

# NHSBFAA General Meeting Agenda – 11/9/2020

## 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	
		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: Brian Holleran</li> <li>○ Time: 7:02pm</li> <li>○ 1<sup>st</sup>: Sherri Stubbs</li> <li>○ 2nd: George Gilson</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: 11/2/2020</li> <li>• Motion to approve Meeting Agenda 11/9/2020:               <ul style="list-style-type: none"> <li>○ Motioned to approve Meeting Agenda by (1<sup>st</sup>): George Gilson, Jr.</li> <li>○ Motioned to approve Meeting Agenda by (2<sup>nd</sup>): Sherry Stubbs</li> <li>○ Motion has been approved: Brian Holleran</li> </ul> </li> </ul>	
Approval of Minutes	<ul style="list-style-type: none"> <li>• General meeting minutes posted onto NHSBFAA website: 10/20/2020</li> <li>• Motion to approve General Meeting Minutes from 10/12/2020, posted on NHSBFAA website on 10/20/2020:               <ul style="list-style-type: none"> <li>○ Motion to approve by (1<sup>st</sup>): George Gilson, Jr.</li> <li>○ Motion to approve by (2<sup>nd</sup>): Johnny Hill</li> <li>○ Motion has been approved: Brian Holleran</li> </ul> </li> </ul>	
<b>Executive Officer Reports</b>		
President's Report: > Brian Holleran	<ul style="list-style-type: none"> <li>• Updates – See comments and discussion points under each Directors and Chair positions</li> <li>•</li> </ul>	
Vice-President Report: > George Gilson Jr	<ul style="list-style-type: none"> <li>• Updates</li> <li>• UNC Concessions               <ul style="list-style-type: none"> <li>○ No updates at this time</li> </ul> </li> </ul>	•
Treasurer's Report: > Mandy Forbes & Johnny Hill	<ul style="list-style-type: none"> <li>• Financial update: Johnny/Mandy               <ul style="list-style-type: none"> <li>○ Sent out 11/1/2020, posted to website 11/2/2020</li> </ul> </li> <li>• Tax filings / IRS Information: Johnny               <ul style="list-style-type: none"> <li>○ 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</li> <li>○ Timeline: targeting completion on 13 Nov 2020</li> </ul> </li> <li>• Audit Update: BH               <ul style="list-style-type: none"> <li>○ Cannot finalize Audit until tax returns are completed</li> <li>○ Mandy, Johnny, George, and Brian meet with Kyle and Jennifer to discuss findings and next steps in process (10/19).</li> <li>○ Rough draft sent to Johnny, Mandy, Brian on 10/28 – questions, comments, concerns?</li> </ul> </li> <li>• Vanco, Facebook Fundraising, Stripe Platforms – BH               <ul style="list-style-type: none"> <li>○ Vanco:                   <ul style="list-style-type: none"> <li>▪ Removed from NHSBFAA Website, working on closing down entire Vanco site down</li> </ul> </li> <li>○ Facebook Fundraising:                   <ul style="list-style-type: none"> <li>▪ Need to change address over to match IRS filing address on bank statements</li> </ul> </li> <li>○ Stripe Platform: <a href="https://stripe.com/">https://stripe.com/</a> <ul style="list-style-type: none"> <li>▪ 2.9%, +\$0.30 per transaction</li> <li>▪ Platform needed if we move forward with Reverse On-Line Drawing (Rally-Up: <a href="https://demo.rallyup.com/teslaraffle">https://demo.rallyup.com/teslaraffle</a>)</li> <li>▪ Who should set this program up should we decide to move forward?</li> </ul> </li> </ul> </li> <li>• 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 &amp; Cameron Vernon: This was reviewed with all coaches during a coach's meeting on 9/16</li> </ul>	•
<b>Directors Reports</b>		
Principal: > Dr Walston	<ul style="list-style-type: none"> <li>• Updates &amp; Direction</li> </ul>	•

