

## NHSBFAA Executive Meeting Minutes: 2/8/21 , 7:00 PM

### 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
		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
		Ivy Arnold	VP of Fundraising	Yes	Elected	2yr	2/17/2020 to 7/31/2022
		Open	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
		Beth Davis	Website Chair	Yes	Appt by President	1yr	5/1/2019 to 7/31/2021
		Craig Adams	Concession Chair	Yes	Appt by President	1yr	2/17/2020 to 7/31/2021
		Open	Seasonal Program Chair	No	Appt by President	1yr	7/13/2020 to 7/31/2021
		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
		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"> <li>• Call the meeting to order:               <ul style="list-style-type: none"> <li>○ Meeting Called / Opened by: George Gilson</li> <li>○ Time: 7:07pm</li> <li>○ Motion to open meeting by (1<sup>st</sup>): Chad Haddix</li> <li>○ Motion to open meeting by (2<sup>nd</sup>): Barclay Spotz</li> <li>○ Motion has been approved: unanimous</li> </ul> </li> </ul>	
Roll Call	<ul style="list-style-type: none"> <li>• Attendance</li> </ul>	
Approval of Agenda	<ul style="list-style-type: none"> <li>• Executive Meeting Agenda emailed: 2/5/21</li> <li>• Motion to approve Executive Meeting Agenda for 2/8/21:               <ul style="list-style-type: none"> <li>○ Motion to approve Meeting Agenda by (1<sup>st</sup>): Chad Haddix</li> <li>○ Motion to approve Meeting Agenda by (2<sup>nd</sup>): Mandy Forbes</li> <li>○ Motion has been approved: unanimous</li> </ul> </li> </ul>	
Approval of Minutes	<ul style="list-style-type: none"> <li>• General Meeting Minutes for 1/11/21 posted onto NHSBFAA website:</li> <li>• Motion to approve General Meeting Minutes from 1/11/21, posted on NHSBFAA website on 1/2021:               <ul style="list-style-type: none"> <li>○ Motion to approve by (1<sup>st</sup>): Barclay Spotz</li> <li>○ Motion to approve by (2<sup>nd</sup>): Chad Haddix</li> <li>○ Motion has been approved: unanimous</li> </ul> </li> </ul>	
<b>Executive Officer Reports</b>		
President's Report: > George Gilson Jr.	<ul style="list-style-type: none"> <li>• Beth Davis Resignation as Communications &amp; Website Chair               <ul style="list-style-type: none"> <li>○ Motions to approve resignation (1<sup>st</sup>): Chad Haddix</li> <li>○ Motion to approve by (2<sup>nd</sup>): Barclay</li> <li>○ unanimous</li> </ul> </li> <li>• Gene Galin Appt and Vote as new <b>Website and Communications Chair</b> <ul style="list-style-type: none"> <li>○ Motion to appoint Gene Galin by (1<sup>st</sup>): Chad Haddix</li> <li>○ Motion to approve by (2<sup>nd</sup>): - Beth Davis</li> <li>○ unanimous</li> </ul> </li> <li>• Beth Davis Reappointment and Vote as Seasonal Program Chair and or VP of Group Relations               <ul style="list-style-type: none"> <li>○ Motion: Chad Haddix</li> <li>○ Motion to approve by 2<sup>nd</sup>: Barclay</li> <li>○ Motion has been approved: unanimous</li> </ul> </li> <li>• Wanda Bland Appt and Vote as Alumni Chair               <ul style="list-style-type: none"> <li>○ Motion to approve (1<sup>st</sup>): Chad Haddix</li> <li>○ Motion to approve by 2<sup>nd</sup> : Beth Davis</li> <li>○ Motion has been approved: Unanimous</li> </ul> </li> <li>• Discussion on % Contribution Requirement to NHSBFAA for all fundraisers to help the Resource Fund and Pay for all Related NHSBFAA Costs               <ul style="list-style-type: none"> <li>○ Motion for every fundraiser from athletic programs to donate 10% to NHSBFAA resource fund and pay related NHSBFAA costs</li> <li>○ Motion to approve by (1<sup>st</sup>): Barclay Spotz</li> <li>○ Motion to approve by (2<sup>nd</sup>): Chad Haddix</li> <li>○ Motion has been approved: unanimous</li> </ul> </li> <li>• Delegation of Responsibilities</li> <li>• CTE Programs Responsibility – Vote for Removal of CTE Programs from the Responsibility of the NHSBFAA               <ul style="list-style-type: none"> <li>○ Motion for removing CTE from under our umbrella to their own</li> <li>○ Motion to approve by (1<sup>st</sup>): Barclay Spotz</li> <li>○ Motion to approve by (2<sup>nd</sup>): Chad Haddix</li> <li>○ Motion has been approved: unanimous</li> </ul> </li> </ul>	
Vice-President Report: > Chad Haddix	<ul style="list-style-type: none"> <li>• Updates</li> <li>• Football sled being reworked</li> <li>• UNC Concessions               <ul style="list-style-type: none"> <li>• Will plan to revisit next year or if the situation changes</li> </ul> </li> </ul>	
Treasurer's Report: > Mandy Forbes & Johnny Hill	<ul style="list-style-type: none"> <li>○ <b>Financial update: Johnny/Mandy</b> <ul style="list-style-type: none"> <li>○ Sent out TBD, posted to website TBD</li> </ul> </li> <li>○ <b>Tax filings / IRS Information: Johnny</b> <ul style="list-style-type: none"> <li>○ Latest IRS Communication &amp; Fine Update</li> <li>○ Make sure we are not getting charged for response.</li> </ul> </li> <li>○ <b>Facebook Fundraising –</b> <ul style="list-style-type: none"> <li>○ Need to change address over to match IRS filing address on bank statements – Has this been done?</li> </ul> </li> </ul>	

