

NHSBFAA Executive Meeting Agenda: 12/7/2020

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
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		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
	x	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
	x	Ivye 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	Beth Davis	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	Kori Mitchell	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
x		Alex Brinker	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
		open	Alumni Chair	No	Appt by President	1yr	
	x	Beth Davis	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: ○ Time: 7:02 pm ○ Motion to open meeting by (1st): Ryan Bricker ○ Motion to open meeting by (2nd): George Gilson, Jr. ○ Motion has been approved: Brian Holleran 	
Roll Call	<ul style="list-style-type: none"> • Attendance 	
Approval of Agenda	<ul style="list-style-type: none"> • Agenda emailed: 12/3/2020 • Motion to approve Meeting Agenda 12/7/2020: <ul style="list-style-type: none"> ○ Motioned to approve Meeting Agenda by (1st): George Gilson, Jr. ○ Motioned to approve Meeting Agenda by (2nd): Alex Bricker ○ Motion has been approved: Brian Holleran 	
Approval of Minutes	<ul style="list-style-type: none"> • General meeting minutes on 11/9/2020 posted onto NHBFAA website: 11/16/2020 • Motion to approve General Meeting Minutes from 11/9/2020, posted on NHBFAA website on 11/20/2020: <ul style="list-style-type: none"> ○ Motion to approve by (1st): George Gilson, Jr. ○ Motion to approve by (2nd): Craig Adams ○ Motion has been approved: Brian Holleran 	
Executive Officer Reports		
President's Report: > Brian Holleran	<ul style="list-style-type: none"> • Updates – See comments and discussion points under each Directors and Chair positions 	
Vice-President Report: > George Gilson Jr	<ul style="list-style-type: none"> • Updates • UNC Concessions <ul style="list-style-type: none"> ○ Football has 2 games left & Basketball has started with no fans in stands, should we move forward to and say this isn't going to happen this year? ○ Will plan to revisit next year or if the situation changes 	<ul style="list-style-type: none"> •
Treasurer's Report: > Mandy Forbes & Johnny Hill	<ul style="list-style-type: none"> • Financial update: Johnny/Mandy <ul style="list-style-type: none"> ○ Sent out TBD, posted to website TBD • Tax filings / IRS Information: Johnny <ul style="list-style-type: none"> ○ Completed and IRS accepted returns on 12/2/20 ○ Invoice & Check request sent to Mandy (\$1,725) ○ \$1,725 coming from Resource Fund ○ Have offered services for FY21 • Audit Update: BH <ul style="list-style-type: none"> ○ Now being finalized with acceptance from IRS ○ Invoice coming (\$7,500), expense has been already approved during when board elected to move forward with Audit. ○ Payment to come from Resource Fund • Vanco – BH / Johnny <ul style="list-style-type: none"> ○ Vanco has been officially shut down on 11/16 – Thanks Johnny • Facebook Fundraising – BH <ul style="list-style-type: none"> ○ Need to change address over to match IRS filing address on bank statements – Anyone have any issue with this? • Incoming Check Request and/or Purchase Orders – Treasurer's / Board <ul style="list-style-type: none"> ○ Athletic Fund: Check Request <ul style="list-style-type: none"> ▪ Cameron Vernon submitted request on 12/1/20 for Paint Machine repairs for \$109.00 <ul style="list-style-type: none"> • Falls under the required dollar approval amount • Approved and paid on 12/2/20 ○ CTE - HOSA Budget: Purchase order <ul style="list-style-type: none"> ▪ Sherri Stubbs Request on 11/19 for \$158.25, coming from HOSA Budget ▪ Approved by: ??? ▪ Has not been ordered, waiting for the approval. 	<ul style="list-style-type: none"> ▪ When board members come and go, we need to make sure we have a process to transfer the outgoing members ownership of various things to the incoming members ▪ Mandy will go by the bank to see if there is an issue with changing the address for the FB fundraiser ▪ ADs will check the banners to see which ones are close to needing replaced