<p>Athletic Directors: &gt; Cameron Vernon &amp; Jason Amy</p>	<ul style="list-style-type: none"> <li>• Updates &amp; Direction</li> <li>• <b>NEW - Scoreboard installation for lower sports field:</b> <ul style="list-style-type: none"> <li>○ CSL Scoreboard donation \$1,825</li> <li>○ Cost of installation: \$3,650 Bonafide Electric LLC</li> <li>○ Resource fund Request (AD-Vernon): \$1,825 <ul style="list-style-type: none"> <li>▪ Motion to Approval Expense <ul style="list-style-type: none"> <li>• Motion 1<sup>st</sup>: George Gilson, Jr.</li> <li>• Motion 2<sup>nd</sup>: Sherry Stubbs</li> <li>• Vote: unanimous</li> </ul> </li> </ul> </li> </ul> </li> <li>• <b>NEW - Pixellot Camera's coming to NHS</b> <ul style="list-style-type: none"> <li>○ 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</li> <li>○ NHS Athletics to pick up installation cost – Roughly \$4,000 including subscription package</li> <li>○ Installation Date: 11/9/2020</li> <li>○ Next Steps &amp; Communication Plan: Flyer sent out today (09 Nov) to get fans signed up to view games.</li> </ul> </li> <li>• <b>Fans in the Stands Update:</b> <ul style="list-style-type: none"> <li>○ 25 fans allowed in the gym</li> <li>○ 100 (or a percentage) will be permitted outside</li> <li>○ Durham and Orange counties have NO fans in stands</li> </ul> </li> <li>• <b>NHS / NCHSAAA Schedule Updates:</b> <ul style="list-style-type: none"> <li>○ Cross-Country &amp; Volleyball Officially in Pre-season (11/4 to 11/15)</li> <li>○ Basketball Skill Development Period (11/4 to 12/6)</li> <li>○ Swimming: Practices have been scheduled at Meadowmont, No meet conference meets scheduled as of yet – NHS is still planning on having a Swim Team!</li> <li>○ Competitions will be virtual</li> </ul> </li> <li>• <b>AD Team Responsibilities:</b> <ul style="list-style-type: none"> <li>○ <b>Jason Amy:</b> Cross-Country, Women's Tennis, Men's Soccer, Women's Basketball, Swimming, Indoor Track, Softball, Men's Lacrosse, Track &amp; Field, Men's Tennis</li> <li>○ <b>Cameron Vernon:</b> Football, Volleyball, Women's Golf, Cheerleading, Men's Basketball, Wrestling, Baseball, Women's Lacrosse, Women's Soccer, Men's Golf</li> <li>○ All Fundraising Activities, Check Request, Reimbursement procedures must go through AD's for approval and then over to NHSBFAA</li> </ul> </li> <li>• <b>Athletic Check Request:</b> <ul style="list-style-type: none"> <li>○ Volleyball (10/31): \$102.48 – Approved by AD-Vernon</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
<p>VP Membership: &gt; Barclay Spotz</p>	<ul style="list-style-type: none"> <li>• Parent-Survey sent out by coaches to their distribution so that we, the NHSBFAA, can try to get more parents involved in NHSBFAA</li> <li>• Survey will allow for NHSBFAA to establish a distribution list for monthly communication newsletters: <ul style="list-style-type: none"> <li>○ 103 responses with 157 emails collected (as of 11/2/2020)</li> </ul> </li> <li>• Barclay &amp; Beth are work through email clean-up with system</li> <li>• Next steps on communication plan to parents?</li> </ul>	<ul style="list-style-type: none"> <li>• Brian, Barclay &amp; Beth to meet this week to draft an email explaining the Pixellot Cameras and the scoreboard</li> <li>• Target to send a “Booster’s update” email bi-monthly to the email list to tell parents of happenings, fundraising, etc.</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: BH <ul style="list-style-type: none"> <li>▪ Received \$1,700, minus cost \$1,500 = \$200 in positive with Charger Cards, <u>Every card sold is Revenue!!!</u></li> <li>▪ Suggestion on how to continue to sell through remaining Cards – Students? Advisors? Coaches? NHSBFAA Members? More Community events?</li> <li>▪ How do we get the student athletes involved in selling? Maybe add a line on purchase for student's name &amp; team. Hand out prize for ‘top seller’</li> <li>▪ Have on hand at “Dining for Dollars”</li> </ul> </li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• <b>REMINDER: Please submit one form for EACH fundraiser.</b></li> <li>• Sell Charger Cards during “Dining for Dollars” events. <ul style="list-style-type: none"> <li>○ George will set up an event at Hwy 55 for next week.