	<ul style="list-style-type: none"> <li>○ <b>Incoming Check Request and/or Purchase Orders &amp; Fundraiser Requests – Treasurer’s / Report</b></li> <li>○ <b>Athletic Fund: Check Requests</b> <ol style="list-style-type: none"> <li>1) Check Request for Speaker Repl for \$425.06 to be split from Volleyball and Women’s Basketball Acct – Approved via email on 1/18/21</li> <li>2) NCADA Renewal Request for Jason Amy for \$105.00 – Voted and Approved Via e-mail om 1/27/21.</li> </ol> </li> <li>○ <b>CTE Check Requests - None</b></li> <li>○ <b>Resource Fund Request for Winter Programs for \$192.68 – Voted &amp; Approved via email 1/29</b></li> <li>○ <b>Chamber of Commerce Membership Cancellation Update</b></li> <li>○ <b>Treasurer Transition: BH, Mandy, Johnny</b> <ul style="list-style-type: none"> <li>○ Any suggestions for a new fill in?</li> <li>○ Approved paying for PO Box this year</li> </ul> </li> </ul>	
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**Directors Reports**

Principal: > Dr Walston	<ul style="list-style-type: none"> <li>● <b>Updates &amp; Direction</b></li> </ul>	•
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Athletic Directors: > Cameron Vernon & Jason Amy	<ul style="list-style-type: none"> <li>● <b>Updates &amp; Direction</b></li> <li>● <b>E-Mail Contact List Acquisition Progress for from Coaches for NHSBFAA - Update</b></li> <li>● <b>NHS / NCHSAAA Schedule Updates:</b> <ul style="list-style-type: none"> <li>● Cross-Country &amp; Volleyball: In Season (11/16 to 1/8/21)</li> <li>● Swimming: Pre-season (12/23 to 12/6)</li> <li>● Basketball: Skill Development (10/30 to 12/6)</li> <li>● Men’s Soccer, Lacrosse (M&amp;W): Skill Development (11/30 to 1/10/2021)</li> <li>● Football: Skill Development (12/2 to 2/7/21)</li> <li>● Wrestling Skill Dev Starts March 8<sup>th</sup> &amp; Season 4/12</li> <li>● Track – Practices Start 3/8/21 from 3:45-5:45 PM</li> </ul> </li> <li>-<b>HUDDL Cost Increases - Alternatives or Price Increase Planning?</b></li> <li>-<b>AD’s update on banners that are close to needing to be replaced</b></li> <li>-<b>Field Budget and Other Pending Cost Increases &amp; Planning</b></li> </ul>	
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VP Membership: > Barclay Spatz	<ul style="list-style-type: none"> <li>● Updates</li> </ul>	
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VP Fundraising: > Ivey Arnold	<ol style="list-style-type: none"> <li>1) <b>Approved &amp; In-Progress Fundraiser’s:</b> Updates       <ol style="list-style-type: none"> <li>a. 2020-2021 Charger Cards and Fund-A-Need: GG           <ul style="list-style-type: none"> <li>-Soccer Received 100.00 Fund-A-Need Donation on 2/1, and \$50.00 on 1/31</li> <li>- Charger Card Purchases Update - GG</li> </ul> </li> <li>b. Amazon Smile &amp; Harris Teeter: Ivey Arnold           <ol style="list-style-type: none"> <li>i. In Progress: Link your Cards               <ol style="list-style-type: none"> <li>1. Harris Teeter: 006826</li> </ol> </li> </ol> </li> </ol> </li> <li>2) <b>Submitted Fundraisers</b> to NHSBFAA for approval:       <ol style="list-style-type: none"> <li>1) Softball for \$2000 - \$2500 in April for new Scoreboard or Fungo Machine by Coach Edenfield 1/11/21 – Vote on Approval Motion to approve fundraiser-: Chad Haddix Motion approved by (2<sup>nd</sup>): Tami McGraw Motion has been approved: unanimous</li> <li>2) Cameron Isenhour – Request for 2<sup>nd</sup> Annual Charger Stampede Fundraiser in March – Approved via email on 1/15/21</li> </ol> </li> </ol>	<p><b>George will remove the on-hold and cancelled fundraisers. History will be kept from previous minutes</b></p>
