

**Northwood High School**  
**Booster Friends Alumni Association**  
**Meeting Minutes – October 9, 2014**

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

**Treasurer's Report**

**Kimberli Flaugher**

- Current Balance is \$114,863.66
- Resource fund balance is \$42,694.18

Kimberli handed out a current balance sheet breakdown that showed the individual balances for each sport, club and organization. She also reviewed the process for each group to request funds from their existing balance. They should 1<sup>st</sup> contact Kimberli to verify their existing balance. If purchase is greater than \$500.00 the group should contact Coach Amy or Dr. Bartholomew. Kimberli will make all actual purchases.

- Vanco Donations (bank draft recurring and 1X donations) **Wendi Eddins**

Wendi suggested that parent representatives should continue to encourage the recurring donations at any team meetings and events. She offered to attend meetings to help explain the program. Wendi handed out a breakdown of current Vanco donations by group. There are currently 84 contributors to the site. She encouraged even small donations. The hope is that many parents will continue the bank draft even after their child graduates so that the program donations will continue to grow every year. Wendi announced that the winner of the VW bug was Chris Bernard.

**Committee Reports:**

**Fundraising**

**Robyn Allgood**

**Reverse Raffle** – Robyn was excited to report that the final dollar amount raised was **\$34,834.69**. The fundraising committee had a recap of the raffle, some observations:

- The raffle was received and supported very positively by the community
- 60% of the tickets were sold to non-Northwood H. S. parents
- Future event may need a longer time span for people to have dinner (start earlier)

- One of the biggest challenges was having unsold tickets returned in a timely manner.
- Future raffles will have a big advantage... names and numbers of everyone who purchased a ticket are in a database and can be contacted for future events

### **Golf Tournament – Tuesday November 11, 2014**

- Robyn handed out flyers for the upcoming golf tournament, since it is a holiday and school is out, faculty and staff are also being encouraged to participate
- **BFAA is asking the groups/teams to help recruit players/teams to participate. This is how groups and teams will make money for their programs. The specifics will be worked out at the next Fundraising Golf Meeting...TBD.**
- Teams can register on the NHSBFAA.org website
- Sponsors are still needed for the event

### **Alumni**

### **Claire Wilson**

Claire said that she and her committee are still trying to locate alumni and get their information into the alumni database at [nhsbfaa.org](http://nhsbfaa.org).

- If any groups or coaches have the name and contact information for alumni please forward them to Claire. **It is up to the coaches and directors to reach out and invite their programs' Alumni back to NHS. NHSBFAA will help facilitate events, but coaches and directors will need to make the contact and get alumni to register.**
- The alumni committee is slowly transitioning to getting more involved with alumni events.
- Please get Claire any information on alumni nights or events.
- The alumni committee is working on purchasing a "Welcome Alumni Banner" that all groups can use.
- Dr. B. said that he will purchase a NHS alumni t-shirt for any alumni that register to attend an alumni event through the website. Coaches and Advisors will have to encourage alumni to register in order to receive a t-shirt.

### **Website**

### **Frances Grant**

Frances said the main form of communication is the website. Please have parent reps., coaches, and advisors send information to the webmaster for posting on the site. The

website can also have links to sign - up genius for volunteering at your events and it has a PayPal account for any fundraising needs. Please contact either of the webmasters for more information.

## **Concessions**

**Joe Atwater**

Joe reported for Regina Ferguson. Regina is checking into a grilling permit. Hopefully we will know something in early November.

## **New Business**

**Joe Atwater**

### **Financial Breakdown of Reverse Raffle:**

**Amount Raised by the Raffle** (does not include auction) **\$24,960.**

**75% Resource Fund \$18,720.** (Resource funds are used to help support program shortfalls, taking into account the program's support of BFAA fundraising initiatives.)

**12% Operating Capitol \$3245.** (amount we always want to have in the budget)

**8% Capital Improvements for the school** (funds used for building or structures)

**5% Expenses and Fees** (start-up expenses and administrative fees)

### **Two ways for programs/sports to access \$...**

1. 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 1<sup>st</sup>.
- If the request is for a CTE or club and the amount is greater than \$500. Inform the principal of the request 1<sup>st</sup>.

2. If you are requesting money from the resource fund, please use the procedures and forms as outlined on the NHSBFAA website.

### **The next meeting will be held the 2<sup>nd</sup> week in November.**

Motion made by Sireatta Atwater seconded by Joe Atwater to adjourn at 7:10pm Motion passed unanimously.

Respectfully submitted,

Lisa Whitaker, Secretary, NHSBFAA