NHSBFAA Executive Meeting: 9/20/21 @ 7:00 PM – Carolina Brewery

|  |  |  |  |  |  |  |
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| 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 |  | Joni Bowling | Treasury (1) | Yes | Elected | 2yr | 5/1/2019 to 7/31/2021 |
|  | X | Melissa Korey | Treasury (2) | Yes | Elected | 2yr | 5/1/2019 to 7/31/2021 |
|  | X | Anne Addabbo | 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** |
| N/A | N/A | Dr. Walston | Principal | No | N/A | N/A | N/A |
|  | X | Cameron Vernon | Athletic Director (1) | No | N/A | N/A | N/A |
| X |  | Barclay Spotz |  VP of Membership | Yes | Elected | 2yr | 5/1/2019 to 7/31/2021 |
|  |  |  Open |  VP of Fundraising | 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 |  |  Gene Galin | 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 | Beth Davis | 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 |
|  |  | 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** |
|   | X   | Wanda Bland | Alumni Chair | No | Appt by President | 1yr |  |
| X |  | Gene Galin | 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 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.

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| **Topic** | **Agenda / Minutes** | **Attachments / Actions** |
| Call to Order | * Call the meeting to order: George
	+ Meeting Called / Opened by: George Gilson
	+ Time: 7:36pm
	+ Motion to open meeting by (1st): Chad
	+ Motion to open meeting by (2nd): Craig
	+ Vote: Unanimous
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| Roll Call | * Attendance
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| Approval of Agenda | * Executive Meeting Agenda emailed 9/17/21
* Motion to approve Executive Meeting Agenda for 9/20/21:
	+ Motioned to approve Meeting Agenda by (1st): Barclay
	+ Motioned to approve Meeting Agenda by (2nd): Chad
	+ Vote: Unanimous
 |  |
| Approval of Minutes | * General Meeting minutes for 9/13/21 posted onto NHSBFAA website 9/14/21
* Motion to approve General Meeting Minutes from 9/13/21:
	+ Motion to approve by (1st): Joni
	+ Motion to approve by (2nd): Barclay
	+ Vote: Unanimous
 |  |
| **Executive Officer Reports** |
| President’s Report: > George Gilson jr. | 1. **Dining for Dollars – Program and Discussion**

Carolina Brewery will give 5% of daily sales (from open to close) to an organization on Mondays or Tuesdays through the Dining for Dollars program. Executive committee picked 10/18 or 11/9 for two potential dates to benefit NHS BFAA and George will follow up with the Carolina Brewery coordinator. Upon confirmation of the date, Gene will advertise on the website and social media.1. **UNC Concession Volunteering - $200 / $300 Bonus Loss**

Tips received at the concession go to the organization. The last game, the decision was made to not accept tips. The committee wants us to accept tips and George will communicate this in the email to Cameron when he sends parking passes. The board was offered a bonus if we could send extra people but we could not get enough volunteers so it was agreed to try to advertise this better so we can respond for these bonuses.1. **By-Law Amendment and Vote**

Upon further review, the audit requirement is not listed in the bylaws so the committee decided to leave it that way. The decision stands from last meeting to do semi-annual internal audits and external audits every five years. |  |
| Vice-President Report: Chad Haddix  | * **General Update**
* **Responsibilities and Workload**

Joni will get three printed copies of the potential sponsors list, as well as the current sponsor list to Chad this week. |  |
| Treasurer’s Report: > Joni Bowling | * **Financial update: Joni**
	+ **Financials, Balance Sheet, Sponsorships, and Fund-A-Need Reports for August were sent via email on 9/16/21/21**

**-All financials are posted to website and open for anyone to view.**Gene will post the treasury summary report. In addition, the committee decided that the sponsorship report should also now be posted on the website monthly. Joni will send these reports to Gene each month when she distributes the monthly report.Check request has been received for athletic trainer but it will be voted on at the next general meeting.Generic email will go out to all sponsorships that make donations on the PayPal account monthly thanking them for their donation.**Informational Only*** **Incoming Check Request and/or Purchase Orders – Treasurer’s / Board**
* **NHSBFAA Check Requests & Deposits:**

**CHECKS/DEBITS****● Sam’s Club - $150.14****Sport –Resource Fund – Concession****● Omni Cheer - $38.48****Sport –Cheer – Bows****● Amazon - $96.29****Sport – Men’s Soccer- Camera Tripod****● Check# 4083 – M2Graphics - $239.00****Sport – Lacrosse Summer Camp Shirts****● Check# 4084 – Chatham County Environmental Health - $75.00****Sport – Resource Fund (Field House Concession Stand Permit)****● Check #4805 – Katy Gilliam - $102.00****Sport – Women’s Lacrosse – Summer Camp Coach****● Check #4806 – Mid State Officials Association - $200.00****Sport – Baseball****● ProTuff Decals - $392.40****Sport –Football (Helmet stickers)****● Check# 4088 – Chatham County Environmental Health - $75.00****Sport – Resource Fund (Gym Concession Stand Permit)****● Cash Withdraw $300.00 Football Stand, $150 Volleyball Cash Box StartUp Funds****Sport – Resource Fund****● Check# 4089 – M2Graphics - $2,227.06****Sport – Resource Fund - Jamboree T-shirts****● Sam’s Club - $520.06****Sport – Resource Fund (Concession Stand Supplies)****● Costco - $70.98****Sport – Resource Fund (Concession Stand Supplies)****● Academy Sports - $107.24****Sport – Resource Fund (Tent for Grill - per Health Inspection Requirements)****● ACH – NC Department of Revenue- $25.32****Sport – Resource Fund (Concession Stand Sales Tax - July 2021)****● Debit Card – Lowe’s - $21.37****Sport – Resource Fund (Propane Tank for Jamboree Grill Hot Dogs)****● M2Graphics - $85.60****Sport – Men’s Lacrosse (Camp t-shirts)****● STH Endzone - $68.00****Sport – Football (Camera Tilt for games)****● Check #4090 – M2Graphics - $317.70****Sport – Football Coach Polos*** **Cameron submitted for Boys Basketball Jerseys in the amount of $3733.23 to be paid to Johnson Lambe on 8-27-21**
* **Cameron Vernon submitted a check request from the Resource Fund on 8/4/21 in the amount of $640.50 paid to LD Williams for sponsorship signs. This was voted on and approved on 8-23-21**

