

NHSBFAA General Meeting Agenda: 2/15/21

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
X		Chad Haddix	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
			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
			VP of Fundraising	Yes	Elected	2yr	2/17/2020 to 7/31/2022
		Position Eliminated	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		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 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: George <ul style="list-style-type: none"> ○ Meeting Called / Opened by: George ○ Time: 7:14 PM ○ Motion to open meeting by (1st): Sherri Stubbs ○ Motion to open meeting by (2nd): Barclay Spatz ○ Motion has been approved: Unanimous 	
Roll Call	<ul style="list-style-type: none"> • Attendance 	
Approval of Agenda	<ul style="list-style-type: none"> • Agenda emailed 2-12-21: • Motion to approve Meeting Agenda 2-15-21: All motions and votes were made via e-mail on 2-18-21. <ul style="list-style-type: none"> ○ Motioned to approve Meeting Agenda by (1st): Johnny Hill ○ Motioned to approve Meeting Agenda by (2nd): Mandy Forbes ○ Motion has been approved: Majority 	
Approval of Minutes	<ul style="list-style-type: none"> • General meeting minutes posted onto NHSBFAA website: • Motion to approve Executive Meeting Minutes from 2/8/21, posted on NHSBFAA website. All motions and votes were made via email on 2-18-21. <ul style="list-style-type: none"> ○ Motion to approve by (1st): Johnny Hill ○ Motion to approve by (2nd): Mandy Forbes ○ Motion has been approved: Majority 	
Executive Officer Reports		
President's Report: > George Gilson jr.	<ul style="list-style-type: none"> • Ivey Arnold has resigned effective 2-11. This is an important voting position that needs to be filled. Any suggestions? Beth, Do you want to fill this instead of the Seasonal Program Chair. Beth wants to stay as Seasonal Program Chair • Charger Card Sales & Recent Donations <ol style="list-style-type: none"> 1) \$500.00 – Soccer Fund-a-Need on 2/11 2) 100.00 – Soccer Fund-a-Need on 2/1 3) \$50.00 – Soccer Fund-a-Need on 1/31 • Announcement of addition of Gene Galin, Wanda Bland, and changes to Beth Davis Role to General meeting Group • Voted in Exec Meeting to add 10% donation requirement from all future fundraisers to the NHSBFAA Resource Fund to help raise funds and offset costs • Voted in Exec Meeting to Remove CTE's from NHSBFAA oversight and responsibility. • Voted in Exec Meeting to Change By-Laws, and remove VP of Group relations as a position and voting member. • Do we want to start handing out Charger Cards for Sale to Athletes? Talk to Dr. Walston about topic and table this. 	
Vice-President Report: Chad Haddix	<ul style="list-style-type: none"> • Updates – Followed up with 3 of fundraisers. 	
Treasurer's Report: > Mandy Forbes & Johnny Hill	<ul style="list-style-type: none"> • Financial update: Johnny/Mandy <ul style="list-style-type: none"> • Sent Out on 1/31/21 & Posted to Website. Updated in Executive Meeting. Please update General Membership All financials are posted to website and open for anyone to view. • IRS / Fortis Update: Johnny Updated for General Membership <ul style="list-style-type: none"> • IRS sent a letter indicating we would have to pay a fine for not filing taxes for 3 years. Our accountant has drafted a letter to send to IRS to ask for this to be excused. • Facebook Fundraising / Bank/ Filing – GG <ul style="list-style-type: none"> • Have we changed address over to match IRS filing address on bank statements? • Bank Statements & Filing: Have we updated these to reflect the new changes to our Board? <p style="text-align: center;">Need to check with Mandy on this.</p> 	

