school year.
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| VP Fundraising: > Open – George Gilson to Report | * **Approved & In-Progress Fundraiser’s:** Updates
	+ 2020-2021 Charger Cards & Fund-a-Need Donations
* **Sponsorship & Logos –**
* Any new sponsorships?
* **Submitted Fundraisers** to NHSBFAA for approval.
1. Cameron Vernon – Request for Baseball Camp Fundraiser by David Miller submitted on 4-20-21 for the dates of June 14-17th from 9:00 AM till 12:30 PM. Please make sure that we are still getting our donation to the Resource Fund for all Fundraiser.

Motion: Mr Forster2nd: ChadVote: Unanimous Added1. Sherri Stubbs submitted for a fundraiser for Junior Cheer Camp on

 4/26/21. Goal to raise $750-1000 to help cheerleading pay forMats and Signs:Motion: Chad2nd: WandaVote: Unanimous* **Pending & In-Development Fundraising:**

**-** NHSBFAA Pick 3 Fundraiser-Additional discussed or pending 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?
	+ ’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**
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| **Chairs of Standing Committees** |
| Webmaster: > Gene Galin | * NHSBFAA Newsletter info and updates
* Website updates: General updates, Team specific, Club specific, Fund-a-Need tracking, platform and communication changes and or suggestions

Website: upload much fasterEmail list: still missing wrestlingTeam (Ryan to give)Mass mailing: 40% opened the link, some bounced back probably due to school system emailsWeekly newsletter can be done same way if needed* Facebook reach out numbers to be shared by Gene.
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| Concession: > Craig Adams | * Concession Stand VolunteeringAll on baseball right now and it’s going good. Update on full concession: need to fill out paperwork but pay fee $150 for balance of calendar year.
* 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

Cameron has connected with Beth last week |  |
| 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**
 | No udpate |
| Corporate Sponsorship Chair: > Open – Report to Be Given By George Gilson  | * Updates on sponsorship progress?
* 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.
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| **Additional Chairs** |
| Alumni Chair: > Wanda Bland | **Updates from Wanda:** Pick 3 Alumni: 3 would be good from different classes. Barclay knows parents who graduated in early 90s.* Need the banner for Football start up
* **List of Names of Prospective Alumni:** Wanda coordinating with the Class Reunion contact to get the list.
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| Communication Chair: > Gene Galin | * **Updates from Gene**
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| **Additional Topics & Future Meeting Dates** |
| Additional Topics | **NHSBFAA Board Nominations and Elections. Nominations to be presented and vote is to take place on all 1 year positions up for election**.:1. Presidency: nomination: George: Unanimous
2. Secretary: Nomination: Anne: Unanimous
3. Website Chair: Gene: Unanimous
4. Concession Chair: Craig A: Unanimous
5. Seasonal Program Chair: Beth D: Unanimous
6. Merchandise Spirit Chair: Tami M:Unanimous
7. Corporate Sponsorship Chair: no nomination
8. Alumni Chair: Wanda B: Unanimous
9. Communication chair Gene: unanimous
10. Treasurer positions will be opened as both Johnny/Mandy will be out.
11. VP Membership Chair: Barclay needs out
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| Future Meeting Dates | General Meetings: **First** Monday of every monthExecutive Meetings: **Second** Monday of every other monthUpcoming Meeting Dates:* May 10th – Executive Meeting: Will be sent on May 7th with zoom link embedded in Agenda.
* June 7th – General Meeting
 |  |
| **Meeting Adjourn** |
| Meeting Adjourn | * Motion to call meeting at: 8:52PM
	+ Motion approved by (1st):Sherri
	+ Motion approved by (2nd):Chad
	+ Unanimous
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