

# NHSBFAA General Meeting Minutes: 1/11/21

## 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
		Open	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
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		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
		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
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
		Open	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
		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>): Sherri Stubbs</li> <li>○ Motion to open meeting by (2<sup>nd</sup>): Johnny Hill</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>• Agenda emailed 1/6/21:</li> <li>• Motion to approve Meeting Agenda 1/11/21: George Gilson               <ul style="list-style-type: none"> <li>○ Motioned to approve Meeting Agenda by (1<sup>st</sup>): Tami McGraw</li> <li>○ Motioned to approve Meeting Agenda by (2<sup>nd</sup>): Chad Haddix</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 12/14/20 posted onto NHSBFAA website:</li> <li>• Motion to approve General Meeting Minutes from 12/14/2020, posted on NHSBFAA website on:               <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>): Tami McGraw</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>• Backfilling Open Positions</li> <li>• Additional Board Member Proposal               <ul style="list-style-type: none"> <li>○ Chad Haddix, VP. Board vote results:                   <ul style="list-style-type: none"> <li>▪ George, Johnny, Jen, Barclay, Beth- yes</li> <li>▪ Ivey, Craig &amp; Mandy- not on call</li> </ul> </li> <li>○ Gene Galion- Seasonal Program Chair. Reaching out to provide more info on the position</li> <li>○ Wanda Bland- VP of group relations. Reaching out to provide more info on the position</li> </ul> </li> <li>• Charger Card Sales &amp; Recent Donations- receiving good donations and memberships. Sending out Charger cards almost daily.</li> <li>• AIM Insurance Renewal &amp; Payment vote</li> <li>• Johnny approve; Chad Haddix               <ul style="list-style-type: none"> <li>○ George, Johnny, Jen, Barclay, Beth- yes</li> <li>○ Ivey, Craig &amp; Mandy- not on call</li> </ul> </li> <li>• HUDL Addition &amp; E-Vote for Expenditure for Women's Lacrosse               <ul style="list-style-type: none"> <li>○ Approved by the board via email</li> </ul> </li> <li>• Programs for Athletics – Cameron purchased</li> <li>• Chamber of Commerce Membership 2021– provided access to a list of local businesses and their meetings. \$132 annually.               <ul style="list-style-type: none"> <li>○ Motion to cancel: Johnny Hill</li> <li>○ Motion to cancel 2<sup>nd</sup>: Barclay Spotz</li> <li>○ Motion approved: unanimous</li> </ul> </li> </ul>	
Vice-President Report: > Vacant	<ul style="list-style-type: none"> <li>• Suggestions for Replacement?</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 12/31/20, posted to website TBD</li> </ul> </li> <li>• <b>Audit Update: GG</b> <ul style="list-style-type: none"> <li>• Payment will be submitted from Resource Fund</li> </ul> </li> <li>• <b>Facebook Fundraising – GG</b> <ul style="list-style-type: none"> <li>• Have we changed address over to match IRS filing address on bank statements?</li> </ul> </li> <li>• <b>Incoming Check Request and/or Purchase Orders – Treasurer's / Board</b> <ul style="list-style-type: none"> <li>• Athletic Fund Requests               <ol style="list-style-type: none"> <li>1) Women's Lacrosse – Uniforms for Goalies &amp; # 22 in amount of \$381.19. <b>Approved</b></li> <li>2) Additional Trainer Request for 8 days at \$100 per day originally submitted as a Resource Request but will be paid out of athletics</li> </ol> </li> </ul> </li> </ul>	<p>Will need to add Chad Haddix to paperwork as incoming VP</p> <p>Cameron will email all coaches to have them reach out to their parents looking for a backfill for Mandy</p>

