

NHSBFAA General Meeting Agenda – 5/11/2020

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
		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 Spotz	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	Frances Grant / Open	Website Chair	Yes	Appt by President	1yr	5/1/2019 to 7/31/2020
	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	Open
		Open	Merchandise Spirit Chair	No	Appt by President	1yr	Open
		Open	Corporate Sponsorship Chair	No	Appt by President	1yr	Open

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 Rone	Alumni Chair	No	Appt by President	1yr	2/17/2020 to 7/31/2021
	x	Carol Windsor	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: George Gilson Jr ○ Time: 7:04pm ○ 1st: Brian Holleran ○ 2nd: Barclay Spotz 	
Roll Call	<ul style="list-style-type: none"> • Attendance 	
Approval of Agenda	<ul style="list-style-type: none"> • Motion to approve Meeting Agenda 4/20/2020: <ul style="list-style-type: none"> ○ Motioned by: Cameron Isenhour ○ Motioned 2nd By: Brian Holleran 	<ul style="list-style-type: none"> • Agenda emailed: 5/11/2020 •
Approval of Minutes	<ul style="list-style-type: none"> • Motion to approve Executive Meeting Minutes (4.20/2020): <ul style="list-style-type: none"> ○ Motioned by: Avis Bell ○ Motioned 2nd By: Coach Cullen Homoka 	<ul style="list-style-type: none"> • Located on NHSBFAA Website
Executive Officer Reports		
President's Report: > Brian Holleran	<ul style="list-style-type: none"> • Annual Planning Meeting – May 11, 2020 	
Vice-President Report: > George Gilson Jr	<ul style="list-style-type: none"> • Updates 	<p>Met with UNC concessions:</p> <ul style="list-style-type: none"> - Airmark can only provide 1 check per vendor. So we will need to split it. - We can bring in more funding if we man the alcohol booths. - \$11,000 brought in last year <p>Barclay & George met about revising the by-laws. Shared doc been updated, we can make changes- fine tuning to have them work how we are working</p>
Treasurer's Report: > Mandy Forbes & Johnny Hill	<ul style="list-style-type: none"> • Financial update <ul style="list-style-type: none"> ○ Reports Available through 4/30 • Audit Update: BH <ul style="list-style-type: none"> ○ Working through process, more to come 	<p>Mandy on the call, had nothing to add for the financial report. Audit will be about \$7000 for everything. Meeting with them this week to finalize.</p>
Directors Reports		
Principal: > Dr Walston	<ul style="list-style-type: none"> • Updates & Direction: 	Dr. Walston not in attendance
Athletic Directors: > Cameron Vernon & Jason Amy	<ul style="list-style-type: none"> • Recognizing 2019-2020 Spring Seniors • 2020-2021 Planning – Next internal Coaches Meeting 5/14 • 2020 Summer Camps: Update 	<p>We are recognizing spring seniors:</p> <ul style="list-style-type: none"> - Senior plaques with Northwood "N", sport & season will be handed out. - Coach Amy putting together a video with SA thanking parents, coaches, etc. in grad gowns. Also adding in coaches sentiments. Will be done late this week.
VP Membership: > Barclay Spotz	<ul style="list-style-type: none"> • Updates 	<p>Trying to find the login credentials to be the FB page admin. Have a card ready to handout at orientations with contact info, websites, fundraising opportunities, etc all in one place.</p>
VP Fundraising: > Ivey Arnold	<ul style="list-style-type: none"> • Approved: Fundraiser's <ul style="list-style-type: none"> ○ 2020-2021 Charger Card <ul style="list-style-type: none"> ▪ Board approved final version of cards, along with business ▪ Can have cards shipped now, thoughts? ▪ Next steps: Ned to determine distribution of cards, timing, etc. ○ 2020 Cameron Vernon – Summer Basketball Camps • Pending & In-Development Fundraiser: Updates <ul style="list-style-type: none"> ○ Harris Teeter Vic Card - Ivey ○ Amazon Smile – Done –Francis ○ Lowes Food Stores – Ivey ○ Local Vendor / Squad Locker – Brian Holleran & Cameron Vernon 	<p>Charger Cards ae finished and will be sent out in a few weeks.</p> <p>Waitint for EIN info for HT, smile.amazon, and Lowe's Foods.</p>