</li> <li>○ Brian will set up a SignUp Genius for volunteers to sell cards during this event.</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>▪ George is going to set up a Dining for Dollars at Hwy 55 and Brian will send out SignUp Genius to get volunteers</li> <li>▪ Idea to assign each team a restaurant and night</li> <li>○ Amazon Smile &amp; Harris Teeter: Iyve Arnold <ul style="list-style-type: none"> <li>▪ In Progress: Link your Cards</li> <li>• Harris Teeter: 006826</li> </ul> </li> <li>• <b>Submitted Fundraisers</b> to NHSBFAA for approval: <ul style="list-style-type: none"> <li>○ HOSA – NHS HOSA HOP Fundraiser (10/21/2020): S. Stubbs <ul style="list-style-type: none"> <li>▪ Motion to Approval HOSA Fundraiser <ul style="list-style-type: none"> <li>• Motion 1<sup>st</sup>: George Gilson, Jr.</li> <li>• Motion 2<sup>nd</sup>: Rebecca Johnson</li> <li>• Vote: unanimous</li> </ul> </li> </ul> </li> </ul> </li> <li>• <b>Pending &amp; In-Development Fundraising:</b> Updates <ul style="list-style-type: none"> <li>○ Dinning for Dollars – George Gilson <ul style="list-style-type: none"> <li>▪ George will put together an action plan for the “dining for dollars” at local establishments. Details to be discussed at next meeting.</li> </ul> </li> </ul> </li> <li>• <b>On-Hold Fundraisers:</b> due to Covid: <ul style="list-style-type: none"> <li>○ Ford Drive for UR School – Brian Holleran/Cameron Vernon <ul style="list-style-type: none"> <li>▪ Moved to Q1/Q2 2021</li> </ul> </li> <li>○ XC – Ronald Horton XC Invitational (9/19/2020) – Isenhour <ul style="list-style-type: none"> <li>▪ TBD based on NCHSAA</li> <li>▪ Possibly moved to spring time</li> </ul> </li> <li>○ UNC Concessions: George Gilson Jr.</li> <li>○ '20-'21 Reverse Drawing – Sponsor Chair Rep (?) <ul style="list-style-type: none"> <li>▪ Meetings held on 7/31/20 &amp; 8/5/2020</li> <li>▪ Rally-up is the virtual platform suggested by committee during 8/10/2020 meeting</li> <li>▪ On hold for now</li> </ul> </li> </ul> </li> <li>• <b>Cancelled Fundraisers:</b> due to Covid: <ul style="list-style-type: none"> <li>○ XC –2<sup>nd</sup> Annual Charger Stampede 5K Walk/Run (10/17/2020). <ul style="list-style-type: none"> <li>▪ This event has been canceled due to Covid-19, will return in next year ('21-'22)</li> </ul> </li> </ul> </li> <li>• <b>Completed Fundraiser's:</b> '20-'21 <ul style="list-style-type: none"> <li>○ XC – NHS Charger XC Pledge (6/15/2020 – 7/31/2020): Isenhour <ul style="list-style-type: none"> <li>▪ Raised \$170.00 for XC Budget</li> </ul> </li> <li>○ HOSA – Dine for \$\$\$ @ Carolina Brewery (9/29/2020): S. Stubbs <ul style="list-style-type: none"> <li>▪ Raised \$224.00 for HOSA</li> </ul> </li> <li>○ HOSA – Dine for \$\$\$ @ HOP (10/26/2020): S. Stubbs <ul style="list-style-type: none"> <li>▪ Raised \$XXX.XX for HOSA</li> </ul> </li> </ul> </li> <li>• <b>Required Fundraising Activities / Procedures:</b> <ol style="list-style-type: none"> <li>1. Coaches &amp; CTE Advisors are to discuss and gain approval from Ad's and/or CTE Coordinator on individual Fundraising Activities for their sport/club</li> <li>2. Once approved by AD's / CTE Coordinator, fundraising forms must be completed for Finally approval by NHSBFAA, prior to event</li> <li>3. When submitting forms, only one fundraiser event per form will be accepted.</li> <li>4. If approvals and forms <i>are not completed</i>, NHSBFAA has the right to refuse and not accept the fundraising/donation dollar amount. Should the NHSBFAA accept the fundraiser/donation, it will be on a XX/XX basis - XX% going to club/sport and XX% going into Resource fund. <ul style="list-style-type: none"> <li>▪ This is in place so that the NHSBFAA can maintain and adhere to required accounting/501c3 IRS practices</li> </ul> </li> </ol> </li> </ul>	<ul style="list-style-type: none"> <li>○ Possibly assign a team an evening so they can staff it, informing them that the profit goes to 'general', not to them specifically.</li> <li>• Look into adding a way on PayPal for purchaser to add in a student athlete's name and team/club for recognition/award to top seller.</li> </ul>
VP Group Relations & CTE Programs: > Lance Kupka	<ul style="list-style-type: none"> <li>• Updates</li> <li>• <b>CTE Coordinator Responsibilities:</b></li> </ul>	

