

NHSBFAA Executive Meeting Minutes – 10/5/2020

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 Spatz	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	
		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: Brian Holleran ○ Time: 7:02pm ○ 1st: George Gilson Jr. ○ 2nd: Alex Brinker 	
Roll Call	<ul style="list-style-type: none"> • Attendance 	
Approval of Agenda	<ul style="list-style-type: none"> • Agenda emailed: 9/30/2020 • Motion to approve Meeting Agenda 10/5/2020: <ul style="list-style-type: none"> ○ Motioned approved by (1st): Alex Brinker ○ Motioned approved by (2nd): Ivey Arnold 	
Approval of Minutes	<ul style="list-style-type: none"> • General meeting minutes posted onto NHSBFAA website: 9/28/2020 • Motion to approve General Meeting Minutes from 9/14/2020: <ul style="list-style-type: none"> ○ Motioned approved by (1st): George Gilson ○ Motioned approved by (2nd): Tami McGraw 	
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 • Making plans for Chatham County allowing in person workouts to begin. More to come from Coach Vernon. 	
Vice-President Report: > George Gilson Jr	<ul style="list-style-type: none"> • Updates • UNC Concessions <ul style="list-style-type: none"> ○ NC Governor to allow fans at larger venues – any word from Aramark / UNC ○ No updates expected until they have fans in the stands. 	<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"> ○ 9/30/20 - TBD • IRS Information: Johnny <ul style="list-style-type: none"> ○ Compliance Update (Johnny sent follow-up to group on 7/7/2020) ○ Mandy received another letter regarding filing of 2019 taxes ○ Johnny to reach out to accountant to determine next steps • Audit Update: BH <ul style="list-style-type: none"> ○ Brian spoke to Kylv this morning and will be hearing from them this week. May be that we did not file 2017, 2018, or 2019. ○ Three years of delinquency would put our non-profit status in jeopardy. ○ George added that we need to be more aggressive with getting someone at the IRS to answer our questions. ○ Johnny will be pursuing how to get this moving by checking with the last Treasurer • Vanco, Facebook Fundraising, Stripe Platforms – BH <ul style="list-style-type: none"> ○ Vanco: <ul style="list-style-type: none"> ▪ Numbers are not large for this service ▪ Paying out more than we are bringing in. ▪ On the year collected \$100, paid out \$103.90 ▪ Mastercard / Visa: 0.0276%, +\$0.45 per transaction ▪ Discover Card: 0.0275%, +\$0.11 ▪ Failed transaction Vanco Fee: \$0.45 ▪ Vote to remove Vanco from donation offerings: <ul style="list-style-type: none"> ▪ Motion approved by (1st): George Gilson ▪ Motion approved by (2nd): Johnny Hill ▪ Vote: unanimous in favor ○ Facebook Fundraising: <ul style="list-style-type: none"> ▪ No Fees once approved; turnaround of money 1-2 weeks vs Network for Good 1.5mths to 2mths ▪ Next Steps in approval process: <ul style="list-style-type: none"> • Need to change address to match IRS filings, FB doesn't accept PO Box • Going to move forward with using school address and see how this works logistically. 	<ul style="list-style-type: none"> ▪ Brian will follow up with removing Vanco from the offerings list.

	<ul style="list-style-type: none"> • Need to look at “Bank Account Holder Name on application doesn’t match the Bank account Holder Name on the Bank Statement” • Need to determine next steps / audit ○ Stripe Platform: https://stripe.com/ <ul style="list-style-type: none"> ▪ 2.9%, +\$0.30 per transaction ▪ Platform needed if we move forward with Reverse On-Line Drawing (Rally-Up: https://demo.rallyup.com/teslaraffle) ▪ Who should set this program up should we decide to move forward? <ul style="list-style-type: none"> • All Check request and reimbursement’s must be submitted by AD’s. NHSBFAA is no longer accepting check request submitted by coaches per direction of Jason Amy & Cameron Vernon: This was reviewed with all coaches during a coach’s meeting on 9/16 <ul style="list-style-type: none"> ○ Process working well. ○ Much easier and efficient- no need to physically go into the school 	
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Directors Reports