	<ul style="list-style-type: none"> ○ Resource Fund: Check Request <ul style="list-style-type: none"> ▪ Cameron Vernon submitted request on 11/19 for Boys Basketball Banner for inside gym for \$368.29, asking for funds from Resource Fund ▪ Motion to Approval Boys Basketball Banner - Resource Funds <ul style="list-style-type: none"> • Motion 1st: George Gilson, Jr. • Motion 2nd: Barclay Spatz • Vote: unanimous ○ Baseball Fund: Check Reimbursement <ul style="list-style-type: none"> ▪ Coach Miller submitted reimbursement request on 11/6 for long sleeve baseball practice pullovers purchased on 11/3/20 ▪ Purchase was made without AD prior approval, as approval came from AD Vernon on 11/7/2020 <ul style="list-style-type: none"> • All Check request and reimbursements are to be submitted by AD's only. This has been communicated to all coaches during 9/16 and webinar set-out to coaches not at meeting (9/17) • Reimbursement check is to be made out to Heather Miller, instead of NHSBFAA paying the vendor directly – major Red Flag from a best practice standpoint ▪ Budget: Baseball Fund \$373.97 ▪ Motion to Approval Check Reimbursement - Baseball Funds <ul style="list-style-type: none"> • Motion 1st: Johnny Hill • Motion 2nd: Barclay Spatz • Vote: unanimous • Treasurer Transition: BH, Mandy, Johnny <ul style="list-style-type: none"> ○ Mandy Forbes is needing to step down, with backfilled found – Lindsay Patterson ○ Lindsay has a son at NHS and is active with sports. Lindsay is also a CPA during the day, so a great fit for our team – Welcome Lindsay! ○ Transition Plan details – TBD ○ Motion to approve Lindsay Patterson for Treasurer backfill until the next annual meeting. <ul style="list-style-type: none"> • Motion 1st: George Gilson, Jr. • Motion 2nd: Johnny Hill • Vote: Unanimous • All Check Request, Reimbursement, Purchase Order must be submitted by AD's or CTE Advisor: <ul style="list-style-type: none"> ○ NHSBFAA is no longer accepting check request, reimbursement, or purchase orders submitted by coaches or CTE advisors. <ul style="list-style-type: none"> ▪ This was reviewed with all NHS coaches during a coach's meeting on 9/16/2020 and sent via email on 9/17/2020 ▪ This was reviewed with all CTE advisors during department meeting on 10/21/2020 	
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Directors Reports		
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Principal: > Dr Walston	<ul style="list-style-type: none"> • Updates & Direction 	<ul style="list-style-type: none"> •
Athletic Directors: > Cameron Vernon & Jason Amy	<ul style="list-style-type: none"> • Updates & Direction • NHS / NCHSAAA Schedule Updates: <ul style="list-style-type: none"> ○ Cross-Country & Volleyball: In Season (11/16 to 1/8/21) ○ Swimming: Pre-season (12/23 to 12/6) ○ Basketball: Skill Development (10/30 to 12/6) ○ Men's Soccer, Lacrosse (M&W): Skill Development (11/30 to 1/10/2021) ○ Football: Skill Development (12/2 to 2/7/21) ○ See attached Skill Session Start Date & NCHSAA Calendar for more details • NHS & NFHS Network <ul style="list-style-type: none"> ○ Cameras are up and running.... currently using for Volleyball. ○ Flyers are posted on NHSBFAA Website and information has been posted to NHSBFAA Facebook 	<ul style="list-style-type: none"> •

	<ul style="list-style-type: none"> • Fans in attendance for games: <ul style="list-style-type: none"> ○ 25 fans max allowed in the gym ○ 100 fans max allowed on main field ○ Most others school have no attendance policies in place ○ Please encourage parents attending to wear face coverings, while social distancing at all times.....would hate to see us move to no fans in attendance • Hudl Contract: <ul style="list-style-type: none"> ○ Adding Women’s Lacrosse to account - \$450 ○ Adding Volleyball to account - \$450 ○ Deleting Wrestling from account – (\$450) ○ Net Billing \$450 – To be discussed ○ Moving into next year contract – big jump in price. Details still to come • AD Team Responsibilities: <ul style="list-style-type: none"> ○ Jason Amy: Cross-Country, Women’s Tennis, Men’s Soccer, Women’s Basketball, Swimming, Indoor Track, Softball, Men’s Lacrosse, Track & Field, Men’s Tennis ○ Cameron Vernon: Football, Volleyball, Women’s Golf, Cheerleading, Men’s Basketball, Wrestling, Baseball, Women’s Lacrosse, Women’s Soccer, Men’s Golf ○ Required Policy Procedures: All Fundraising Activities, Check Request, Reimbursement, Purchase Orders procedures must go through AD’s for approval and then over to NHSBFAA • Athletic Check Request / Reimbursement / Purchase order: <ul style="list-style-type: none"> ○ See above in Treasurer section for more details: <ul style="list-style-type: none"> ▪ Athletics – Paint Machine \$109.00 ▪ Resource Fund – Basketball Banner \$368.29 ▪ Baseball Fund – Practice Pullovers \$373.97 	
<p>VP Membership: > Barclay Spotz</p>	<ul style="list-style-type: none"> • Updates 	<ul style="list-style-type: none"> •
<p>VP Fundraising: > Ivey Arnold</p>	<ul style="list-style-type: none"> • Approved & In-Progress Fundraiser’s: Updates <ul style="list-style-type: none"> ○ 2020-2021 Charger Card: BH <ul style="list-style-type: none"> ▪ Received \$1,700, minus cost \$1,500 = \$200 in positive with Charger Cards, <u>every card sold is Revenue!!!</u> ▪ Suggestion on how to continue to sell through remaining Cards – Students? Advisors? Coaches? NHSBFAA Members? More Community events? ○ Amazon Smile & Harris Teeter: Ivey Arnold <ul style="list-style-type: none"> ▪ In Progress: Link your Cards <ul style="list-style-type: none"> • Harris Teeter: 006826 • Submitted Fundraisers to NHSBFAA for approval: (2) <ul style="list-style-type: none"> ○ NHSBFAA – Dining for Dollars at Hwy 55 – George Gilson <ul style="list-style-type: none"> ▪ Dated submitted: 11/11/2020 ▪ Event Date: 11/18/2020 <ul style="list-style-type: none"> • Fundraiser established without AD approval ▪ Motion to Approve Fundraiser <ul style="list-style-type: none"> • Motion 1st: George Gilson, Jr. • Motion 2nd: Johnny Hill • Vote: unanimous ○ Football – Cook’s Apparel Fundraiser – Coach Homolka <ul style="list-style-type: none"> ▪ Dated submitted: 11/10/2020 ▪ Event Date: 11/2 to 11/22 <ul style="list-style-type: none"> • Fundraiser established without AD approval ▪ Motion to Approve Fundraiser <ul style="list-style-type: none"> • Motion 1st: George Gilson, Jr. • Motion 2nd: Barclay • Vote: unanimous 	<ul style="list-style-type: none"> • REMINDER: Please submit one form for EACH fundraiser.

