

NHSBFAA General Meeting Agenda – 10/12/2020

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	
X		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: 7:04 pm ○ 1st: George Gilson ○ 2nd: Cameron I. 	
Roll Call	<ul style="list-style-type: none"> • Attendance 	
Approval of Agenda	<ul style="list-style-type: none"> • Agenda emailed: 10/6/2020 • Motion to approve Meeting Agenda 10/12/2020: <ul style="list-style-type: none"> ○ Motioned approved by (1st): George G ○ Motioned approved by (2nd): Sherri S 	Unanimous Vote
Approval of Minutes	<ul style="list-style-type: none"> • General meeting minutes posted onto NHSBFAA website: 10/7/2020 • Motion to approve General Meeting Minutes from 10/5/2020: <ul style="list-style-type: none"> ○ Motioned approved by (1st): George G ○ Motioned approved by (2nd): Johnny H 	Unanimous Vote
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. 	Notes: County Approved Skill Development. New Video Posted to Website.
Vice-President Report: > George Gilson Jr	<ul style="list-style-type: none"> • Updates • UNC Concessions <ul style="list-style-type: none"> ○ 	<ul style="list-style-type: none"> • Nothing To Report
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 • IRS Information: Johnny <ul style="list-style-type: none"> ○ Johnny has reached out to accountant to determine next steps – 10/7/2020 ○ NHSBFAA has not submitted taxes for the last 3-yrs; Fortis Accounting is now to get those completed – estimate cost \$1,800 (\$600/yr) – resource fund • Audit Update: BH <ul style="list-style-type: none"> ○ Brian spoke to Kyle hasn't filed tax returns for 2017, 2018, or 2019. ○ Three years of delinquency would put our non-profit status in jeopardy. ○ Can not finalize Audit until tax returns are completed ○ Zoom Meeting coming from Kyle/Jennifer the week of 10/12 to walk through findings and to address some additional questions – Mandy, Johnny, George, and Brian to attend this meeting • Vanco, Facebook Fundraising, Stripe Platforms – BH <ul style="list-style-type: none"> ○ Vanco: <ul style="list-style-type: none"> ▪ Executive board unanimously voted to remove Vanco as a donation platform ▪ Brian/Beth to remove from NHSBFFA website, and look to close everything down..... ○ 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. • 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: question will be asked during Audit meeting on how to best proceed ○ 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) 	Financials Posted to website through 9/30/20 IRS Matter is closed. Johnny confirmed with IRS During the Audit Process it was discovered that the NHSBFAA had not filed taxes for the last 3 years. Johnny has cleaned that up. There is a meeting next Monday to review the complete audit findings. Auditor pointed out a few issues with taxes and contributions, but overall the auditors were impressed. <ul style="list-style-type: none"> ▪ Exec Meeting we voted to remove Vanco due to the fact that we were losing money using their services. NHSBFAA will look to add stripe for payemnt, especially when we do our reverse raffle.

	<ul style="list-style-type: none"> ▪ 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 	
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Directors Reports

Principal: > Dr Walston	<ul style="list-style-type: none"> • Updates & Direction 	<ul style="list-style-type: none"> • Not Present
Athletic Directors: > Cameron Vernon & Jason Amy	<ul style="list-style-type: none"> • Updates & Direction <ul style="list-style-type: none"> ○ Return to athletics next Wednesday 10/7/2020 – Cross-Country and Volleyball ○ Each program gets 4 weeks pre-season workout time. Football gets 6 weeks. • NEW - Scoreboard installation for lower sports field: timing TBD as were just waiting to hear back from CLS with donation to cover installation cost • NEW - Pixellot Camera's coming to NHS <ul style="list-style-type: none"> ○ NHS to receive 2 cameras' from NFHS as part of COVID relief package ○ Camera's to be place on Main Outside Field and inside the GYM ○ NHS Athletics to pick up installation cost – Roughly \$4,000 including subscription package ○ Coach Vernon checking with other schools in Big 8, to see if they will have cameras in operation as well. 	<p>Cameron V updated that they have started workouts. Going well. County also approved to have their athletic seasons whether or not they are remote or in-person.</p> <ul style="list-style-type: none"> • Putting scoreboard on practice soccer field. <p>-Cameron updated on Pixxelot. Purchase and install with subscription is a little over \$4000. We do get a kickback and can sell advertisements. Purchased two pixxelots. One will go in the gym & other on the football field. 90 day install</p>
VP Membership: > Barclay Spotz	<ul style="list-style-type: none"> • Parent-Survey sent out by coaches to their distribution so that we, the NHSBFAA, can try to get more parents involved in NHSBFAA – sent out the week of 10/5 & 10/12/2020 • Survey will allow for NHSBFAA to establish a distribution list for monthly communication newsletters • 	<ul style="list-style-type: none"> • Survey sent. Waiting on responses so we can develop an email list for Booster fundraising communications.
VP Fundraising: > Ivey Arnold	<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 ○ 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 <ul style="list-style-type: none"> ▪ Brian sent out Sign-up Genius sent out to NHSBFAA Board on 10/6/2020 ▪ Cameron to organized coach staff based off traditional sports season (Fall – Football, XC, Volleyball, etc; Winter – Basketball, Wrestling, etc; Spring – Baseball, Softball, Lacrosse, etc) ▪ No more than 10 total NHSBFAA & NHS Coaching staff too participant, social distancing must occur & mask must be worn at all times...no exceptions! ▪ Brian/Tami exploring getting NHS Athletic spirit wear examples from M2 – good opportunity to start promoting store - \$\$\$\$ ▪ Set-up shop at participating locations <ul style="list-style-type: none"> ○ M2: 17 October on the table – included in Sign-up Genius ○ Marco's / Root Cellar: XX/XX ▪ Facebook Boost Posting <ul style="list-style-type: none"> ○ Executive Board unanimously voted to participate in Facebook Boost Posting for Charger Cards - Cost: \$100, coming from Resource Fund ○ Reach: everyone who has liked the NHSBFAA including their friends roughly 500-1,200 people for 14 straight days ○ 10/12 to 10/20 ○ 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 ○ 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 	<p>Discussed by Brian. We need to sell the Charger Cards and communicate the events to get these sold. We also need people go sign up for the say hello to coaches events.</p> <ul style="list-style-type: none"> • REMINDER: On Fundraiser forms- please submit one form for EACH fundraiser. • <p>Brian will get with Mandy to do a Facebook Boost for Charger Cards.</p> <p>We will post about Smile link to NHSBFAA for Amazon Prime Day Shopping.</p> <p>Sherri made over \$200. The event went very well.</p>

