NHSBFAA General Meeting Minutes: 4/12/21 @ 7:00 PM

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| 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 |
|  |  | Chad Haddix | Vice-President | Yes | Elected | 2yr | 2/17/2020 to 7/31/2022 |
|  |  | 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 |  | Anne Addabbo | 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 |
|  |  | Jason Amy | Athletic Director (2) | No | N/A | N/A | N/A |
| X |  | Barclay Spotz |  VP of Membership | Yes | Elected | 2yr | 5/1/2019 to 7/31/2021 |
|  |  |  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** |
| 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** |
|   |    | 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 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.

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| **Topic** | **Agenda / Minutes** | **Attachments / Actions** |
| Call to Order | * Call the meeting to order: George
	+ Meeting Called / Opened by: George
	+ Time: 7:08 pm
	+ Motion to open meeting by (1st): Tamy
	+ Motion to open meeting by (2nd): Craig
	+ Vote: Unanimous
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| Roll Call | * Attendance
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| Approval of Agenda | * Agenda emailed 4-9-21
* Motion to approve Meeting Agenda 4-12-21:
	+ Motioned to approve Meeting Agenda by (1st): Anne
	+ Motioned to approve Meeting Agenda by (2nd):Kevin
	+ Vote: Unanimous
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| Approval of Minutes | * General meeting minutes posted onto NHSBFAA website:
* Motion to approve General Meeting Minutes from 3-15-21 sent via email on 3-16-21:
	+ Motion to approve by (1st): Alisha
	+ Motion to approve by (2nd): Cameron I
	+ Vote: Unanimous
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| **Executive Officer Reports** |
| President’s Report: > George Gilson jr. | Pick 3 Drawing Update and Coordination  Cards have been allotted Need documentation for Rules for posting (review tonight) Parent meeting tomorrow to present* Charger Card Sales & Recent Donations
1. 3/16/21 - $23.00 – General Card Purchase
2. Mr. Forster had a bunch of monies donated for his fund-a-need for soccer. It was a very successful fundraiser and raised $2870 for the backstop net
3. Wrestling; Red Star.. (refer to Financials)
* Spoke to Ms. Kelly Childress and proposed her involvement as VP of Fundraising on 2/18. At this point, she has not indicated interest in assuming this role. Any update from those who may have contacted her? No update
* Spoke to Jaime Detzi recently about volunteering on the Board as either a Corporate Sponsorship Chair or Asst Treasurer on 3-4-2. Any update from those who may have contacted her? No update
* New By-Laws Amendments: Discussion and finalization before a vote in upcoming Executive Meeting.
* Charger Cards will be on sale via the website, but will not be handed out to the athletes or coaches. We will be highly depending on the success of the Pick 3 Drawing and corporate sponsorships for fundraising.
* We need to update our website with appropriate info and minutes in a timely manner.
* Concessions – Need More Volunteers for Running the NHS and UNC Concessions - Couple hundred raised.
* Alcohol Training for UNC Concessions (most money to bring in)
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| Vice-President Report: Chad Haddix  | * **General Update:** Absent – No update
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| Treasurer’s Report: > Mandy Forbes & Johnny Hill | * **Financial update: Johnny/Mandy**
	+ Financials for 3/31/21 Sent Out on 4/4/21 via email & Posted to Website. Updated in Executive Meeting. Please update General Membership

All financials are posted to website and open for anyone to view.* + $17K down from last year or 40%. Sponsorships/Fund a need made most of the gap.
* **CTE Extraction -** $14,077.40. Will be in April Financials
* **IRS / Fortis Update: Johnny**

**-**IRS communication Update: nothing new received from IRS* **Incoming Check Request and/or Purchase Orders – Treasurer’s / Board**
* **Athletic Fund Requests:**
1. Baseball Request for reimbursement for $472.94 for 2 separate invoices already paid from 3/22 and 3/16. This needs discussion before vote.

Motion: 2nd:Vote:1. Matt Brown submitted a check request form for $435.20 on 3/28/21 to be paid to M2 Graphics for Regional Champ T-Shirts for Men’s Basketball. This was voted on via email on 3/30/20.

Motioned: Haddix2nd: Mandy ForbesVote: Majority Approval1. Kevin Forster submitted for a check request for $ 1,995.28 for Kik Goal Backstop Net for Men’s Soccer to be paid to Soccer.com on 3/20/21:

Motion: Cameron I2nd: JohnnyVote: Unanimous1. Cameron Vernon submitted a request not to exceed $500 to Elizabeth’s Pizza for all players following the West Carteret Boys Varsity Football game at home this Friday. This was submitted on 4/11/21

Motion: Johnny H2nd: SherriVote: Unanimous1. Check request from Jackie Harpham for $200 to pay asst trainer Leslie Sierra-Arevalo for 2/19 & 2/24. This was already previously approved expenditure, but documentation was provided to Treasurer on 4/11/21 and this is a request for final payment.