	<p>>Switching over CTE Funding to NHS Accounts – Need Johnny and Mandy to Coordinate with Cameron on a Transfer and Closing of these accounts.</p> <ul style="list-style-type: none"> • Incoming Check Request and/or Purchase Orders – Treasurer’s / Board • Athletic Fund Requests: <ol style="list-style-type: none"> 1) Check Request for Speaker Repl for \$425.06 to be split from Volleyball and Women’s Basketball Acct – Approved via email on 1/18/21 2) NCADA Renewal Request for Jason Amy for \$105.00 – Voted and Approved Via e-mail om 1/27/21. 3) Check Request from dance Team for Poms for \$292.21. Needs Vote and Approval Motion: Johnny Hill, 2nd : Chad Haddix Unanimous Approval 4) Payment Request for Football Team for Girdles in the amount of \$262.64. Needs Vote Approval Motion: Chad Haddix, 2nd Barclay Spatz Unanimous Approval 5) ***Added: Payment Request for Baseball for L Screens for 948.00. Need Vote Approval Motion: Chad Haddix, 2nd: Johnny Hill Unanimous Approval 6) Baseball – Practice Baseballs for \$ 500.34 – Fund-A-Need – Motion: Sherri Stubbs, 2nd: Chad Haddix Unanimous Approval • Resource Fund Requests: NONE • Treasurer Transition: BH, Mandy, Johnny <ul style="list-style-type: none"> • Lindsay is moving and will not be able to replace Mandy. Any suggestions for backfill? 	
Directors Reports		
<p>Athletic Directors: > Cameron Vernon & Jason Amy</p>	<ul style="list-style-type: none"> • Updates & Direction • NHS / NCHSAAA Schedule Updates: Jason or Cameron <ol style="list-style-type: none"> 1) Banners needing to be replaced & update on other items discussed in Exec Meeting including PPE funding from State or County. <ul style="list-style-type: none"> - No update. • Cancellations of Sporting Events Due to COVID <ul style="list-style-type: none"> - Update on fields from Jason 2) Camp Royal – Thinking about April. Maybe Briar Chapel for location. 	
<p>VP Membership: > Barclay Spatz</p>	<ul style="list-style-type: none"> • Updates • Discussion on By-Law Changes for Removal of VP of Group Relations & Other Previously discussed and worked on changes. 	

<p>VP Fundraising: > Open – George Gilson to Report</p>	<ul style="list-style-type: none"> • Approved & In-Progress Fundraiser’s: Updates <ul style="list-style-type: none"> ○ 2020-2021 Charger Cards & Fund-a-Need Donations • Sponsorship & Logos – <ul style="list-style-type: none"> ○ Sponsorship List Discussion and Involvement ○ Update from Craig Adams on Coca-Cola Sponsorship Discussion • Amazon Smile & Harris Teeter: Ivey Arnold • Submitted Fundraisers to NHSBFAA for approval. Football team is discussing a pending letter solicitation fundraiser. Need Cullen to do paperwork for approval. • Pending & In-Development Fundraising: <ul style="list-style-type: none"> ▪ Do we want to schedule more Charger Card Sales Events for in Combination with Dining for \$? – Table till after discussion with Walston about Charger Cards • On-Hold Fundraisers: due to COVID-19: <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) – Isehn <ul style="list-style-type: none"> ▪ TBD based on NCHSAA ▪ Possibly moved to springtime ○ ’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 	
<p>VP Group Relations & CTE Programs: > Eliminated George Gilson to Report</p>	<p>This role has been eliminated and By-Laws will need to be changed</p>	
Chairs of Standing Committees		
<p>Webmaster: > Gene Galin</p>	<ul style="list-style-type: none"> • NHSBFAA Newsletter Volume 2 just sent out 12/2/20 • NHSBFAA Newsletter to be sent out every 2-weeks: <ul style="list-style-type: none"> ○ 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 ○ 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 • Membership Updates • Website updates: General updates, Team specific, Club specific, Fund-a-Need tracking, platform and communication changes and or suggestions <p>Gene will get with Beth this week and have suggestions to make improvements to the website platform and communications from the NHSBFAA. Wants to keep it simple and cost effective.</p>	
<p>Concession: > Craig Adams</p>	<ul style="list-style-type: none"> • Concession stand will not be opened for 25 indoor fans. Will check back in on monthly basis to see if this has been changed. • Update on response from Coca-Cola on Sponsorship Request • Three open Positions on Concession Team: <ul style="list-style-type: none"> ○ Craig Adams – Lead ○ Open – Parent/Liaison Concession Training Led 	