	<ul style="list-style-type: none"> • 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 ○ 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 ○ Dining for Dollars – George Gilson <ul style="list-style-type: none"> ▪ George will put together an action plan for the “dining for dollars” at local establishments. Details to be discussed at next meeting. • 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 	<p>A couple of days and we should be up and running. M2 wanted to make sure everything is right before they launch.</p> <p>George to get Dining for Dollars set up for the 1st week on November. We will start with either Compadres or Root Cellar.</p>
VP Group Relations & CTE Programs: > Lance Kupka	<ul style="list-style-type: none"> • Updates 	FBLA is looking for volunteer judges for their upcoming virtual event.
Chairs of Standing Committees		
Webmaster: > Beth Davis	<ul style="list-style-type: none"> • What, who, when, how – Tri-fold letter of NHSBFAA completed & ready to be passed out during Charger Card Drive thru 	<ul style="list-style-type: none"> • Will have trifolds for distribution. This will be a quick handout for all to
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) • Plexiglass work order to be submitted by Cameron for all NHS concession stands – TBD on completion date 	<ul style="list-style-type: none"> handout to talk about the Boosters & our fundraising efforts. Long term, we would like to set up a letter. • Coach Vernon has already submitted the work order for the Plexi-Glass.
Seasonal Program Chair: > Kori Mitchell / Brian Holleran	<ul style="list-style-type: none"> • 5 Programs to be completed <ul style="list-style-type: none"> ○ (1) Cross-Country (M/W) & Volleyball ○ (2) Basketball (M/W) & Swimming (M/W) ○ (3) Soccer (M), Lacrosse (M/W), Football ○ (4) Golf (M/W), Tennis (M), Soccer (W), Softball ○ (5) Baseball, Tennis (W), Track & Field (M/W), Wrestling, Cheerleading 	<ul style="list-style-type: none"> Broken down based on schedules. Depending on restrictions, Cheer will move up or down in the program list. •
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"> • 2 weeks we should be up and running. We want to make sure we do this right.

Corporate Sponsorship Chair: > Alex Brinker / Brian Holleran / AD-Vernon	<ul style="list-style-type: none"> Alex, AD-Vernon, George, and Brian to finalize 2020-2021 Sponsorship Packages – week of 11/5 & plan of action for soliciting sponsors agreed upon by 11/17 	Sponsors are lined up. Sponsorship <ul style="list-style-type: none"> Program should be finalized soon. Meeting to finalize & coordinate sponsorships on Thurs at 6:30 PM,
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	General Meetings: Second Monday of every month Executive Meetings: First Monday of every other month Upcoming Meeting Dates: <ul style="list-style-type: none"> November 9th, 2020 – General Meeting December 7th, 2020 – Executive Meeting December 14th, 2020 – General Meeting 	No additional comments
Meeting Adjourn		
Meeting Adjourn	<ul style="list-style-type: none"> Motion to call meeting at: 7:59 pm <ul style="list-style-type: none"> Motion approved by (1st): George G Motion approved by (2nd): Sherri S 	

Participant list: