

NHSBFAA Executive Meeting Agenda – 6/8/2020

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		Ivy 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	Frances Grant / Open	Website Chair	Yes	Appt by President	1yr	5/1/2019 to 7/31/2020
	X	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	Open
X		Tami McGraw	Merchandise Spirit Chair	No	Appt by President	1yr	5/20/2020 to 7/31/2020
		Open	Corporate Sponsorship Chair	No	Appt by President	1yr	Open

Additional Committees:

Present	Not Present	Member	Position	NHS BFAA Voting Member	NHS BFAA Elected or Appointed Position	NHS BFAA Term Length	Individual Term Length
	X	Wanda Rone	Alumni Chair	No	Appt by President	1yr	2/17/2020 to 7/31/2021
	X	Carol Windsor	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: 7:01pm ○ 1st: George Gilson Jr ○ 2nd: Ivey Arnold 	
Roll Call	<ul style="list-style-type: none"> • Attendance 	See above
Approval of Agenda	<ul style="list-style-type: none"> • Motion to approve Meeting Agenda 6/8/2020: <ul style="list-style-type: none"> ○ Motioned approved by (1st): George Gilson Jr ○ Motioned approved by (2nd): Ivey Arnold 	<ul style="list-style-type: none"> • Agenda emailed: 6/1/2020 • Revised Agenda: 6/5/2020
Approval of Minutes	<ul style="list-style-type: none"> • Motion to approve General Meeting Minutes on 5/11/2020: <ul style="list-style-type: none"> ○ Motioned approved by (1st): George Gilson Jr ○ Motioned approved by (2nd): Avis Bell 	<ul style="list-style-type: none"> • Located and posted on NHSBFAA Website (5/20/2020)
Executive Officer Reports		
President's Report: > Brian Holleran	<ul style="list-style-type: none"> • Lots to cover tonight, main focus is on fundraising for 2020-2021 - Discussion, voting, and next steps need to be determined and outlined 	
Vice-President Report: > George Gilson Jr	<ul style="list-style-type: none"> • Updates 	
Treasurer's Report: > Mandy Forbes & Johnny Hill	<ul style="list-style-type: none"> • Financial update <ul style="list-style-type: none"> ○ Reports available through 5/31 • IRS – Information <ul style="list-style-type: none"> ○ Compliance Update • Audit Update: BH <ul style="list-style-type: none"> ○ Confirm with Kyle Corum: Bernard, Robinson & Company ○ Emailing detail next steps in process (week of 6/1/2020) ○ All Board of Directors to sign document?? • PO Box – Checks, Mail, Etc. 	<ul style="list-style-type: none"> • Financials Reviewed by Johnny • IRS – Information Johnny to follow-up and resolve • Audit is starting to take shape; Audit period FY 2019-2020; Brian, George, Mandy, & Johnny will sign document • PO Box – need to ensure we're picking up mail on regular basis; checks need to be deposited (Lax for both Men's and Women's) – others willing to help • Outstanding bills: unanimous vote to approve and pay outstanding bills <ul style="list-style-type: none"> ○ Chamber of Commerce – pd 6/10 ○ Hudl – pd 6/11 ○ Weebly – pd 6/10 ○ Brian to complete check request and provide back-up documentation • Need to discuss PayPal / GoFundMe – Frances, Brian, Mandy, Johnny, Ivey – what is process and who moves money from PayPal to NHSBFAA accounts
Directors Reports		
Principal: > Dr Walston	<ul style="list-style-type: none"> • Updates & Direction: 	
Athletic Directors: > Cameron Vernon & Jason Amy	<ul style="list-style-type: none"> • Updates • Hudl Invoice • Coaches Meeting on 14th – Updates, Feedback, etc • Individual Coaches Budget Meetings – Week of 5/18 & 5/2: Update, Feedback <ul style="list-style-type: none"> ▪ 17 of 28 programs signed up and participated in meetings 	<ul style="list-style-type: none"> ▪ Hudl invoice: unanimous vote to approve & pay bill - \$1,999 (Resource Fund), Brian to complete check request ▪ NCHSAA – approved to start on 6/15, though we need to wait for approval from Chatham County, pending 7/6 ▪ Need parents & student-athletes to register for '20-'21 on-line via Northwoodathletics.net
VP Membership: > Barclay Spotz	<ul style="list-style-type: none"> • Updates 	<ul style="list-style-type: none"> • Still working on solution for Facebook admin rights <ul style="list-style-type: none"> ○ Solution found on 6/10
VP Fundraising: > Ivey Arnold	<ul style="list-style-type: none"> • Approved: Fundraiser's <ul style="list-style-type: none"> ○ 2020-2021 Charger Card: Brian Holleran <ul style="list-style-type: none"> ▪ Board approved final version of cards, along with business ▪ Next steps: Ned to determine distribution of cards, timing, etc. ○ UNC Concessions: George Gilson Jr. <ul style="list-style-type: none"> ▪ CTE Programs: Booth 121 – Owner/Liaison (?? / Lance Kupka) ▪ Booth 120: Athletics Programs – Owner/Liaison George Gilson 	<ul style="list-style-type: none"> • Board unanimous voted & agreed to the following logistics '20-'21 Charger Cards <ul style="list-style-type: none"> ○ Selling Timeframe: August 1 – September 18, 2020. All cards must be returned by Oct 2ns, 2020