**Sponsorships:****● See Report sent out 9/16/21** |  |
| **Directors Reports** |
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| Athletic Directors: > Cameron Vernon | * **Updates & Direction:**
* **~~Soccer~~ Softball Scoreboard Installation**
* **Mosaic Volunteers**

Mosaic will give $2,000 as a sponsorship to pay for the installation of the softball scoreboard. This sponsorship will be given to the softball team directly as the team has agreed to work the October Mosaic events in exchange for the sponsorship.* **Chicken Poop Raffle Rules Doc**

Chicken Poo raffle tickets have been distributed to coaches. Gene will post the rules to the raffle on the website. |   |
| VP Membership: > Barclay Spotz | * + **Updates:**
	+ **Homecoming Logistics**

Barclay sent out the signup genius for volunteers to chaperone and decorate. All decorations are now received. Alumni will be recognized at the end of the first quarter at the Homecoming game to stand in their seats. Free popcorn will be offered to all alumni. Alumni will fill out an index card with name, email, and year graduated to trade in at the concession in exchange for the popcorn. George will ask Wanda to coordinate this.* + **Chicken Poop Fundraiser Logistics**

Charlie Miller (a junior at NHS) will MC the event. Barclay will have the Nuthouse join the Cheer and Dance team on the track to do the chicken dance at halftime.  |  |
| VP Fundraising: > Open – George Gilson to Report | * **Sponsorships – See Above New Sponsorships**

**-Update on progress on calling the list – Chad Haddix*** **Submitted Fundraisers to NHSBFAA for approval. See Above**

**In Treasurer’s Report*** **Pending & In-Development Fundraising:**
1. **Chicken Poop Fundraiser**
* **Additional discussion or planning more fundraisers**
* **On-Hold Fundraisers: due to COVID-19:**
	+ **Ford Drive for UR School – Ford Has Cancelled This Fundraiser**
	+ **’20-’21 Reverse Drawing – Sponsor Chair Rep (?)**
		- **Meetings held on 7/31/20 & 8/5/2020**
		- **Rally-up is the virtual platform suggested by committee during 8/10/2020 meeting**
		- New fundraiser was listed above for Dining for Dollars.
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| **Chairs of Standing Committees** |
| Webmaster: > Gene Galin | * **Updates**
* **Discussion and Finalization on an action plan for the website, Paypal, and the platform**

Gene will advertise that credit cards will be accepted on the website and social media. |   |
| Concession: > Craig Adams | * **Concession Stand Volunteering**

Currently up to date on volunteers. Will have hot dogs and Chick-fil-A on homecoming night.* **Square Update**

Credit cards worked great at the JV game last week. |  |
| Seasonal Program Chair: > Beth Davis  | * **Update on programming involvement with Cameron moving forward, or other responsibilities.**
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| Merchandise & Spirit Chair: > Tami McGraw  | * **Spirit Store / M2 Updates: Store is now LIVE**
	+ [**https://northwoodspirit.itemorder.com/sale**](https://na01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fnorthwoodspirit.itemorder.com%2Fsale&data=04%7C01%7C%7Ce36e345daa204f68822208d879da6d53%7C84df9e7fe9f640afb435aaaaaaaaaaaa%7C1%7C0%7C637393326323686075%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=c4MzPkRtHjn1TR0VPOuPMvtamYhYA7ASp%2F%2B6eySagDw%3D&reserved=0)
* **General Updates from Tami**
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| Corporate Sponsorship Chair: > Open – Report to Be Given By George Gilson  | * **We need someone dedicated to working the sponsorships and follow-up**
* **Distributing programs to Sponsors and Advertisers**
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| **Additional Chairs** |
| Alumni Chair: > Wanda Bland | * **Updates from Wanda:** Alumni List and Involvement Plan and Status
* **Spreadsheet Communication and Help from Board**
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| Communication Chair: > Gene Galin | * **Updates from Gene**
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| **Additional Topics & Future Meeting Dates** |
| Additional Topics | Additional Topics? |  |
| Future Meeting Dates | **General Meetings: First Monday of every month****Executive Meetings: Second Monday of every other month****Upcoming Meeting Dates:*** **General Meeting – 10/4/21** – George will follow up with Cameron on seeing if this meeting can be in person. Cameron was checking with the principal.
* **Executive Meeting – 10/11/21 –** 7pm at Carolina Brewery
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| **Meeting Adjourn** |
| Meeting Adjourn | * Motion to call meeting at: 9:03pm
	+ Motion approved by (1st): Chad
	+ Motion approved by (2nd): Barclay
	+ Vote: Unanimous
 |  |