	<ul style="list-style-type: none"> ○ Open Concession (Health Board) ○ Open Concession (Health Board) 	
<p>Seasonal Program Chair: > Beth Davis</p>	<p>>Programs Completed</p> <ul style="list-style-type: none"> • (1) Cross-Country (M/W) & Volleyball • (2) Basketball (M/W) & Swimming (M/W) <p>>Programs to Be Completed:</p> <ul style="list-style-type: none"> • Football & Cheer Program together. Done by ME • (3) Soccer (M), Lacrosse (M/W), <ul style="list-style-type: none"> ▪ Team Photo Dates: ▪ Photo's Received: TBD ▪ Program completion date: TBD • (4) Golf (M/W), Tennis (M), Soccer (W), Softball <ul style="list-style-type: none"> ▪ Team Photo Dates: TBD ▪ Photo's Received: TBD ▪ Program completion date: TBD • (5) Baseball, Tennis (W), Track & Field (M/W), Wrestling, Cheerleading <ul style="list-style-type: none"> ▪ Team Photo Dates: TBD ▪ Photo's Received: TBD ▪ Program completion date: TBD 	
<p>Merchandise & Spirit Chair: > Tami McGraw</p>	<ul style="list-style-type: none"> • Spirit Store / M2 Updates: Store is now LIVE <ul style="list-style-type: none"> ○ https://northwoodspirit.itemorder.com/sale • Tami – Update from M2 and or success or necessary changes that need to be considered to make this a bigger success? • Sales Going Up. Banners Up in School. Adding Beanie / Hats, facemasks. Anything else to add, let us know. 	
<p>Corporate Sponsorship Chair: > Open – Report to Be Given By George Gilson</p>	<ul style="list-style-type: none"> • Executive Board Reassigned Sponsorship Responsibilities – Important We Work the List! I have asked Beth to put up a shared document that all involved can access and update. • Updates: <ol style="list-style-type: none"> 1) Elizabeth's Pizza Sponsored \$750.00 – 2) Sanford Contractors Sponsored a ½ page ad in January – Did we ever get sponsorship paperwork filled out and logo for ad? Cameron said no. He would fill out the Sanford Sponsorship Form and send to us for our records. 	
Additional Chairs		
<p>Alumni Chair: > Wanda Bland</p>	<ul style="list-style-type: none"> • Welcome Wanda Bland • Ideas for discussion on generating more Alumni Membership and Support? Wanda said that she is already working on a list of people and ways to get our Alumni more involved. 	
<p>Communication Chair: > Gene Galin</p>	<ul style="list-style-type: none"> • Same comments as above under Website Chair 	
Additional Topics & Future Meeting Dates		
<p>Additional Topics</p>	<ul style="list-style-type: none"> • Jane Corrado – Seaforth – Questions about Freshmen • Sign up for County Board Meeting for answers. May not have all Varsity Sports at Seaforth. Lots of Redistricting 	

	Questions that need answers!!! Northwood should still be in same Class, but conference will change with re-alignment.	
Future Meeting Dates	<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"> • March 8th – General Meeting • March 15th – Executive Meeting 	
Meeting Adjourn		
Meeting Adjourn	<ul style="list-style-type: none"> • Motion to call meeting at: *:16 PM <ul style="list-style-type: none"> ○ Motion approved by (1st): Sherri Stubbs ○ Motion approved by (2nd): Chad Haddix <p>Unanimous Approval</p>	