	<ul style="list-style-type: none"> ○ Amazon Smile: Set-up and Running – Thank You Frances Grant ● Pending & In-Development Fundraiser: Updates <ul style="list-style-type: none"> ○ Harris Teeter Vic Card - Ivey Arnold ○ Lowes Food Stores – Ivey Arnold ○ '20-'21 Spirit Store - Brian Holleran / Tami McGraw ○ '20-'21 Fall Program Sponsorships – Brian/Cameron/All ○ '20-'21 Reverse Raffle/Car Raffle Program - Brian/George/Cameron ○ Ford Drive for UR School – Brian Holleran/Cameron Vernon ○ Mattress Sale?? – Cameron Vernon ○ Baseball Camp?? – Dave Miller ○ Go Fund Me – Men's Lacrosse / Ivey ● Submitted Fundraiser's to NHSBFAA for approval: Vote <ul style="list-style-type: none"> ○ XC – NHS Charger XC Pledge (6/15/2020 – 7/31/2020) ○ XC – Ronald Horton XC Invitational (9/19/2020) ○ XC – 2nd Annual Charger Stampede 5K Walk/Run (TBD) ○ Ford Drive for UR School – Brian Holleran/Cameron Vernon 	<ul style="list-style-type: none"> ○ Lost or un-returned cards will result in NHSBFAA charging teams/clubs \$20 ● HT Vic Card & Lowes Food Stores – still working on approval, hoping for resolution during next meeting (7/14) ● Spirit Store is coming along, working on updating colors scheme and logo's – next meeting with M2 – week of 6/15 <ul style="list-style-type: none"> ○ Hoping to have examples during next meeting (7/14) ● Board unanimous voted & agreed to move forward with reverse raffle during the '20-'21 calendar year <ul style="list-style-type: none"> ○ Goal is to raise \$200K, selling 10,000 tickets (20/student athlete/CTE student); with an 80% (\$160K) going into resource fund and 20% (\$40K) going to payout of raffle ○ Tentative Time frame: October to February ○ Committee to be established during next General Meeting (July 13th): NHSBFAA BOD on committee: Johnny (Taxes), Craig (?), Ivey (?) ● Board unanimous voted & agreed to move forward with Ford Drive for UR School fundraiser <ul style="list-style-type: none"> ○ Timing is still TBD; due to Covid-19 ○ Set-up & Logistic currently being worked on by Cameron & Brian ● Mattress fundraising was already approved but event was cancelled due to Covid19 <ul style="list-style-type: none"> ○ Looking to re-establish date with Clint- Cameron taking lead ● Baseball Camp – didn't happen and will need to re-submit for approval once we receive more details from Chatham County regarding Covid19 policies and procedures ● Go-Fund Me: Men's Lacrosse <ul style="list-style-type: none"> ○ Ivey to take led on resolving issue since she created to original GoFundMe page for NHSBFAA. ○ Will need to work with Mandy/Johnny on transferring funds and account information ● Mattress fundraising was already approved but event was cancelled due to Covid19 <ul style="list-style-type: none"> ○ Looking to re-establish date with Clint- Cameron taking lead ● Board unanimous voted & agreed to move forward with all 3 Cross-Country Fundraisers
VP Group Relations & CTE Programs: > Lance Kupka	<ul style="list-style-type: none"> ● Updates 	None
Chairs of Standing Committees		
Website: > Open / Brian Holleran	<ul style="list-style-type: none"> ● Fund-a-Need Pages (see Fundraising Presentation) 	<ul style="list-style-type: none"> ● Need to start working on Fund-a-Need (FaN) page for athletics – Brian/Frances/Beth Davis ● FaN PayPal button needs to have options for paying full amount, ¾ amount, half amount, ¼ amount, or other amount

<p>Concession: > Craig Adams, Avis Bell</p>	<ul style="list-style-type: none"> • Two open Positions on Concession Team: <ul style="list-style-type: none"> ○ Craig Adams – Led ○ Avis Bell – Parent/Liaison Concession Training Led ○ Open Concession (Health Board) ○ Open Concession (Health Board) • What prep work do we need to do in order for us to open stands <ul style="list-style-type: none"> ○ CV-19 related items? 	<ul style="list-style-type: none"> • Need to start thinking about getting back into all concession stands <ul style="list-style-type: none"> ○ Avis to grab Startup Banks and provide back to Mandy ○ Clean-up timeframe? ○ What new policies and procedures will we need to start as a result of Covid19 – can't wait until last minute, let's start working on this
<p>Seasonal Program Chair: > Open >> Brian Holleran / AD's</p>	<ul style="list-style-type: none"> • 2020-2021 Fall Programs & Schedule Posters <ul style="list-style-type: none"> ○ Fall Dates are now confirmed – Coach Vernon? • 2020-2021 Winter Programs • 2020-2021 Spring Programs 	<ul style="list-style-type: none"> • Seasonal Fall Poster - Need to start working on poster– assuming no changes due to Covid19 <ul style="list-style-type: none"> ○ Sponsor for Fall Poster - ?? • Seasonal Fall Program - Need to start working on Seasonal Program - assuming no changes <ul style="list-style-type: none"> ○ Need to finalize sponsorship program and start soliciting sponsors
<p>Merchandise & Spirit Chair: > Tami McGraw >> Brian Holleran / AD – Cameron Vernon / Barclay Spatz</p>	<ul style="list-style-type: none"> • Welcome Tami McGraw • Working with M2 on setting up merchandise store that will remain year-round; looking at possibly having store up and running during Football & Basketball games • Stadium Seatback Chair – CTE Program - possibility 	<ul style="list-style-type: none"> • Working on next meeting with M2 for the week of 6/15 <ul style="list-style-type: none"> ○ Logo/Color scheme – needs to be approved by Dr. Walston & AD's prior to moving forward with any production
<p>Corporate Sponsorship Chair: > Open >> Brian Holleran / George Gilson Jr / AD's</p>	<ul style="list-style-type: none"> • 2020-2021 Sponsorship Packages – Review and discuss • CV-19 Impact on Sponsorships 	<ul style="list-style-type: none"> • Need to align with Baseball/softball on previous commitments <ul style="list-style-type: none"> ○ Cameron/Brian to set-up meeting with Dave Miller & Butch (?), to discuss and align • Programs needs to be finalized soon, so that we can move quickly once we get green light from Chatham County
<p>Additional Chairs</p>		
<p>Alumni Chair: > Wonda Rone</p>	<ul style="list-style-type: none"> • Updates 	<ul style="list-style-type: none"> • Need to establish and determine roles and responsibility for this position • Is Wonda still interested in role? • Barclay to reach out and follow-up
<p>Communication Chair: > Carol Windsor</p>	<ul style="list-style-type: none"> • Updates 	<ul style="list-style-type: none"> • Need to establish and determine roles and responsibility for this position • Is Carol still interested in role? • Barclay to reach out and follow-up <ul style="list-style-type: none"> ○ Carol is stepping aside, since all kids have graduated ○ Beth Davis possible willing to step into this role
<p>Additional Topics & Future Meeting Dates</p>		
<p>Additional Topics</p>	<ul style="list-style-type: none"> • Brian Holleran – 2020-2021 Fundraising Presentation & Next Steps 	<ul style="list-style-type: none"> • Need to start working on Fund-a-Need (FaN) page for athletics – Brian/Frances/Beth Davis • FaN PayPal button needs to have options for paying full amount, ¾ amount, half amount, ¼ amount, or other amount
<p>Future Meeting Dates</p>	<p>Upcoming Meeting Dates:</p> <ul style="list-style-type: none"> • July 13th – General Meeting • All dates for '20-'21 – feedback & finalize 	<ul style="list-style-type: none"> • Board unanimous voted & agreed to move forward with future meeting dates using same schedule <ul style="list-style-type: none"> ○ General Meetings – Every 2nd Monday of every month ○ Executive Meetings – 1st Monday of every other month

