

Northwood High School

Booster Friend Alumni Association (BFAA) Executive Committee

Meeting Minutes – September 9, 2014

In Attendance: Regina Ferguson, Joe Atwater, Claire Wilson, Betsy Kenyan, David Roberson, Kimberli Flaughner, Robyn Allgood, Frances Grant, Sireatta Atwater, Wendie Morris, Coach Amy, Valencia Toomer, Lisa Whitaker

Proceedings: Meeting called to order at approx. 6:15pm by Joe Atwater (president).

Committee Reports:

Concessions

Regina Ferguson

Regina handed out 3 new policies for Concessions-

1. Distribution of Concessions Funds to Sports Teams
2. Concession Stand Signup Procedure , Rules, and Suggestions
3. Football Concessions Procedures

All 3 of the policies will be listed on the NHSBFAA website.

Additional information discussed included:

- Coca-Cola is going to print us some professional concession pricing signs
- **Under the concession permit, grilling and bake sales will no longer be allowed!**
- If a group decides not to run concessions whose responsibility will it be to offer it up to another group?
- Every Friday night that the ice cream truck comes out concessions makes a small amount of money. Where should this money go?

Motion made by David Roberson that any outside vendor (not concessions) that gives a % of their sales money to the BFAA will be put into the resource fund. The motion was seconded by Wendie Morris and passed unanimously.

There are 3 concession permits at Northwood H.S. They are the inside basketball area concession, the outside baseball/softball and the outside football concession.

The question came up about if a sport was not able to staff a concession? What is the next step? The decision would have to be between the team's concession manager and the head coach. Every concession must have trained "concession manager" in charge. If another group was going to help staff concessions the group would have to provide their own "concession manager".

Alumni

Claire Wilson

Claire said that she has gotten a number of alumni names through web-site signups. There are 3 people who are interested in helping Claire out on the committee and she intends to have a meeting in the next few weeks. Head coaches will be trying to interface with the alumni lists we develop as they plan alumni events for their sport.

Website

Dawn Walker and Frances Grant

Dawn announced that we will have an electronic PayPal swipe device available the night of the reverse raffle so that bidders will be able to pay for their auction items with a credit or debit card.

The suggestion was made that there should be even more communication between the NHS website and the BFAA website.

Fundraising

Robyn Allgood

Robyn said she was very excited about the upcoming event. There are awesome auction items and people can go online to look at items and to buy tickets.

Every 25th ticket drawn at the reverse raffle will either win \$100. or can have their ticket thrown back into the drawing. So far approx. 300 tickets are confirmed sold.

Dawn is working on putting together bid sheet booklets for all of the participants to be able to view descriptions/values of the auction items.

The new Fundraising Approval Form was shared with the group to see if there were any changes or additions to be made. The main purpose of the form is to make

sure that groups are not duplicating and inundating the community with the same kind of fundraisers.

Motion was made by Sireatta Atwater, seconded by David Roberson to approve the fundraising form. The motion passed unanimously.

Robin wrapped up her report by stating that we would have a check or checks available on the night of the raffle so that the winner/winners (if split) would go home with their money. She also mentioned that we would have 1099's available for the winner as well.

Team Liaison

Sireatta Atwater

Nothing to report at this time.

Communications

Carol Windsor

Nothing to report at this time.

Treasurer

Kimberli Flaucher

Kimberli stated that she would email the financial information to the board. She also mentioned that at this point there are approximately 98 entries for the Vanco recurring donation site.

New Business

Additional fundraiser

Coach Amy

Coach Amy announced that the BFAA golf tournament will be held on November the 11th. Ray King will be helping to secure sponsorships for the tournament.

NHSBFAA Percentage Breakdown of \$ Spent

Joe Atwater

- **5%- startup expenses/administrative**
- **10%- capital improvements for the school**

- **20%- operating capital (the minimum amount that we want to keep in the account)**
- **65%- resource funds (those funds to be disbursed to groups)**

Joe stated that he budgeted \$3,000 for expenses of which \$1500.00 has been used. The fundraising that the BFAA is doing will help to grow the resource fund.

Procedure for Individual Program Disbursements

If your program has funds available send a purchase order/invoice to Kimberli who will place the order and cut the check.

- If the request is for a sport and the amount is greater than \$500. inform the Athletic Director of the purchase 1st.
- If the request is for a CTE or club and the amount is greater than \$500. Inform the principal of the request 1st.

How do I apply for Assistance from the resource fund?

A form will be developed to request resources or grants from the resource fund. It will be similar to the original process in that the group requesting funds will put a request in writing and be given an opportunity to present their request at a BFAA board meeting.

The board will look at a number of things to determine if the request will be approved and to what extent. Some things the board will take into consideration are:

1. Is there program funding available in the program budget?
2. Is the purchase a priority?
3. Is the purchase or use a need or a want?

Forms and procedures will be sent out to the parent representatives, coaches and advisors.

The next meeting will be a general meeting and will be held the 2nd week in October.

The meeting was adjourned at 8:30pm.

Respectfully submitted,

Lisa Whitaker

Secretary, NHBFAA