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	<p><b>Pending &amp; In-Development Fundraisers</b></p> <ol style="list-style-type: none"> <li>1) Track 2<sup>nd</sup> Annual Charger Stampede in March</li> <li>2) Softball Fundraiser for Scoreboard and Fungeman Machine if Approved for April</li> </ol> <p><b>On-Hold Fundraisers:</b> due to COVID-19:</p> <ol style="list-style-type: none"> <li>a. Ford Drive for UR School – Brian Holleran/Cameron Vernon <ol style="list-style-type: none"> <li>i. Moved to Q1/Q2 2021</li> </ol> </li> <li>b. XC – Ronald Horton XC Invitational (9/19/2020) – Isenhour <ol style="list-style-type: none"> <li>i. TBD based on NCHSAA</li> <li>ii. Possibly moved to springtime</li> </ol> </li> <li>c. UNC Concessions: George Gilson Jr.</li> <li>d. '20-'21 Reverse Drawing – Sponsor Chair Rep (?) <ol style="list-style-type: none"> <li>i. Meetings held on 7/31/20 &amp; 8/5/2020</li> <li>ii. Rally-up is the virtual platform suggested by committee during 8/10/2020 meeting</li> <li>iii. <b>On hold for now</b></li> </ol> </li> </ol> <ol style="list-style-type: none"> <li>3) <b>Cancelled Fundraisers:</b> due to COVID-19: <ol style="list-style-type: none"> <li>a. XC –2<sup>nd</sup> Annual Charger Stampede 5K Walk/Run (10/17/2020). <ol style="list-style-type: none"> <li>i. This event has been canceled due to Covid-19, will return in next year ('21-'22)</li> </ol> </li> </ol> </li> <li>4) <b>Completed Fundraiser's:</b> '20- '21 <ol style="list-style-type: none"> <li>a. XC – NHS Charger XC Pledge (6/15/2020 – 7/31/2020): Isenhour <ol style="list-style-type: none"> <li>i. Raised \$170.00 for XC Budget</li> </ol> </li> <li>b. HOSA – Dine for \$\$\$ @ Carolina Brewery (9/29/2020): S. Stubbs <ol style="list-style-type: none"> <li>i. Raised \$224.00 for HOSA</li> </ol> </li> <li>c. HOSA – Dine for \$\$\$ @ HOP (10/26/2020): S. Stubbs <ol style="list-style-type: none"> <li>i. Raised \$XXX.XX for HOSA</li> </ol> </li> <li>d. NHSBFAA – Dine for \$\$\$ @ Hwy 55 (11/18/20): George Gilson <ol style="list-style-type: none"> <li>i. Raised \$XXX.XX for Resource Fund</li> </ol> </li> <li>e. Football – Cook's Apparel Football Store: C. Homolka <ol style="list-style-type: none"> <li>i. Raised \$XXX.XX for Football</li> </ol> </li> </ol> </li> </ol>	
<p>VP Group Relations &amp; CTE Programs: &gt; Open – George Gilson</p>	<ul style="list-style-type: none"> <li>• <b>Updates</b></li> <li>• <b>CTE Coordinator Responsibilities:</b> <ul style="list-style-type: none"> <li>• DECA, FBLA, FCCLA, FFA, HOSA, SkillsUSA</li> <li>• All Fundraising Activities, Check Request, Reimbursement, Purchase Orders procedures must go through CTE Coordinator for approval and then over to NHSBFAA</li> </ul> </li> <li>• <b>CTE Check Request / Reimbursement / Purchase Orders:</b> <ul style="list-style-type: none"> <li>○ Motion to approve by (1<sup>st</sup>): Chad Haddix</li> <li>○ Motion to approve by (2<sup>nd</sup>): Barclay Spatz</li> <li>○ Motion approved: Unanimous</li> </ul> </li> </ul>	<p><b>George will look into removing this from by-laws</b></p>
<b>Chairs of Standing Committees</b>		
<p>Webmaster: &gt; Beth Davis</p>	<ul style="list-style-type: none"> <li>• <b>NHSBFAA Newsletter Update</b></li> <li>• <b>Membership Email clean-up based on bounce back messages</b></li> <li>• <b>Website Provider Change - G-Suites Discussion</b></li> <li>• <b>Website updates: General updates, Team specific, Club specific, Fund-a-Need tracking</b></li> </ul>	