Meeting Adjourn		
Meeting Adjourn	<ul style="list-style-type: none">• Motion to call meeting at: (Time) 9:46pm<ul style="list-style-type: none">○ Motion approved by (1st): George Gilson Jr○ Motion approved by (2nd): Barclay Spotz	



NHSBFAA Fundraiser Approval Form

must seek approval before planning fundraiser

Date Submitted: 6/8/2020

Per the NHSBFAA Fundraising Policy, this form must be submitted to the office for approval before any fundraiser may be conducted. There is a requirement that the Team Liaison of the NHSBFAA, after consulting with the VP of Fundraising and informing the Principal (or the Principal's Designee) of the request, will respond with approval or denial within 2 business days.

1. Name of Fundraiser: 2020-2021 REVERSE RAFFLE
2. Project Leader / Submitted By: TBD DURING JULY 14 GENERAL MTG - COMMITTEE TO BE ESTABLISHED
3. Phone Number: _____ Email: _____
4. Proposed Dates and Times of Fundraiser: 5 MONTHS - OCT 2020 TO FEB 2021
5. Fundraiser Description (describe briefly?): RAFFLE - \$20/TICKET, GOAL TO SELL 10,000 TICKETS = \$200K
6. Name and Contact of Vendor: _____
7. Purpose of Fundraiser (what will funds be use for?): RESOURCE FUND - ~~FOR~~ SEASONAL BANQUETS, NEEDS THAT ARISE DURING SCHOOL, EXPENSES, AUDIT '20-'21
8. Fundraising Goal (how much do you hope to raise?): \$160,000
9. What area of the school do you intend to use, if any?: _____
10. What help or support do you need from the NHSBFAA? EVERYONE SELLING TICKETS

Office use below this line

Please track the progress of this request using the check boxes in sequence below.
Name and Date required at the time of each checkmark...can be confirmed verbally or via email.

Request received by Team Liaison: ___ Name and Date _____

Request received by VP Fundraising: ___ Name and Date _____

Request received by Principal: ___ Name and Date _____

Request approved/denied (Review by Principal if denied process ends): _____

Request approved/denied by the Board (communicated to Principal by Board President) _____

STATE DECISION TO APPROVE OR DENY HERE (reason for denial): _____



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Per the NHSBFAA Fundraising Policy, this form must be submitted to the office for approval before any fundraiser may be conducted. There is a requirement that the Team Liaison of the NHSBFAA, after consulting with the VP of Fundraising and informing the Principal (or the Principal's Designee) of the request, will respond with approval or denial within 2 business days.

1. Name of Fundraiser: FORD DRIVE FOR UR School
2. Project Leader / Submitted By: BRIAN Holleran / CAMERON VERON
3. Phone Number: 410-408-9864 Email: PRESIDENT@NHSBFAA.ORG
4. Proposed Dates and Times of Fundraiser: TBD - Due to Covid-19
5. Fundraiser Description (describe briefly?): TEST DRIVE A NEW FORD CAR/TRUCK @ NHS AND complete survey; \$20 per completed DRIVE-SURVEY; \$6K MAX PAYOUT
6. Name and Contact of Vendor: VALERIE HARRIS - Wellford Harris Ford
7. Purpose of Fundraiser (what will funds be use for?): Resource Fund
8. Fundraising Goal (how much do you hope to raise?): \$6,600 (MAX) Need 330 people to TEST DRIVE
9. What area of the school do you intend to use, if any?: PARKING LOT AND possible Mobile unit
10. What help or support do you need from the NHSBFAA? MANPOWER DURING EVENT

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Request approved/denied by the Board (communicated to Principal by Board President) _____

STATE DECISION TO APPROVE OR DENY HERE (reason for denial): _____



NHSBFAA Fundraiser Approval Form

must seek approval before planning fundraiser

Date Submitted: 5/19/2020

Per the NHSBFAA Fundraising Policy, this form must be submitted to the office for approval before any fundraiser may be conducted. There is a requirement that the Team Liaison of the NHSBFAA, after consulting with the VP of Fundraising and informing the Principal (or the Principal's Designee) of the request, will respond with approval or denial within 2 business days.