Motion: Barclay2nd: SherriVote: Unanimous* **Resource Fund Request**
1. Cameron Vernon submitted for the check request for $105.00 from the Resource Fund to LD Williams for Red Star Oil Sponsorship sign:

Motion: Anne2nd: CraigVote: Unanimous1. Cameron Vernon submitted a request not to exceed $400 for the 2nd round of Sport Programs to Print Center USA on 4/11/21.

Motion: Johnny H2nd: CraigVote: Unanimous* **Treasurer Transition: Mandy, Johnny**
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| **Directors Reports** |
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| Athletic Directors: > Cameron Vernon & Jason Amy | * **Updates & Direction**

Baseball, Wrestling, Woman Tennis, track are on going. Gofundme page for a young man who will need medical support for his cancer diagnosis. Gene, can we put on website?* **NHS / NCHSAAA Schedule Updates: Jason or Cameron**
1. **HUDL Usage & Account Status:** Volleyball and W Lacross were not used this year. Usage to be reviewed
2. **All other updates from AD’s: none**
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| VP Membership: > Barclay Spotz | No updates on membershipCan we streamline email addresses to reach out parents only, for reminders , needs…? Gene to look into it.  |   |
| VP Fundraising: > Open – George Gilson to Report |  |  |
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| **Chairs of Standing Committees** |
| Webmaster: > Gene Galin | * NHSBFAA Newsletter Volume 2 just sent out 12/2/20
* NHSBFAA Newsletter to be sent out every 2-weeks:
	+ 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
* Webbase: can set up high level number of members. Wants to set up independent email to be able to focus on emails pertaining to him.

Any survey can be set upMebo: Gene looking into it, does not know much about itGmail account will allow us to have a Youtube page to post videos* Website updates: General updates, Team specific, Club specific, Fund-a-Need tracking, platform and communication changes and or suggestions
 |  |
| Concession: > Craig Adams | * Concession Sign-Ups & Updates

Need Volunteers for Friday Football game for the concessions. Will send a signup sheet. * Three open Positions on Concession Team:
	+ Craig Adams – Lead
	+ Open – Parent/Liaison Concession Training Led
	+ Open Concession (Health Board)
	+ Open Concession (Health Board)
 |  |
| Seasonal Program Chair: > Beth Davis  | **>Programs Completed*** + (1) Cross-Country (M/W) & Volleyball
	+ (2) Basketball (M/W) & Swimming (M/W)

**>Programs to Be Completed:*** **Football & Cheer Program together. Done by ME**
	+ (3) Soccer (M), Lacrosse (M/W),
		- Team Photo Dates:
		- Photo’s Received: TBD
		- Program completion date: TBD
	+ (4) Golf (M/W), Tennis (M), Soccer (W), Softball
		- Team Photo Dates: TBD
		- Photo’s Received: TBD
		- Program completion date: TBD
	+ (5) Baseball, Tennis (W), Track & Field (M/W), Wrestling, Cheerleading
		- Team Photo Dates: TBD
		- Photo’s Received: TBD
		- Program completion date: TBD
* Cameron and Beth talked to coordinate activities assistance
 |  |
| 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)
* **General Updates from Tami:**  Not ready yet
 |  |
| Corporate Sponsorship Chair: > Open – Report to Be Given By George Gilson  | * Updates on sponsorship progress? Already addressed in above topics.
* We need to put someone in charge of making sure that we are organizing and pushing for sponsorships. This same person will also need to make sure that we are gathering all logos for ads, and making sure that we are pulling through with our portion of the promised sponsorship benefits listed.
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| **Additional Chairs** |
| Alumni Chair: > Wanda Bland | * Ideas for discussion on generating more Alumni Membership and Support?
* **Updates from Wanda**
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| Communication Chair: > Gene Galin | * **Updates from Gene**
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| **Additional Topics & Future Meeting Dates** |
| Additional Topics |  |  |
| Future Meeting Dates | General Meetings: **First** Monday of every monthExecutive Meetings: **Second** Monday of every other monthChanged order for logistical purposes and ease of Executive Meeting Follow-UpUpcoming Meeting Dates:* April 19th – Executive Meeting
* May 3rd – General Meeting
* May 10th – Executive Meeting
 |  |
| **Meeting Adjourn** |
| Meeting Adjourn | * Motion to call meeting at:
	+ Motion approved by (1st): Tami
	+ Motion approved by (2nd): Cameron I
	+ Unanimous
 |  |