NHSBFAA General Meeting Agenda: 10/4/21 @ 7:00 PM at NHS Cafeteria

| Executive Officers |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Present** | **Not Present** | **Member** | **Position** | **NHS BFAA Voting Member** | **NHS BFAA Elected or Appointed Position** | **NHS BFAA Term Length** | **Individual Term Length** |
|  |  | George Gilson Jr. | President | Yes | Elected | 1yr\* | 2/17/2020 to 7/31/2022 |
|  |  | Chad Haddix | Vice-President | Yes | Elected | 2yr | 2/17/2020 to 7/31/2022 |
|  |  | Joni Bowling | Treasury (1) | Yes | Elected | 2yr | 5/1/2019 to 7/31/2022 |
|  |  | Melissa Korey | Treasury (2) | Yes | Elected | 2yr | 5/1/2019 to 7/31/2022 |
|  |  | Anne Addabbo | Secretary | Yes | Elected | 1yr\* | 2/17/2020 to 7/31/2022 |
|  |  |  |  |  |  |  |  |
| 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 |
|  |  | Cameron Vernon | Athletic Director (1) | No | N/A | N/A | N/A |
|  |  | Barclay Spotz |  VP of Membership | Yes | Elected | 2yr | 5/1/2019 to 7/31/2022 |
|  |  |  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** |
|  |  |  Gene Galin | Website Chair | Yes | Appt by President | 1yr | 5/1/2019 to 7/31/2022 |
|  |  | Craig Adams | Concession Chair | Yes | Appt by President | 1yr | 2/17/2020 to 7/31/2022 |
|  |  | Beth Davis | Seasonal Program Chair | No | Appt by President | 1yr | 7/13/2020 to 7/31/2022 |
|  |  | Tami McGraw | Merchandise Spirit Chair | No | Appt by President | 1yr | 5/20/2020 to 7/31/2022 |
|  |  | Open | Corporate Sponsorship Chair  | No | Appt by President | 1yr | 7/13/2020 to 7/31/2022 |
|  |  |  |  |  |  |  |  |
| Additional Committees: |  |  |  |  |  |
| **Present** | **Not Present** | **Member** | **Position** | **NHS BFAA Voting Member** | **NHS BFAA Elected or Appointed Position** | **NHS BFAA Term Length** | **Individual Term Length** |
|   |    | Wanda Bland | Alumni Chair | No | Appt by President | 1yr | 2/8/21 to 7/31/22 |
|  |  | Gene Galin | Communication Chair | No | Appt by President | 1yr | 2/17/2020 to 7/31/2022 |

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.

| **Topic** | **Agenda / Minutes** | **Attachments / Actions** |
| --- | --- | --- |
| Call to Order | * Call the meeting to order: George
	+ Meeting Called / Opened by: George Gilson
	+ Time:
	+ Motion to open meeting by (1st):
	+ Motion to open meeting by (2nd):
	+ Vote:
 |  |
| Roll Call | * Attendance
 |  |
| Approval of Agenda | * General Meeting Agenda emailed 10/1/21
* Motion to approve General Meeting Agenda for 10/1/21:
	+ Motioned to approve Meeting Agenda by (1st):
	+ Motioned to approve Meeting Agenda by (2nd):
	+ Vote:
 |  |
| Approval of Minutes | * Executive Meeting minutes for 9/20/21 posted onto NHSBFAA website 10/1/21
* Motion to approve Executive Meeting Minutes from 9/20/21:
	+ Motion to approve by (1st):
	+ Motion to approve by (2nd):
	+ Vote:
 |  |
| **Executive Officer Reports** |
| President’s Report: > George Gilson jr. | * Chicken Poop Final Rules Discussion
* Sports Programs
* Ticket Update from Chicken Poop Fundraiser
* Charger Cards Update
* Sales Tax Discussion / Fortis
* Carolina Brewery - Dining for Dollars
 |  |
| Vice-President Report: Chad Haddix  | * **General Update:**
 |  |
| Treasurer’s Report: > Joni Bowling and Melissa Korey | **Financial updates: Joni & Melissa*** + Financials for August were sent via email on 8/18/21. All financials are posted to the website and open for anyone to view.
	+ 501-C organizations are tax-exempt so we will no longer pay sales tax on concessions. Will work on getting a refund for taxes paid in error.
	+ Accountant will finish her personal tax extensions deadline on 10/15 then move to our annual taxes as a priority.
	+ Still no update on the back taxes owed. We are still within the 90 day waiting period.

**General Procedural and Policy Update Based on Discussions with George and Cameron****NHSBFAA Check Requests & Deposits:**No pending requests for voting.**Approved Expenses for September 2021*** Check #4099 – Morse Turf Management - $92.64

Sport – Resource Fund (Field Maintenance-Approved by board 9/2)* Check #4100 – Elizabeth’s Pizza - $304.63

Sport – Football (Promise Pizza - JM Game)* Check #4101 – Tami McGraw- $455.70

Sport – Resource Fund (Board approved July Mtg $600.00 so balance is $144.30)* Sam’s Club - $27.90

Sport – Resource Fund (Concession Stand)* BJs - $145.56

Sport – Resource Fund (Concession Stand)* Check #4102 – Jackie Harpham - $300.00

Sport – Soccer (Soccer Camp Instructor)* Check #4103 – Edward Walgate - $300.00

Sport – Soccer (Soccer Camp Instructor)* Sam’s Club - $306.14

Sport – Resource Fund (Concession Stand)* Marco’s Pizza - $202.91

Sport – Resource Fund (Concession Stand)* Verizon (Victra)  - $55.52

Sport – Resource Fund (Tablet & Data Plan)* OfficeDepot  - $100.32

Sport – Resource Fund (Treasury Supplies)* Check #4104 – Norvett Grisset, Jr. - $525.00