1. Name of Fundraiser: Ronald Horton XC Invitational
2. Project Leader / Submitted By: Cameron Isenhour
3. Phone Number: 980-234-4200 Email: cisenhour@batham.k12.nc.us
4. Proposed Dates and Times of Fundraiser: 09/19/2020
5. Fundraiser Description (describe briefly?): We will host a 5K Invitational at Northwood.
6. Name and Contact of Vendor: N/A
7. Purpose of Fundraiser (what will funds be use for?): To buy course signs, course markers and sign post
8. Fundraising Goal (how much do you hope to raise?): \$2,400.00
9. What area of the school do you intend to use, if any?: Trail, Stadium, Parking lot
10. What help or support do you need from the NHSBFAA? Volunteers at our meet

Office use below this line

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Request received by VP Fundraising: ___ Name and Date _____

Request received by Principal: ___ Name and Date _____

Request approved/denied (Review by Principal if denied process ends): _____

Request approved/denied by the Board (communicated to Principal by Board President): _____

STATE DECISION TO APPROVE OR DENY HERE (reason for denial): _____



NHSBFAA Fundraiser Approval Form

must seek approval before planning fundraiser

Date Submitted: 5/19/2020

Per the NHSBFAA Fundraising Policy, this form must be submitted to the office for approval before any fundraiser may be conducted. There is a requirement that the Team Liaison of the NHSBFAA, after consulting with the VP of Fundraising and informing the Principal (or the Principal's Designee) of the request, will respond with approval or denial within 2 business days.

1. Name of Fundraiser: Northwood Charger XC Pledge
2. Project Leader / Submitted By: Cameron Isenhour
3. Phone Number: 930-234-4200 Email: CIsenhour@chatham.k12.nc.us
4. Proposed Dates and Times of Fundraiser: 06/15/2020 - 07/31/2020
5. Fundraiser Description (describe briefly): Students seek a pledge 5¢ 10¢ 25¢ \$1 etc. for each mile ran on Strava (Record Mileage)
6. Name and Contact of Vendor: N/A
7. Purpose of Fundraiser (what will funds be use for?): Meat entry fees and Gas (2021 App State XC Camp)
8. Fundraising Goal (how much do you hope to raise?): 1300.00
9. What area of the school do you intend to use, if any?: None
10. What help or support do you need from the NHSBFAA? None

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Request received by Principal: ___ Name and Date _____

Request approved/denied (Review by Principal if denied process ends): _____

Request approved/denied by the Board (communicated to Principal by Board President) _____

STATE DECISION TO APPROVE OR DENY HERE (reason for denial): _____



NHSBFAA Fundraiser Approval Form

must seek approval before planning fundraiser

Date Submitted: 5/19/2020

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1. Name of Fundraiser: 2nd annual Charger Stampede
2. Project Leader / Submitted By: Cameron Isenhour
3. Phone Number: 450-234-4200 Email: cisenhour@chatham.k12.nc.us
4. Proposed Dates and Times of Fundraiser: TD0
5. Fundraiser Description (describe briefly?): A 5k walk/run and fun for individuals, family, friends
6. Name and Contact of Vendor: N/A
7. Purpose of Fundraiser (what will funds be use for?): Team/Individual Photos-PS Studios, Senior Night, Year-end awards, Tee shirts
8. Fundraising Goal (how much do you hope to raise?): \$3150.00
9. What area of the school do you intend to use, if any?: Stadium, trail, parking lot
10. What help or support do you need from the NHSBFAA? Advertisement

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STATE DECISION TO APPROVE OR DENY HERE (reason for denial): _____

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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

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	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

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	X	Frances Grant / Open	Website Chair	Yes	Appt by President	1yr	5/1/2019 to 7/31/2020
	X	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	Open
X		Tami McGraw	Merchandise Spirit Chair	No	Appt by President	1yr	5/20/2020 to 7/31/2020
		Open	Corporate Sponsorship Chair	No	Appt by President	1yr	Open

Additional Committees:

Present	Not Present	Member	Position	NHS BFAA Voting Member	NHS BFAA Elected or Appointed Position	NHS BFAA Term Length	Individual Term Length
	X	Wanda Rone	Alumni Chair	No	Appt by President	1yr	2/17/2020 to 7/31/2021
	X	Carol Windsor	Communication Chair	No	Appt by President	1yr	2/17/2020 to 7/31/2021

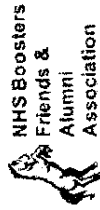
4.9 Quorum: Four of the Board of Directors shall constitute a quorum for the transaction of business at any meeting of the Board. If a quorum is not present, any lesser number may adjourn the meeting to another time without further notice. It is permitted for the members present to take a vote and solicit 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.

NHS BFAA Executive Meeting 2020-2021

Monday, June 8th 2020

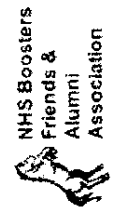
7:00pm via Zoom



Topics:

- Fundraising for 2020-2021
- Fund-A-Need Program
- Proposed Meeting Dates '20-'21 (Executive & General)

Coach Vernon, Coach Amy, Dr. Walston, George, and Brian – need to continue to dive deeper into budgets before anything is confirmed and improved.