<p>Concession: &gt; Craig Adams</p>	<ul style="list-style-type: none"> <li>• <b>Any update on Coke Sponsorship Request?</b></li> <li>• Three open Positions on Concession Team: <ul style="list-style-type: none"> <li>• Craig Adams – Lead</li> <li>• Open – Parent/Liaison Concession Training Led</li> <li>• Open Concession (Health Board)</li> <li>• Open Concession (Health Board)</li> </ul> </li> </ul>	
<p>Seasonal Program Chair: &gt; Open / George Gilson</p>	<p style="text-align: center;"><b>&gt;Programs Completed</b></p> <ul style="list-style-type: none"> <li>• (1) Cross-Country (M/W) &amp; Volleyball</li> <li>• (2) Basketball (M/W) &amp; Swimming (M/W)</li> </ul> <p style="text-align: center;"><b>&gt;Programs to Be Completed:</b></p> <ul style="list-style-type: none"> <li>• (3) Soccer (M), Lacrosse (M/W), Football <ul style="list-style-type: none"> <li>▪ Team Photo Dates: TBD</li> <li>▪ Photo's Received: TBD</li> <li>▪ Program completion date: TBD</li> </ul> </li> <li>• (4) Golf (M/W), Tennis (M), Soccer (W), Softball <ul style="list-style-type: none"> <li>▪ Team Photo Dates: TBD</li> <li>▪ Photo's Received: TBD</li> <li>▪ Program completion date: TBD</li> </ul> </li> <li>• (5) Baseball, Tennis (W), Track &amp; Field (M/W), Wrestling, Cheerleading <ul style="list-style-type: none"> <li>▪ Team Photo Dates: TBD</li> <li>▪ Photo's Received: TBD</li> <li>▪ Program completion date: TBD</li> </ul> </li> </ul>	
<p>Merchandise &amp; Spirit Chair: &gt; Tami McGraw &gt;&gt; George Gilson / AD – Cameron Vernon</p>	<ul style="list-style-type: none"> <li>• Spirit Store / M2 Updates: <ul style="list-style-type: none"> <li>• <a href="https://northwoodspirit.itemorder.com/sale">https://northwoodspirit.itemorder.com/sale</a></li> </ul> </li> <li>• Progress on obtaining logos for case displays</li> </ul>	
<p>Corporate Sponsorship Chair: &gt; Alex Brinker / Brian Holleran / AD-Vernon</p>	<ul style="list-style-type: none"> <li>• New Roles and Sponsorship Assignments and Updates</li> <li>• Going to Need to Get a Plan Together to Land Some Impact Sponsors</li> <li>• Went through list of sponsors to update</li> </ul>	
<b>Additional Chairs</b>		
<p>Alumni Chair: &gt; Open</p>	<ul style="list-style-type: none"> <li>• Updates</li> </ul>	
<p>Communication Chair: &gt; Gene Galin</p>	<ul style="list-style-type: none"> <li>• Updates</li> </ul>	
<b>Additional Topics &amp; Future Meeting Dates</b>		
<p>Additional Topics</p>	<ul style="list-style-type: none"> <li>•</li> <li>•</li> </ul>	
<p>Future Meeting Dates</p>	<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"> <li>• February 15th, 2021 – General Meeting</li> <li>• March 8<sup>th</sup> General Meeting</li> <li>• March 15<sup>th</sup> – Executive Meeting</li> </ul>	
<b>Meeting Adjourn</b>		
<p>Meeting Adjourn</p>	<ul style="list-style-type: none"> <li>• Motion to call meeting: 9:16 <ul style="list-style-type: none"> <li>○ Motion approved by (1<sup>st</sup>): Chad Haddix</li> <li>○ Motion approved by (2<sup>nd</sup>): Barclay Spatz</li> <li>○ Motion Approved: unanimous</li> </ul> </li> </ul>	

Participants (9)

Search

J	Jen (me)		
GG	George Gilson (Host)		
CH	Chad Haddix		
	Jason Amy		
BD	Beth Davis		
GG	Gene Galin		
IS	Ian Spotz		
A	Mandy Forbes		
TM	Tami McGraw		

Invite Unmute Me Raise Hand