Sport – Dance (Dance Apparel)* Amazon - $150.00

Sport – Resource Fund (Thank You Gift Cards - Johnny Hill and Mandy Forbes $75 each)* Check #4105 – Alexis Hollis. - $9.99

Sport – Volleyball (Stat Software Reimbursement)* Durham Coca Cola Bottling - $1,806.94

Sport – Resource Fund (Concession Stands)* Square Inc. - $63.13

Sport – Resource Fund (Concession Stand-Credit Card Machine)* Sam’s Club. - $160.06

Sport – Resource Fund (Concession Stand)* Sam’s Club - $38.84

Sport – Resource Fund (Concession Stand)* Marco’s Pizza - $57.78

Sport – Resource Fund (Concession Stands)                                                         * Marshall’s Locksmith - $38.93

Sport – Resource Fund (Safe Key Copies)* NC Department of Revenue - $193.85

Sport – Resource Fund (Sales Tax from Concessions - August 2021)                                                                             * Amazon - $53.49

Sport – Resource Fund (Stand for iPad)                                                        * Sam’s Club - $455.66

Sport – Resource Fund (Concession Stand)* Johnson Lambe Co. - $651.63--originally on check # 4107 but voided to do debit and get quicker delivery

Sport – Football (Apparel)* WeGotSoccer - $289.89

Sport – Men’s Soccer (Soccer Balls from Shoot-a-Thon fundraising)* Sam’s Club - $168.00

Sport – Resource Fund (Concession Stand)                                         * Shindigz - $198.20

Sport – Men’s Soccer (Banner Stands for Seniors)* Marco’s Pizza - $606.69

Sport – Resource Fund (Concession Stand)* Durham Coca Cola - $576.58

Sport – Resource Fund (Concession Stand)* Johnson Lambe Co. - $2,857.97

Sport – Men’s Soccer (44 Backpacks $2,056.54, 30 Warm-up Jerseys $801.43)* Make An Impression - $551.00

Sport – Resource Fund (Fall Sports Program Design)* Resource fund request on 9/28/21 from Cameron Vernon in the amount of $1015.15 to be paid to Printing Center USA for fall program printing voted on an email 8/28/21.

Melissa made the motion.Joni seconded it.Majority approval* 9/30/21 request not to exceed $2600.00 from the athletic fund for baseball from David Miller to be paid to Royal Threads for BP tops and coaches gear.

**Check Requests from Resource Fund:**1. Cameron submitted a check request on 09/28/21 for $1,015.15 to **Printing Center USA** for printing of the 300 copies of the 36-page Fall Sports Program.

- This was voted on 9/28/21 via email:Motion: Melissa KoreySecond: Joni BowlingVote: Majority Approval 2) Resource fund request for additional athletic trainer help in the amount not to exceed $800 to be paid to Leslie Sierra-Arevelo  9/20/21.  Motion: 2nd:  Vote: |  |
| **Directors Reports** |
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| Athletic Directors: > Cameron Vernon | * **Updates & Direction:**
* **General Update**
* **Fall programs - Are they ordered and when will we see them handed out?**
 |   |
| VP Membership: > Barclay Spotz | * + **Updates:**
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| VP Fundraising: > Open – George Gilson to Report | * **Submitted Fundraisers** to NHSBFAA for approval. See Above

**In Treasurer’s Report*** **Pending & In-Development Fundraising:**
1. **Chicken Poop Fundraiser**
2. **Carolina Brewery - Dining for Dollars 11/9**
* **Additional discussion or planning more fundraisers**
* **On-Hold Fundraisers:** due to COVID-19:
	+ ’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
		- **On hold for now**
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| **Chairs of Standing Committees** |
| Webmaster: > Gene Galin | * Updates
 |   |
| Concession: > Craig Adams | * 2021-2022 Concession Planning Discussion
* Concession Stand Volunteering
* Credit Cards now accepted at Concessions Update for over $5 per transaction.
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| Seasonal Program Chair: > Beth Davis  | * **Programs – 2021-2022 – Discussion and ideas on Vendor or Self-Made Programs**
* **Beth’s Role in this moving forward?**
 |  |
| 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)
	+ **Spirit Store generated $503.00 in August 2021 sales.**
* **General Updates from Tami**
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| Corporate Sponsorship Chair: > Open – Report to Be Given By George Gilson  | Sponsorships for September 2021* Pivot Physical Therapy - $250.00
* Randolph Restaurant Group (Bojangles) - $2,000.00
* Allen & Sons BBQ- $250.00
* Jay Walden - Coldwell Banker HPW - $1,800.00
* Eric Williams - $500.00
 |  |
| **Additional Chairs** |
| Alumni Chair: > Wanda Bland | * **Updates from Wanda:** Alumni List and Involvement Plan and Status
* Names and email addresses were collected at Homecoming in exchange for free popcorn.
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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 monthExecutive Meetings: **Second** Monday of every other monthUpcoming Meeting Dates:* Executive Meeting – 10/11/21 – Carolina Brewery
* General Meeting 11/1/21 - NHS
* Executive Meeting 11/8/21 - TBD
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| **Meeting Adjourn** |
| Meeting Adjourn | * Motion to call meeting at:
	+ Motion approved by (1st):
	+ Motion approved by (2nd):
	+ Vote:
 |  |