\$225,000
is our need for
2020-2021

2020-2021 NHSBFAA Budget			
Sport	Planned (NEED)	Amount Approved	Difference
Football	\$52,626	\$0	(\$52,626.00)
Men's Soccer	\$10,325		(\$10,325.00)
Volleyball	\$10,640		(\$10,640.00)
Cheerleading	\$0		\$0.00
Cross Country	\$12,265		(\$12,265.00)
Women's Tennis	\$4,747		(\$4,747.00)
Women's Golf	\$2,550		(\$2,550.00)
Total Fall Sports	\$93,153	\$0	(\$93,153.00)
Sport	Planned (NEED)	Amount Approved	Difference
Men's Basketball	\$15,385		(\$15,385.00)
Women's Basketball	\$11,185		(\$11,185.00)
Wrestling	\$6,503		(\$6,503.00)
Swimming	\$7,660		(\$7,660.00)
Indoor Track & Field	\$3,400		(\$3,400.00)
Total Winter Sports	\$44,123	\$0	(\$44,123.00)
Sport	Planned (NEED)	Amount Approved	Difference
Baseball	\$10,620		(\$10,620.00)
Softball	\$10,147		(\$10,147.00)
Women's Soccer	\$9,703		(\$9,703.00)
Men's Lacrosse	\$8,911		(\$8,911.00)
Women's Lacrosse	\$7,104		(\$7,104.00)
Track & Field	\$5,000		(\$5,000.00)
Men's Tennis	\$2,000		(\$2,000.00)
Men's Golf	\$3,000		(\$3,000.00)
Total Spring Sports	\$56,485	\$0	(\$56,485.00)
Total Athletics	\$193,761	\$0	(\$193,761.00)
CTE	Planned (NEED)	Amount Approved	Difference
CTE: DECA	\$5,000		(\$5,000.00)
CTE: FBIA	\$5,000		(\$5,000.00)
CTE: FCCLA	\$5,000		(\$5,000.00)
CTE: FFA	\$5,000		(\$5,000.00)
CTE: HOSA	\$5,000		(\$5,000.00)
CTE: SKILLS USA	\$5,000		(\$5,000.00)
Total CTE Programs	\$30,000	\$0	(\$30,000.00)
Total	\$223,761	\$0	(\$223,761.00)

Also, we need to discuss need budgets with coaches and CTE programs



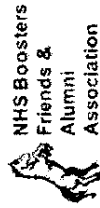
Raising \$225,000 for '20-'21

Current Programs

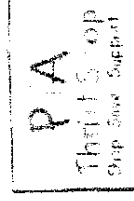
- Charger Cards: \$28,500
- NHS Concessions: \$20,000
- UNC Concessions: \$12,500
- Amazon Smile: \$500
- Harris Teeter Vic Card: \$XXX
- Lowes Food Stores: \$XXX
- PTA Thrift Shop: \$XX,XXX

Suggestions:

- Fund-a-Athlete:
 - 500 athletes @ \$250/athlete = \$125,000
- Fund-a-Need:
 - Football Sled: \$5,500
 - Scoreboard at soccer/lacrosse field: \$10,000
- Fund-a-CTE Student:
 - 120 CTE students @ \$250/student = \$30,000
- Reverse Raffle / Car Raffle
 - Each Student Athlete (500) & CTE student (120) sells 20 tickets at \$20/ticket = \$248,000 minus \$50,000 payout; Nets \$198,000



THREE WINNERS



NORTHWOOD



Team's & CTE Program's have an opportunity to raise \$18 per card, while the NHSBFAA needs to recover cost of \$1,500 at \$2/card, meaning 750 cards need to be sold

Charger Card Breakdown:

Northwood High School Sports Teams	2019-2020		Number of Cards	# of Cards Requested	Sport / Club Profit from Cards	Sport / Club Profit from Cards	NHSBFAA Profit from Cards	Profit based on # of Card Requested	Profit based on # of Card Requested						
	TU # of Participants	# of Male Participants								# of Female Participants					
Sport: Varsity & Junior Varsity	94	94	5	10	15	20	25	\$18	\$2	\$940	\$1,880	\$2,820	\$3,760	\$4,700	\$1,000
Men's - Football			470	940	1,410	1,880	2,350	\$8,460	\$16,920	\$25,380	\$33,840	\$42,300	\$49,000	\$9,000	

- If the football team, consist of 94 players, sold 5 cards per player
- Then the team would sell 470 cards, making \$18/card or \$8,460
- The NHSBFAA would receive \$940 from the sell of 470 cards (\$2/Card)
- Football requested 500 card for '20-21 meaning the following:
- They sell all 500 cards, nets their program \$9,000 and the NHSBFAA \$1,000





- 7 Athletic teams stand to make just over roughly \$19,000, should they sell all their Charger Cards
- CTE Programs are looking at \$2,700 as their total
- NHSBFAA will breakeven and have a surplus of \$950
 - Proceeds \$2,450 minus Cost \$1,500 = \$950