	<p>account funds from BFAA with left-over funds from last year.  <b>Approved</b></p> <ol style="list-style-type: none"> <li>3) HUDL Assist Request for Expenditure for Men’s Basketball on 1/5/21 via email for \$675.00. Jason said he sent the form to Mandy a few weeks ago. Please verify form and that it will come out of athletics under the Basketball Acct. <b>Approved</b></li> <li>4) Kevin Forster made a request for Men’s soccer for a purchase of equipment and jerseys for \$209.76 from Amazon. <b>Approved</b></li> </ol> <ul style="list-style-type: none"> <li>• CTE – Expense Requests <ol style="list-style-type: none"> <li>1) Sheri Stubbs – NHS Hosa Request for M2 Graphics for apparel for the winners of the HOSA Week Contest for \$49.22. <b>Approved</b></li> <li>2) Sheri Stubbs / Julie Fogle – Expenditure Request for Awards Unlimited for \$158.25 for HOSA scrapbook material and other patches for the year. <b>Approved</b></li> </ol> </li> <li>• Resource Fund: <ol style="list-style-type: none"> <li>1) Women’s Lacrosse HUDL Acct Subscription Request and Emergency Approval via e-mail for \$450.00. This was approved by the majority of the NHSBFAA Board on 12/31/20 via email so they can utilize for first game on the 9<sup>th</sup> of January. <b>Approved</b></li> <li>2) Request from Cameron Vernon to purchase 100 ea of a 12 page program for Men &amp; Women’s Cross Country and Volleyball for \$222.50 from Printing Center USA. <b>Approved</b></li> </ol> </li> <li>• <b>Treasurer Transition: BH, Mandy, Johnny</b> <ul style="list-style-type: none"> <li>• Lindsay is moving and will not be able to replace Mandy. Any suggestions for backfill?</li> <li>• <b>Follow-Up from Last Meeting:</b> <ol style="list-style-type: none"> <li>1) Mandy – Update on \$ that were supposed to go to Volleyball from work</li> <li>2) Has First Bank sent a sponsorship?</li> <li>3) Fortis Payment – Was that made?</li> <li>4) Johnny – What does budget look like in terms of % off of last year? Last meeting the report was 25% off...</li> </ol> </li> <li>5) <b>All Check Request, Reimbursement, Purchase Order must be submitted by AD’s or CTE Advisor. The Appropriate AD will verify expense is OK, check if funds are available, and sign check request form for approval before sending to myself and Mandy for final OK and expenditure.</b></li> </ul> </li> </ul>	
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<b>Directors Reports</b>		
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<p>Athletic Directors:  &gt; Cameron Vernon &amp; Jason Amy</p>	<ul style="list-style-type: none"> <li>• <b>Updates &amp; Direction</b></li> <li>• <b>NHS / NCHSAAA Schedule Updates: Jason or Cameron</b></li> <li>• <b>NHS &amp; NFHS Network</b>  <b>-Cameron to update on # of Subscriptions</b></li> <li>• <b>Northwood HS COVID Gym Game Day Procedures</b></li> <li>• <b>Cancellations of Sporting Events Due to COVID</b></li> </ul>	
<p>VP Membership:  &gt; Barclay Spotz</p>	<ul style="list-style-type: none"> <li>• Updates</li> </ul>	
<p>VP Fundraising:  &gt; Ivey Arnold</p>	<ul style="list-style-type: none"> <li>• <b>Approved &amp; In-Progress Fundraiser’s:</b> Updates <ul style="list-style-type: none"> <li>○ 2020-2021 Charger Card: GG</li> <li>▪ Received \$493 of Charger Card Sales as of 1-6-20. All designated to specific programs with exception of 2 donations.</li> </ul> </li> <li>• <b>Sponsorship &amp; Logos –</b> <ul style="list-style-type: none"> <li>○ Need to Discuss Action Plan for Soliciting More Sponsorships in COVID Times</li> <li>○ Update from Craig Adams on Coca-Cola Sponsorship Discussion</li> <li>○ Update on additional sponsorship solicitations and success</li> </ul> </li> </ul>	<p>Cameron going to check on ability to conduct mattress sale inside the high school if we take the right precautions with distancing, etc.</p>


- **Amazon Smile & Harris Teeter:** Ivey Arnold
- **Submitted Fundraisers** to NHSBFAA for approval? I did not show any for this report...
- **Pending & In-Development Fundraising:**
  - Do we want to schedule more Charger Card Sales Events for January in Combination with Dining for \$?
- **On-Hold Fundraisers:** due to COVID-19:
  - Ford Drive for UR School – Brian Holleran/Cameron Vernon
    - Moved to Q1/Q2 2021
  - XC – Ronald Horton XC Invitational (9/19/2020) – Isenhour
    - TBD based on NCHSAA
    - Possibly moved to springtime
  - '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**
- **Cancelled Fundraisers:** due to COVID-19:
  - XC –2<sup>nd</sup> Annual Charger Stampede 5K Walk/Run (10/17/2020).
    - This event has been canceled due to Covid-19, will return in next year ('21-'22)
- **Completed Fundraiser's:** '20- '21
  - XC – NHS Charger XC Pledge (6/15/2020 – 7/31/2020): Isenhour
    - Raised \$170.00 for XC Budget
  - HOSA – Dine for \$\$\$ @ Carolina Brewery (9/29/2020): S. Stubbs
    - Raised \$224.00 for HOSA
  - HOSA – Dine for \$\$\$ @ HOP (10/26/2020): S. Stubbs
    - Raised \$XXX.XX for HOSA
  - NHSBFAA – Dine for \$\$\$ @ Hwy 55 (11/18/20): George Gilson
    - Raised \$XXX.XX for Resource Fund
  - Football – Cook's Apparel Football Store: C. Homolka
    - Raised \$XXX.XX for Football
- **Required Fundraising Activities / Procedures:**
  1. Coaches & CTE Advisors are to discuss and gain approval from Ad's and/or CTE Coordinator on individual Fundraising Activities for their sport/club
  2. Once approved by AD's / CTE Coordinator, fundraising forms must be completed for Finally approval by NHSBFAA, prior to event
  3. When submitting forms, only one fundraiser event per form will be accepted.
  4. If approvals and forms *are not completed*, NHSBFAA has the right to refuse and not accept the fundraising/donation dollar amount.
    - This is in place so that the NHSBFAA can maintain and adhere to required accounting/501c3 IRS practices