<p>Principal: > Dr Walston</p>	<ul style="list-style-type: none"> • Updates & Direction 	<ul style="list-style-type: none"> •
<p>Athletic Directors: > Cameron Vernon & Jason Amy</p>	<ul style="list-style-type: none"> • Updates & Direction <ul style="list-style-type: none"> ○ Return to athletics next Wednesday 🏀 ○ Each program gets 4 weeks pre-season workout time. Football gets 6 weeks. • Scoreboard installation for lower sports field – <ul style="list-style-type: none"> ○ Installation Cost \$3,600 ○ Money to come from – CLS?? • New Pixellot Camera’s – NFHS provided <ul style="list-style-type: none"> ○ NHS to receive 2 cameras’ but will need to pay for installation ○ Most obvious locations: Main athletic field and inside gym ○ Installation Cost: \$2,500 for both ○ Operating fee: \$1,500 over years 2021 & 2020 to be paid back to NFHS ○ Total cost: \$4,000 for NHS to retain all revenue starting this year ○ Money to come from - ?? ○ Coach Vernon checking with other schools in Big8 to see if they will have cameras in operation as well. 	<ul style="list-style-type: none"> •
<p>VP Membership: > Barclay Spotz</p>	<ul style="list-style-type: none"> • Parent-Survey ready to go once CC BOE approves the resumption of athletics • Survey to be sent out by each coach • Going to make the survey more generic- “can we reach out to you with periodic emails”. Then we can use that list once we know how we will handle concessions, etc. 	<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"> ▪ Drive by and say hello to your Coaches @ NHS <ul style="list-style-type: none"> ○ Fall Coaches: 10/13 – 4:30pm to 7:15pm ○ Winter Coaches: 10/20 – 5pm to 7:30pm ○ Spring Coaches: 10/27 – 5pm to 7:30pm ○ Brian will send a signup genius out once the dates/times are set with the coaches ▪ Set-up shop at participating locations <ul style="list-style-type: none"> ○ M2: 17 October on the table ○ Marco’s / Root Cellar: XX/XX ▪ Facebook Boost Posting <ul style="list-style-type: none"> ○ Cost: \$100 ○ Reach: everyone who has liked the NHSBFAA including their friends roughly 500-1,200 people for 14 straight days ○ 10/12 to 10/26 ○ Motion to move forward with FB Boost posting for \$100. <ul style="list-style-type: none"> ○ Motion approved by (1st): George Gilson ○ Motion approved by (2nd): Johnny Hill ○ Vote: Unanimous in favor ○ 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 	<ul style="list-style-type: none"> • REMINDER: On Fundraiser forms- please submit one form for EACH fundraiser. • Can we have spirit wear available at the “meet the coach” drive thru? • Brian checking with Robin at M2 about having merchandise available at least to view, if not to purchase • Barclay, Brian & Beth to work on the FB Boost

	<ul style="list-style-type: none"> ○ HOSA Dining for \$\$\$ - Sherri Stubbs <ul style="list-style-type: none"> ▪ September 29th @ Carolina Brewery ▪ Dine-in or Take-out; percentage of sales goes toward SLC & ILC Competition Fees ● Pending & In-Development Fundraising: Updates <ul style="list-style-type: none"> ○ UNC Concessions: George Gilson Jr. <ul style="list-style-type: none"> ▪ See VP executive report updates for info ○ Lowes Food Stores: PTA already has Lowe's code on their account so they will get the \$, not NHSBFAA ○ 2020-2021: NHSBFA Spirit Store: Tami McGraw <ul style="list-style-type: none"> ▪ See Merchandising/Spirit Chair updates below ○ '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 ● On-Hold Fundraisers: due to Covid: <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 ● Cancelled Fundraisers: due to Covid: <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) ▪ ● Submitted Fundraisers to NHSBFAA for approval: <ul style="list-style-type: none"> ○ N/A ● 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 \$XXX.XX for HOSA 	
VP Group Relations & CTE Programs: > Lance Kupka	<ul style="list-style-type: none"> ● Updates- None 	
Chairs of Standing Committees		
Webmaster: > Beth Davis	<ul style="list-style-type: none"> ● Updates ● Athletic Team & CTE Advisor Feedback on website? ● Email Address / C-Panel 	<ul style="list-style-type: none"> ●
Concession: > Craig Adams	<ul style="list-style-type: none"> ● 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) ● Avis Credit Card for Sam's Club – Has this been returned to NSHBFAA? ● What prep work do we need to do in order for us to open stands <ul style="list-style-type: none"> ○ Covid-19 related items? 	<ul style="list-style-type: none"> ● Coach Vernon will put in a workorder for concession stands to have the plexiglass put in ● Brian will follow up with Mandy on credit card status
Seasonal Program Chair: > Kori Mitchell / Brian Holleran	<ul style="list-style-type: none"> ● On-Hold 	<ul style="list-style-type: none"> ●
Merchandise & Spirit Chair: > Tami McGraw >> Brian Holleran / AD – Cameron Vernon	<ul style="list-style-type: none"> ● Spirit Store / M2 Updates: <ul style="list-style-type: none"> ○ TBD 	<ul style="list-style-type: none"> ●

Corporate Sponsorship Chair: > Alex Brinker / Brian Holleran / AD-Vernon	<ul style="list-style-type: none"> • 2020-2021 Sponsorship Packages – possible changes to all packages based on CC BOE response to athletics resuming • There will be 5 put out in the 2020 sports order • Fans / no Fans • Pixellot Opportunity for sponsors 	•
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	•	George will put together an action plan for the “dining for dollars” at local establishments. Details to be discussed at next meeting.
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"> • October 12th, 2020 – General Meeting • November 9th, 2020 – General Meeting • December 7th, 2020 – Executive Meeting 	
Meeting Adjourn		
Meeting Adjourn	<ul style="list-style-type: none"> • Motion to call meeting at: 8:43pm <ul style="list-style-type: none"> ○ Motion approved by (1st): George Gilson ○ Motion approved by (2nd): Barclay Spatz 	

Participant list:

-  Jennifer Morgan (me)  
-  Brian Holleran (Host)  
-  Johnny Hill  
-  Ryan Brinker  
-  Tami McGraw  
-  ally forbes  
-  Barclay Spatz  
-  Cameron Vernon  
-  George Gilson Jr.  
-  Ivey Arnold  
-  Lance Kupka 