NHS Boosters
Friends &
Alumni
Association

Northwood High School Sports Teams	2019-2020		Profit based on # of Cards Requested
	# of Male Participants	# of Female Participants	
Sport: Varsity & Junior Varsity	54	500	\$1,000
Men's - Football	42	50	\$0
Men's - Soccer	25	123	\$250
Women's - Volleyball	15	75	\$1,350
Men's - Cross Country	17	75	\$0
Women's - Cross Country	20	20	\$0
Women's - Tennis	4	4	\$0
Women's - Golf	35	35	\$350
Cheerleading	25	301	\$1,250
Fall Sports Totals	283	352	\$1,950
Men's - Basketball	39	29	\$800
Women's - Basketball	34	24	\$0
Men's - Wrestling	47	47	\$0
Men's - Judo	1	1	\$0
Men's Swim Team	5	5	\$0
Women's Swim Team	39	39	\$0
Men's - Indoor Track & Field	37	37	\$0
Women's - Indoor Track & Field	31	31	\$0
Cheerleading	20	20	\$0
Winter Sports Totals	253	313	\$2,700
Men's - Baseball	34	34	\$0
Women's - Softball	22	22	\$1,800
Men's - Lacrosse	44	44	\$0
Women's - Lacrosse	34	34	\$0
Men's - Soccer	47	47	\$0
Women's - Soccer	36	36	\$0
Men's - Track & Field	7	7	\$0
Women's - Track & Field	21	21	\$0
Men's - Golf	6	6	\$0
Women's - Golf	6	6	\$0
Men's - Unified Track & Field	6	6	\$0
Women's - Unified Track & Field	6	6	\$0
Spring Sports Totals	206	142	\$1,800
Total Northwood Athletics	782	424	\$19,950
Northwood High School Sports Teams	2019-2020		Profit based on # of Cards Requested
Recep	Total number of Athletic Participants	Program by Gender	Profit based on # of Cards Requested
	253	Male	\$1,850
	283	Female	\$2,200
	295	Male	\$1,400
	782	Female	\$19,550
		Total	\$21,350
Northwood High School CTE Programs	2019-2020		Profit based on # of Cards Requested
CTE Programs	Total of Participants	# of Male Participants	Profit based on # of Cards Requested
DECA	50	50	\$900
FJA	20	20	\$360
FFA	20	20	\$360
HOSA	40	40	\$720
SKILLUSA	20	20	\$360
CTE Program Totals	130	130	\$2,700
Total Charger Cards	2019-2020		Profit based on # of Cards Requested
Total Athletic	Total of Participants	# of Male Participants	Profit based on # of Cards Requested
Total CTE Programs	782	424	\$19,350
Total Charger Cards	782	424	\$21,050

- 67% of Charger cards are going to Fall Sports team
 - Football: 500 cards
 - XC: 150 cards
 - Volleyball: 125 cards
 - Cheerleading: 50 cards
- Men's Basketball and Women's softball only other sports wanting to participate in charger cards
 - Men's Basketball: 150
 - Women's Softball: 100
- Total of 150 cards requested by CTE programs
 - FFA is the only CTE Program not participating in Charger Cards

NORTHWOOD



'20-'21 Charger Card Next Steps

- Timeframe of sell Charger Cards:
- Process of Distributing Charger Cards to Teams/CTE Programs:
- Process of collecting money from Teams/CTE Programs:
- Any additional information???



Car Raffle vs. Reverse Cash Raffle

Car Raffle

- Car would have to be purchased from dealership with NHSBFAA funds
- Prize value can not exceed \$24,995, Chatham County School District Laws
- One winner

Reverse Cash Raffle

- Maximum Cash prize can not exceed \$5,000, Chatham County School District Law
- Multiple winners....no restriction on number of winners



What is our goal or the amount of money we want to try to achieve and how many tickets do we need to sell to attain our goal?

		Tickets Sold				
		Number of Tickets				
Min. Tickets	5	10	15	20	25	
300	1,500	3,000	4,500	6,000	7,500	
325	1,625	3,250	4,875	6,500	8,125	
350	1,750	3,500	5,250	7,000	8,750	
375	1,875	3,750	5,625	7,500	9,375	
400	2,000	4,000	6,000	8,000	10,000	
425	2,125	4,250	6,375	8,500	10,625	
450	2,250	4,500	6,750	9,000	11,250	
475	2,375	4,750	7,125	9,500	11,875	
500	2,500	5,000	7,500	10,000	12,500	
525	2,625	5,250	7,875	10,500	13,125	
550	2,750	5,500	8,250	11,000	13,750	
575	2,875	5,750	8,625	11,500	14,375	
600	3,000	6,000	9,000	12,000	15,000	
625	3,125	6,250	9,375	12,500	15,625	
650	3,250	6,500	9,750	13,000	16,250	
675	3,375	6,750	10,125	13,500	16,875	
700	3,500	7,000	10,500	14,000	17,500	
725	3,625	7,250	10,875	14,500	18,125	
750	3,750	7,500	11,250	15,000	18,750	
775	3,875	7,750	11,625	15,500	19,375	
800	4,000	8,000	12,000	16,000	20,000	

Cost	Total Revenue				
	\$20				
Min. Tickets	5	10	15	20	25
300	\$30,000	\$60,000	\$90,000	\$120,000	\$150,000
325	\$32,500	\$65,000	\$97,500	\$130,000	\$162,500
350	\$35,000	\$70,000	\$105,000	\$140,000	\$175,000
375	\$37,500	\$75,000	\$112,500	\$150,000	\$187,500
400	\$40,000	\$80,000	\$120,000	\$160,000	\$200,000
425	\$42,500	\$85,000	\$127,500	\$170,000	\$212,500
450	\$45,000	\$90,000	\$135,000	\$180,000	\$225,000
475	\$47,500	\$95,000	\$142,500	\$190,000	\$237,500
500	\$50,000	\$100,000	\$150,000	\$200,000	\$250,000
525	\$52,500	\$105,000	\$157,500	\$210,000	\$262,500
550	\$55,000	\$110,000	\$165,000	\$220,000	\$275,000
575	\$57,500	\$115,000	\$172,500	\$230,000	\$287,500
600	\$60,000	\$120,000	\$180,000	\$240,000	\$300,000
625	\$62,500	\$125,000	\$187,500	\$250,000	\$312,500
650	\$65,000	\$130,000	\$195,000	\$260,000	\$325,000
675	\$67,500	\$135,000	\$202,500	\$270,000	\$337,500
700	\$70,000	\$140,000	\$210,000	\$280,000	\$350,000
725	\$72,500	\$145,000	\$217,500	\$290,000	\$362,500
750	\$75,000	\$150,000	\$225,000	\$300,000	\$375,000
775	\$77,500	\$155,000	\$232,500	\$310,000	\$387,500
800	\$80,000	\$160,000	\$240,000	\$320,000	\$400,000

Number of Student-Athletes

Number of Student-Athletes



Now that we know our goal amount we want to raise;
 next we need to determine our payout structure:
 80/20, 75/25, 70/30, 65/35, 60/40, or 55/45

Tickets Sold	
Number of Tickets	Per Ticket
5	2,500
10	5,000
15	7,500
20	10,000
25	12,500

Total Revenue	
Cost	Per Ticket
Min. Tickets	5
500	\$50,000
10	\$100,000
15	\$150,000
20	\$200,000
25	\$250,000

Total Revenue	
Cost	Per Ticket
Min. Tickets	5
500	\$50,000
10	\$100,000
15	\$150,000
20	\$200,000
25	\$250,000

Total Revenue	
Cost	Per Ticket
Min. Tickets	5
500	\$50,000
10	\$100,000
15	\$150,000
20	\$200,000
25	\$250,000

Total Revenue	
Cost	Per Ticket
Min. Tickets	5
500	\$50,000
10	\$100,000
15	\$150,000
20	\$200,000
25	\$250,000

Total Revenue	
Cost	Per Ticket
Min. Tickets	5
500	\$50,000
10	\$100,000
15	\$150,000
20	\$200,000
25	\$250,000

Total Revenue	
Cost	Per Ticket
Min. Tickets	5
500	\$50,000
10	\$100,000
15	\$150,000
20	\$200,000
25	\$250,000

NHSBFAA Portion 80% vs Payout Portion 20%										
Min. Tickets	80%	20%	80%	20%	80%	20%	80%	20%	80%	20%
Payout Split	\$40,000	\$10,000	\$80,000	\$20,000	\$120,000	\$30,000	\$160,000	\$40,000	\$200,000	\$50,000
Σ	500									

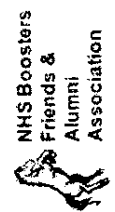
NHSBFAA Portion 75% vs Payout Portion 25%										
Min. Tickets	75%	25%	75%	25%	75%	25%	75%	25%	75%	25%
Payout Split	\$37,500	\$12,500	\$75,000	\$25,000	\$112,500	\$37,500	\$150,000	\$50,000	\$187,500	\$62,500
Σ	500									

NHSBFAA Portion 70% vs Payout Portion 30%										
Min. Tickets	70%	30%	70%	30%	70%	30%	70%	30%	70%	30%
Payout Split	\$35,000	\$15,000	\$70,000	\$30,000	\$105,000	\$45,000	\$140,000	\$60,000	\$175,000	\$75,000
Σ	500									

NHSBFAA Portion 65% vs Payout Portion 35%										
Min. Tickets	65%	35%	65%	35%	65%	35%	65%	35%	65%	35%
Payout Split	\$32,500	\$17,500	\$65,000	\$35,000	\$97,500	\$52,500	\$130,000	\$70,000	\$162,500	\$87,500
Σ	500									

NHSBFAA Portion 60% vs Payout Portion 40%										
Min. Tickets	60%	40%	60%	40%	60%	40%	60%	40%	60%	40%
Payout Split	\$30,000	\$20,000	\$60,000	\$40,000	\$80,000	\$60,000	\$120,000	\$80,000	\$150,000	\$100,000
Σ	500									

NHSBFAA Portion 55% vs Payout Portion 45%										
Min. Tickets	55%	45%	55%	45%	55%	45%	55%	45%	55%	45%
Payout Split	\$27,500	\$22,500	\$55,000	\$45,000	\$82,500	\$67,500	\$110,000	\$90,000	\$137,500	\$112,500
Σ	500									



'20-'21 Car Raffle or Reverse Cash raffle Next Steps

- Timeframe of sell Raffle Tickets:
- Drawing Date of Ticket?
- Who is responsible for producing tickets?
- Who is responsible for selling Raffle Tickets?
- Process of distributing raffle tickets to Teams/CTE Programs:
- Process of collecting money from Teams/CTE Programs:
- Any additional information???

Ford Drive 4 UR School program is simple and easy to execute; Basically need 330 individuals to test a new Ford and take a brief survey at the end of the test drive.....we receive \$20 per test drive, max of \$6,000

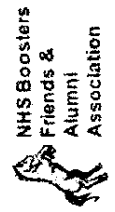


TEST-DRIVE A FORD AND EARN \$20 FOR YOUR SCHOOL.*

*NO PURCHASE NECESSARY. MUST BE 18 YEARS OF AGE OR OLDER WITH A VALID DRIVER'S LICENSE AND VALID AUTOMOBILE INSURANCE. Donation of \$20 per test drive, up to 300 total test drives, for a maximum total donation of \$6,000 per event. Limit (1) donation per person and (1) donation per household per event.

FORD DRIVE 4 UR SCHOOL

- Requirements
 - 15 minutes test drive with Welford Harris Ford Sales Rep in Car
 - Complete online survey after test drive
 - Age Requirement: 18 or older (according to program...though, we strongly prefer 21 or older)
 - 1 driver per physical mailing (1 per household)
- Date:
 - TBD, waiting for things to get up and running
 - Valerie to keep us posted
- Next Steps
 - Valerie to send Brian logo's and additional details regarding Drive 4 ur school
 - Brian to start building out webpage....nothing live until confirmed date
 - Need 10 test cars running from 8:30am to 4:30pm - Welford Harris Ford
 - This will give us 330 trips to ensure we max out for the full \$6,000
 - See below example....
 - Need volunteers from NHS to help with:
 - On-site parking (2-4 volunteers)
 - Pre-registration (2-4 volunteers)
 - Post-Test Drive: Live On-Line Survey in outside mobile units (10 computers, tablets, etc) (2-4 volunteers)
 - Shift times:
 - 8:00am to 11:30am (3.5hr): 6-8 people
 - 10:30am to 2:00pm (3.5hr): 6-8 people
 - 1:00pm to 4:30pm (3.5hr): 6-8 people