<p>VP Group Relations &amp; CTE Programs: &gt; Vacant –</p> <p>George Gilson to Report</p>	<ul style="list-style-type: none"> <li>• <b>CTE Coordinator Responsibilities:</b></li> <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> <li>• <b>CTE Check Request / Reimbursement / Purchase Order:</b> <ul style="list-style-type: none"> <li>○ None to report.</li> </ul> </li> </ul>	
<p><b>Chairs of Standing Committees</b></p>		
<p>Webmaster: &gt; Beth Davis</p>	<ul style="list-style-type: none"> <li>• NHSBFAA Newsletter Volume 2 just sent out 12/2/20</li> <li>• NHSBFAA Newsletter to be sent out every 2-weeks: <ul style="list-style-type: none"> <li>○ Wednesday: 12/16, 12/30, 1/13, 1/27, 2/10, 2/24, 3/10, 3/24, 4/7, 4/21, 5/5, 5/19, 6/2, 6/16, 6/30</li> <li>○ Information deadline Monday before release date: 12/14, 12/28, 1/11, 1/25, 2/8, 2/22, 3/8 3/22, 4/5, 4/19, 5/3, 5/17, 5/31, 6/14, 6/28</li> </ul> </li> <li>• Membership Email clean-up based on bounce back message – ongoing – Updates???</li> <li>• Website updates: General updates, Team specific, Club specific, Fund-a-Need tracking. Has asked parents/coaches to send updated information to keep the website updated.</li> <li>• Teams platform setup for sharing information.</li> </ul>	
<p>Concession: &gt; Craig Adams</p>	<ul style="list-style-type: none"> <li>• Concession stand will <b>not</b> be opened for 25 indoor fans. Will check back in on monthly basis to see if this has been changed.</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</p> <p>Report to Be Given By George Gilson</p>	<ul style="list-style-type: none"> <li>• Kori officially sent a letter of resignation for personal reasons. Need to backfill her position. Suggestions????</li> <li>• 5 Programs to be completed <ul style="list-style-type: none"> <li>○ (1) Cross-Country (M/W) &amp; Volleyball <ul style="list-style-type: none"> <li>▪ Cameron to purchase 100 twelve page programs for \$222.50 from PrintingCenterUSA.com.</li> <li>▪ One Ad Sponsor – Moon Asian for ¼ Page</li> </ul> </li> <li>○ (2) Basketball (M/W) &amp; Swimming (M/W) <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>○ (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> </li> </ul>	

<p>Merchandise &amp; Spirit Chair:  &gt; Tami McGraw  &gt;&gt; Brian Holleran / AD – Cameron Vernon</p>	<ul style="list-style-type: none"> <li>• Spirit Store / M2 Updates: Store is now <b>LIVE</b> <ul style="list-style-type: none"> <li>◦ <a href="https://northwoodspirit.itemorder.com/sale">https://northwoodspirit.itemorder.com/sale</a></li> </ul> </li> <li>• Tami – Update from M2 and or success or necessary changes that need to be considered to make this a bigger success?</li> <li>• Ways to promote spirit wear: <ul style="list-style-type: none"> <li>◦ posters put up in the hallways at school or in trophy cases as suggested by Coach Jason Amy.</li> <li>◦ having the Student Athletes model the spirit clothing for the website</li> </ul> </li> </ul>	
<p>Corporate Sponsorship Chair:  &gt; Alex Brinker / Brian Holleran / AD-Vernon</p>	<ul style="list-style-type: none"> <li>• Cameron Vernon, Alex Brinker, Ryan Armstrong, George Gilson completed sponsorship deck</li> <li>• AD's, Alex, Ryan, George, and Brian have targeted account list to secure sponsorships</li> <li>• Slow responses coming in... difficult year due to Covid-19, need to control expenses during '20- '21</li> <li>• Updates</li> </ul>	
<b>Additional Chairs</b>		
<p>Alumni Chair:  &gt; Open</p>	<ul style="list-style-type: none"> <li>• Need to backfill this position. Suggestions????</li> </ul>	
<p>Communication Chair:  &gt; Beth Davis</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>• TBD</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 1<sup>st</sup>, 2021 – Executive Meeting</li> <li>• February 8<sup>th</sup> 2021 – General Meeting</li> </ul>	
<b>Meeting Adjourn</b>		
<p>Meeting Adjourn</p>	<ul style="list-style-type: none"> <li>• Motion to call meeting at: 8:17pm <ul style="list-style-type: none"> <li>◦ Motion approved by (1<sup>st</sup>): Craig Haddix</li> <li>◦ Motion approved by (2<sup>nd</sup>): Tami McGraw</li> </ul> </li> </ul>	

 Jennifer Morgan (me)

 George Gilson (Host)


 cameron vernon

 Chad Haddix


 Johnny Hill

 Rita's iPad

 Alisha McFadden

 Barclay Spatz

 Beth Davis


 Cameron Isenhour

 Craig Adam s

 Jason Amy

 Katie Henry

 Melissa Turner

 Nicole Stevenson

 Rebecca Johnson

 Sherri Stubbs

 Tami McGraw

 Wanda Bland