	<ul style="list-style-type: none"> • Pending & In-Development Fundraising: • On-Hold Fundraisers: due to COVID-19: <ul style="list-style-type: none"> ○ Ford Drive for UR School – Brian Holleran/Cameron Vernon <ul style="list-style-type: none"> ▪ Moved to Q1/Q2 2021 ○ XC – Ronald Horton XC Invitational (9/19/2020) – Isenhour <ul style="list-style-type: none"> ▪ TBD based on NCHSAA ▪ Possibly moved to springtime ○ UNC Concessions: George Gilson Jr. ○ '20-'21 Reverse Drawing – Sponsor Chair Rep (?) <ul style="list-style-type: none"> ▪ 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 • Cancelled Fundraisers: due to COVID-19: <ul style="list-style-type: none"> ○ XC –2nd Annual Charger Stampede 5K Walk/Run (10/17/2020). <ul style="list-style-type: none"> ▪ This event has been canceled due to Covid-19, will return in next year ('21-'22) • Completed Fundraiser's: '20- '21 <ul style="list-style-type: none"> ○ XC – NHS Charger XC Pledge (6/15/2020 – 7/31/2020): Isenhour <ul style="list-style-type: none"> ▪ Raised \$170.00 for XC Budget ○ HOSA – Dine for \$\$\$ @ Carolina Brewery (9/29/2020): S. Stubbs <ul style="list-style-type: none"> ▪ Raised \$224.00 for HOSA ○ HOSA – Dine for \$\$\$ @ HOP (10/26/2020): S. Stubbs <ul style="list-style-type: none"> ▪ Raised \$XXX.XX for HOSA ○ NHSBFAA – Dine for \$\$\$ @ Hwy 55 (11/18/20): George Gilson <ul style="list-style-type: none"> ▪ Raised \$XXX.XX for Resource Fund ○ Football – Cook's Apparel Football Store: C. Homolka <ul style="list-style-type: none"> ▪ Raised \$XXX.XX for Football • Required Fundraising Activities / Procedures: <ol style="list-style-type: none"> 1. Coaches & CTE Advisors are to discuss and gain approval from Ad's and/or CTE Coordinator on individual Fundraising Activities for their sport/club 2. Once approved by AD's / CTE Coordinator, fundraising forms must be completed for Finally approval by NHSBFAA, prior to event 3. When submitting forms, only one fundraiser event per form will be accepted. 4. If approvals and forms <i>are not completed</i>, NHSBFAA has the right to refuse and not accept the fundraising/donation dollar amount. Should the NHSBFAA accept the fundraiser/donation, it will be on a XX/XX basis - XX% going to club/sport and XX% going into Resource fund. <ul style="list-style-type: none"> ▪ This is in place so that the NHSBFAA can maintain and adhere to required accounting/501c3 IRS practices 	
VP Group Relations & CTE Programs: > Lance Kupka	<ul style="list-style-type: none"> • Updates • CTE Coordinator Responsibilities: <ul style="list-style-type: none"> • DECA, FBLA, FCCLA, FFA, HOSA, SkillsUSA • All Fundraising Activities, Check Request, Reimbursement, Purchase Orders procedures must go through CTE Coordinator for approval and then over to NHSBFAA • CTE Check Request / Reimbursement / Purchase Order: <ul style="list-style-type: none"> ○ See above in Treasurer section for more details: 	

	<ul style="list-style-type: none"> ▪ HOSA – Awards & Patches for '20-'21 - \$158.25 	
Chairs of Standing Committees		
<p>Webmaster: > Beth Davis</p>	<ul style="list-style-type: none"> • NHSBFAA Newsletter Volume 2 just sent out 12/2/20 • NHSBFAA Newsletter to be sent out every 2-weeks: <ul style="list-style-type: none"> ○ 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 Email clean-up based on bounce back message - ongoing • Website updates: General updates, Team specific, Club specific, Fund-a-Need tracking 	•
<p>Concession: > Craig Adams</p>	<ul style="list-style-type: none"> • Concession stand will not be opened for 25 indoor fans. Will check back in on monthly basis to see if this has been changed. • Three open Positions on Concession Team: <ul style="list-style-type: none"> ○ Craig Adams – Lead ○ Open – Parent/Liaison Concession Training Led ○ Open Concession (Health Board) ○ Open Concession (Health Board) 	•
<p>Seasonal Program Chair: > Kori Mitchell / Brian Holleran</p>	<ul style="list-style-type: none"> • 5 Programs to be completed <ul style="list-style-type: none"> ○ (1) Cross-Country (M/W) & Volleyball <ul style="list-style-type: none"> ▪ Photo's Received: 12/2/20 – AD Vernon ▪ Program completion date: 12/11/20 -??? – BH ○ (2) Basketball (M/W) & Swimming (M/W) <ul style="list-style-type: none"> ▪ Team Photo Dates: TBD ▪ Photo's Received: TBD ▪ Program completion date: TBD ○ (3) Soccer (M), Lacrosse (M/W), Football <ul style="list-style-type: none"> ▪ Team Photo Dates: TBD ▪ Photo's Received: TBD ▪ Program completion date: TBD ○ (4) Golf (M/W), Tennis (M), Soccer (W), Softball <ul style="list-style-type: none"> ▪ Team Photo Dates: TBD ▪ Photo's Received: TBD ▪ Program completion date: TBD ○ (5) Baseball, Tennis (W), Track & Field (M/W), Wrestling, Cheerleading <ul style="list-style-type: none"> ▪ Team Photo Dates: TBD ▪ Photo's Received: TBD ▪ Program completion date: TBD 	•
<p>Merchandise & Spirit Chair: > Tami McGraw >> Brian Holleran / AD – Cameron Vernon</p>	<ul style="list-style-type: none"> • Spirit Store / M2 Updates: Store is now LIVE <ul style="list-style-type: none"> ○ https://northwoodspirit.itemorder.com/sale • Car Magnets: current working on magnets to be sold; need to check with resource fund to cover cost 	•
<p>Corporate Sponsorship Chair: > Alex Brinker / Brian Holleran / AD-Vernon</p>	<ul style="list-style-type: none"> • Cameron Vernon, Alex Brinker, Ryan Armstrong, George Gilson completed sponsorship deck • AD's, Alex, Ryan, George, and Brian have targeted account list to secure sponsorships • Slow responses coming in.... difficult year due to Covid-19, need to control expenses during '20- '21 	•

Additional Chairs		
Alumni Chair: > Open	<ul style="list-style-type: none"> • Updates 	•
Communication Chair: > Beth Davis	<ul style="list-style-type: none"> • Updates 	•
Additional Topics & Future Meeting Dates		
Additional Topics	<ul style="list-style-type: none"> • • 	
Future Meeting Dates	<p>General Meetings: Second Monday of every month Executive Meetings: First Monday of every other month</p> <p>Upcoming Meeting Dates:</p> <ul style="list-style-type: none"> • December 14th, 2020 – General Meeting • January 11th, 2021 – General Meeting • February 1st, 2021 – Executive Meeting 	
Meeting Adjourn		
Meeting Adjourn	<ul style="list-style-type: none"> • Motion to call meeting at: 8:55 pm <ul style="list-style-type: none"> ○ Motion approved by (1st): George Gilson, Jr. ○ Motion approved by (2nd): Tami McGraw 	

Participants (12)

- JM

Jennifer Morgan (me)

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📺
- BH

Brian Holleran (Host)

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📺
- GG

George Gilson Jr.

🎤
📺
- j

jasonamy

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📺
- Johnny Hill

📞
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- BS

Barclay Spotz

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- Beth

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- CA

Craig Adam s

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jmilliken

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- RB

Ryan Brinker

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- TM

Tami McGraw

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