	<ul style="list-style-type: none"> <li>• DECA, FBLA, FCCLA, FFA, HOSA, SkillsUSA</li> <li>• All Fundraising Activities, Check Request, Reimbursement procedures must go through CTE Coordinator for approval and then over to NHSBFAA</li> </ul> <ul style="list-style-type: none"> <li>• <b>CTE Check Request:</b> <ul style="list-style-type: none"> <li>○ None</li> </ul> </li> </ul>	
--	--	--

**Chairs of Standing Committees**

<p>Webmaster: &gt; Beth Davis</p>	<ul style="list-style-type: none"> <li>• Membership Email clean-up Updates:</li> <li>• Website updates: General updates, Team specific, Club specific</li> <li>• Fund-a-Need tracking on Website update:</li> </ul>	•
---------------------------------------	---	---

<p>Concession: &gt; Craig Adams</p>	<ul style="list-style-type: none"> <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> <li>• Plexiglass work order to be submitted by Cameron for all NHS concession stands – Completed</li> <li>• Concession stand will <b>not</b> be opened for 25 indoor fans. Will check back in on a monthly basis to see if this has been changed.</li> </ul>	•
---	--	---

<p>Seasonal Program Chair: &gt; Kori Mitchell / Brian Holleran</p>	<ul style="list-style-type: none"> <li>• 5 Programs to be completed <ul style="list-style-type: none"> <li>○ (1) Cross-Country (M/W) &amp; Volleyball</li> <li>○ (2) Basketball (M/W) &amp; Swimming (M/W)</li> <li>○ (3) Soccer (M), Lacrosse (M/W), Football</li> <li>○ (4) Golf (M/W), Tennis (M), Soccer (W), Softball</li> <li>○ (5) Baseball, Tennis (W), Track &amp; Field (M/W), Wrestling, Cheerleading</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>• Car Magnets: current working on magnets to be sold; need to check with resource fund to cover cost</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>• Need to add sponsorship deck onto NHSBFAA - Beth</li> </ul>	•
--	---	---

**Additional Chairs**

<p>Alumni Chair: &gt; Open</p>	<ul style="list-style-type: none"> <li>• Updates</li> </ul>	•
------------------------------------	---	---

<p>Communication Chair: &gt; Beth Davis</p>	<ul style="list-style-type: none"> <li>• Updates</li> </ul>	•
---	---	---










































**Additional Topics & Future Meeting Dates**

<p>Additional Topics</p>	<ul style="list-style-type: none"> <li>• Basketball, XCountry &amp; Volleyball doing a Toys for Tots competition. More info will be provided ASAP so it can be put on the website.</li> <li>• FCA &amp; Cheer are collecting can goods for Chatham CORA. Sherri Stubbs has more details</li> </ul>	
--------------------------	--	--

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"> <li>• December 7<sup>th</sup>, 2020 – Executive Meeting</li> <li>• December 14<sup>th</sup>, 2020 – General Meeting</li> <li>• January 11<sup>th</sup>, 2020 – General Meeting</li> </ul>	
<b>Meeting Adjourn</b>		
Meeting Adjourn	<ul style="list-style-type: none"> <li>• Motion to call meeting at: 8:22pm             <ul style="list-style-type: none"> <li>○ Motion approved by (1<sup>st</sup>): Sherry Stubbs</li> <li>○ Motion approved by (2<sup>nd</sup>): George Gilson, JR.</li> </ul> </li> </ul>	

From sstubbs to Everyone: (8:20 PM)  
 FCA and Cheer is Collecting Can Food items for Chatham Cora

Search

- Jennifer Morgan (me)  
- BH Brian Holleran (Host)  
- BS Barclay Spotz  
- Beth 
- Cameron Vernon  
- DM David Miller  
- GG George Gilson Jr.  
- h hdavis  
- Jane Corrado  
- Jason Amy  
- j jmilliken  
- Johnny Hill  
- LK Lance Kupka  
- Larry Fritsche  
- LP Lindsay Patterson  
- MI Mandy's Iphone  
- Randy Cox  
- RJ Rebecca Johnson  
- Ri Rita's iPad  
- RA Ryan Armstrong  
- s sstubbs  

Invite Unmute Me Raise Hand

From sstubbs to Everyone:  
I have sent to all my students and their parents along with all my athletes numerous times along with and my virtual classes. And HOSA students have sent out as well with their Social media. But making it a challenge might be more enticing with a prize.

From sstubbs to Everyone:  
Maybe give them a piece of Charger Gear for the top seller!

From Mandy's Iphone to Everyone:  
I know at least with volleyball we haven't started to sell any

From Ryan Armstrong to Everyone:  
I am sure we can get M2 to donate gear

From Lindsay Patterson to Everyone:  
Small step, but if pushing out on social, write sample copy and send that out. Parents and students will be more likely to post to their social accounts if all they have to do is copy and paste.

From Mandy's Iphone to Everyone:  
great idea Lindsay!

From sstubbs to Everyone:  
Yes, most definitely