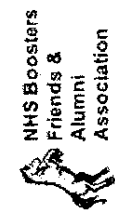


Example of Drive 4 UR School Fundraiser Sign-up sheet



	1	2	3	4	5	6	7	8	9	10	Total	Cum Totals
8:30am											10	10
8:45am											10	20
9:00am											10	30
9:15am											10	40
9:30am											10	50
9:45am											10	60
10:00am											10	70
10:15am											10	80
10:30am											10	90
10:45am											10	100
11:00am											10	110
11:15am											10	120
11:30am											10	130
11:45am											10	140
12:00pm											10	150
12:15pm											10	160
12:30pm											10	170
12:45pm											10	180
1:00pm											10	190
1:15pm											10	200
1:30pm											10	210
1:45pm											10	220
2:00pm											10	230
2:15pm											10	240
2:30pm											10	250
2:45pm											10	260
3:00pm											10	270
3:15pm											10	280
3:30pm											10	290
3:45pm											10	300
4:00pm											10	310
4:15pm											10	320
4:30pm											10	330

33 trips / car 33 trips / car 33 trips / car 33 trips / car 33 trips / car 33 trips / car 33 trips / car 33 trips / car 33 trips / car 33 trips / car 33 trips / car 330



Next Steps with Ford Drive 4 UR School



TEST-DRIVE A FORD AND EARN \$20 FOR YOUR SCHOOL.

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FORD DRIVE 4 UR SCHOOL

- Next Steps

- Valerie to send Brian logo's and additional details regarding Drive 4 ur school
 - Brian to start building out webpage.....nothing live until confirmed date
- Need 10 test cars running from 8:30am to 4:30pm - Welford Harris Ford
 - This will give us 330 trips to ensure we max out for the full \$6,000
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 - 1:00pm to 4:30pm (3.5hr): 6-8 people



Fall Programs

Fund-a-Need: \$30,000

- Soccer (W & M): \$12,000
 - 2 New Soccer Goals & 2 Nets (Main Field Goals, with old main field goals being moved down to practice field) \$10,000
 - 4 New Goal Nets \$1,200
- Football: \$10,000
 - ~~5 man sled~~ - \$6,500
 - Chute Boards (7) - \$2,500
 - Tackle Wheel (1) - \$500
 - Agility Master Frame and Additional Rope - \$750
- XC (W & M): \$4,000
 - Tent/Canopy (10x20) w/ siding - \$1,000
 - Directions Signs and "U-Channel" Post - \$3,000
 - Required per NCHSAA
- Cheerleading: \$2,000
 - Cheer Mats (4) - \$1,000
 - Cheer Signs (4) - \$500
- Volleyball: \$2,000
 - Volleyball Training Stand - \$1,500
 - Ball Carts (2) - \$500



Winter Programs

Fund-a-Need: \$7,500

- **Wrestling: \$7,500**
 - **New Mat - \$7,500**
 - Current new mat is / was placed into wrestling practice room
- **Swimming: \$4,000**
 - **Pool Rental \$4,000**
- **Men's Basketball: \$2,000**
 - **New Standard Game Ball (New Requirement from NCHSAA) 20 @ \$75/ball - \$1,500**
 - **Basketball Cart and lock - \$500**
- **Women's Basketball: \$1,500**
 - **New Standard Game Ball (New Requirement from NCHSAA) 20 @ \$75/ball - \$1,500**

Spring Programs

Fund-a-Need: \$27,000

- **Softball: \$12,250**
 - Fungo Fielding Machine - \$10,000
 - Practice Balls (Hitting Machine) 50 Dozen @ \$45/dozen - \$2,250
- **Lacrosse (W & M): \$6,600**
 - 6 New Lacrosse Goals (\$500/goal) - \$3,000
 - 10 new Goal Nets (\$175/net) - \$1,750
 - 10 cases of Balls (120 balls per case; \$185/case) - \$1,850
 - Requirement of 24 new white lax balls per home game; avg. 10 home game per year; 2 case of 120 balls
 - 2 cases of White Game Balls (120 balls per case; \$185/case) - \$370
 - 4 case of Green Practice Balls (120 balls per case; \$185/case) - \$740
 - 4 cases of Yellow Practice Balls (120 balls per case; \$185/case) - \$740
- **Track & Field (W & M): \$4,500**
 - Pole Vault Cross Bar - \$150
 - Aluminum Vault Box - \$600
 - Aluminum Vault Box Cover - \$400
 - Pole Vault Standards (2 @ \$1,500/ea) - \$3,000
- **Baseball: \$3,300**
 - Practice Balls (Hitting Machine) 50 Dozen @ \$30/dozen - \$1,500
 - Visiting Dugout Padding - \$500
 - L-Screen (2) - \$800
 - Batter's Eye Screen (Center Field) - \$500



NHSBFAA Proposed Meeting Dates for 2020-2021

General Meeting Proposed Dates

2nd Monday of every month

- July 13th, 2020
- August 10th, 2020
- Sept. 14th, 2020
- Oct. 12th, 2020
- Nov. 9th, 2020
- Dec. 14th, 2020
- Jan. 11th, 2021
- Feb. 8th, 2021
- March 8th, 2021
- April 12th, 2021
- May 10th, 2021
- June 14th, 2021

Executive Meeting Proposed Dates

1st Monday of every other month

- June 8th*
- August 3rd, 2020
- October 5th, 2020
- December 7th, 2020
- February 1st, 2021
- April 5th, 2021
- June 7th, 2021