	<ul style="list-style-type: none"> ▪ BH- No updates here, need to address with trying to stay within local business first ○ UNC Concessions: George Gilson? <ul style="list-style-type: none"> ▪ CTE Programs: Booth 121 - Owner (?) ▪ Athletics Programs (Booth 120) – Owner/Liaison George Gilson • Submitted Fundraiser's to NHSBFAA for approval: <ul style="list-style-type: none"> ○ None 	
VP Group Relations & CTE Programs: > Lance Kupka	<ul style="list-style-type: none"> • Updates 	Lance not in attendance. DeLisa Cohen provided update that several students are competing in virtual state & national championships. Spring is their big competition time; fall is for fundraising.
Chairs of Standing Committees		
Website: > Open / Brian Holleran	<ul style="list-style-type: none"> • Senior Post Cards • Thank you to our Sponsors • Meeting Minutes / Meeting Dates 	Senior post cards are up and rotate.
Concession: > Craig Adams, Avis Bell	<ul style="list-style-type: none"> • Definition of Roles & Responsibilities within Concession Committee: <ul style="list-style-type: none"> ○ Craig Adams ○ Avis Bell ○ Open Concession (Health Board) ○ Open Concession (Health Board) 	Craig not in attendance. Avis had no further updates.
Seasonal Program Chair: > Open >> Brian Holleran / AD's	<ul style="list-style-type: none"> • 2019-2020 Spring Programs - Completed • 2020-2021 Fall Programs & Schedule Posters <ul style="list-style-type: none"> ○ Dates are now confirm, BH to start working on Poster • 2020-2021 Winter Programs, Schedule Posters <ul style="list-style-type: none"> ○ 	
Merchandise & Spirit Chair: > Open >> Brian Holleran / AD – Cameron Vernon / Barclay Spotz?	<ul style="list-style-type: none"> • Local Business and/or Squad Locker • Stadium Seatback Chair – CTE Program - possibility 	
Corporate Sponsorship Chair: > Open >> Brian Holleran / George Gilson Jr / AD's	<ul style="list-style-type: none"> • 2020-2021 Sponsorship Packages – Review and discuss • CV-19 Impact on Sponsorships 	Sponsorship in a COVID-19 world, what does it look like?
Additional Chairs		
Alumni Chair: > Wonda Rone	<ul style="list-style-type: none"> • Updates 	
Communication Chair: > Carol Windsor	<ul style="list-style-type: none"> • Updates 	
Additional Topics & Future Meeting Dates		
Additional Topics	<ul style="list-style-type: none"> • Brian Holleran – 2020-2021 Budget Presentation • 	
Future Meeting Dates	<p>Upcoming Meeting Dates:</p> <ul style="list-style-type: none"> • June 8th – Executive Meeting 	
Meeting Adjourn		
Meeting Adjourn	<ul style="list-style-type: none"> • Call the meeting to adjourn: <ul style="list-style-type: none"> ○ Called by: George Gilson Jr ○ Time: 8:46pm ○ 1st: Cameron Ishenhour ○ 2nd: Jane McFadden 	

NHS BFAA Budget Review 2020-2021

Monday, May 11th 2020
7:00pm via Google Meet

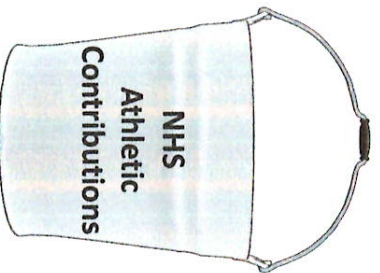
Topics:

- Supporting our Northwood Students & Student Athletes
- 2020-2021 Budget Review
 - Athletics – Fall Sports, Winter Sports, Spring Sports
 - CTE's and all other programs
 - Approved and Not Approved
- Fundraising for 2020-2021

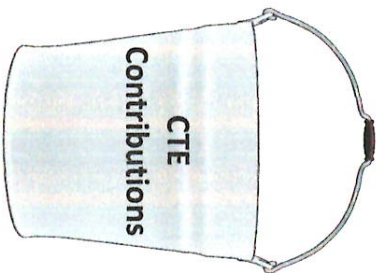
Supporting NHS Students & Student Athletes



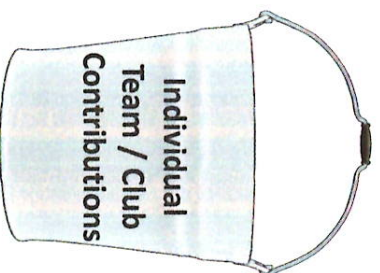
- Contributions:**
- Supplements / Staff Pay
 - Mileage for All Athletics: \$19,000
 - Small Additional Benefits – field paint and some equipment maintenance



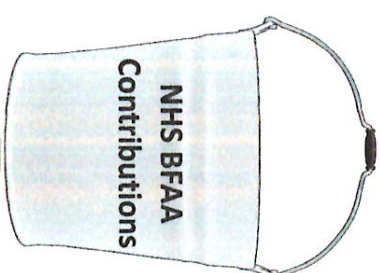
- Income:**
- Gate Revenue
 - Sponsorship's
 - Donation's
 - Fundraising Activities
- Expenses*:**
- Referee/Official Cost
 - Mileage (\$1.50/mile)
 - Security Fee's
 - Field Maintenance
 - Cost of Goods: Uniforms, safety equipment, sport/team equipment
 - Athletic Training Needs/Supplies
 - Capital Improvements



- Income:**
- Gate Revenue
 - NHS Concessions**
 - Donation's
 - Fundraising Activities
- Expenses*:**
- Conference Cost
 - Trips, Hotels, etc.



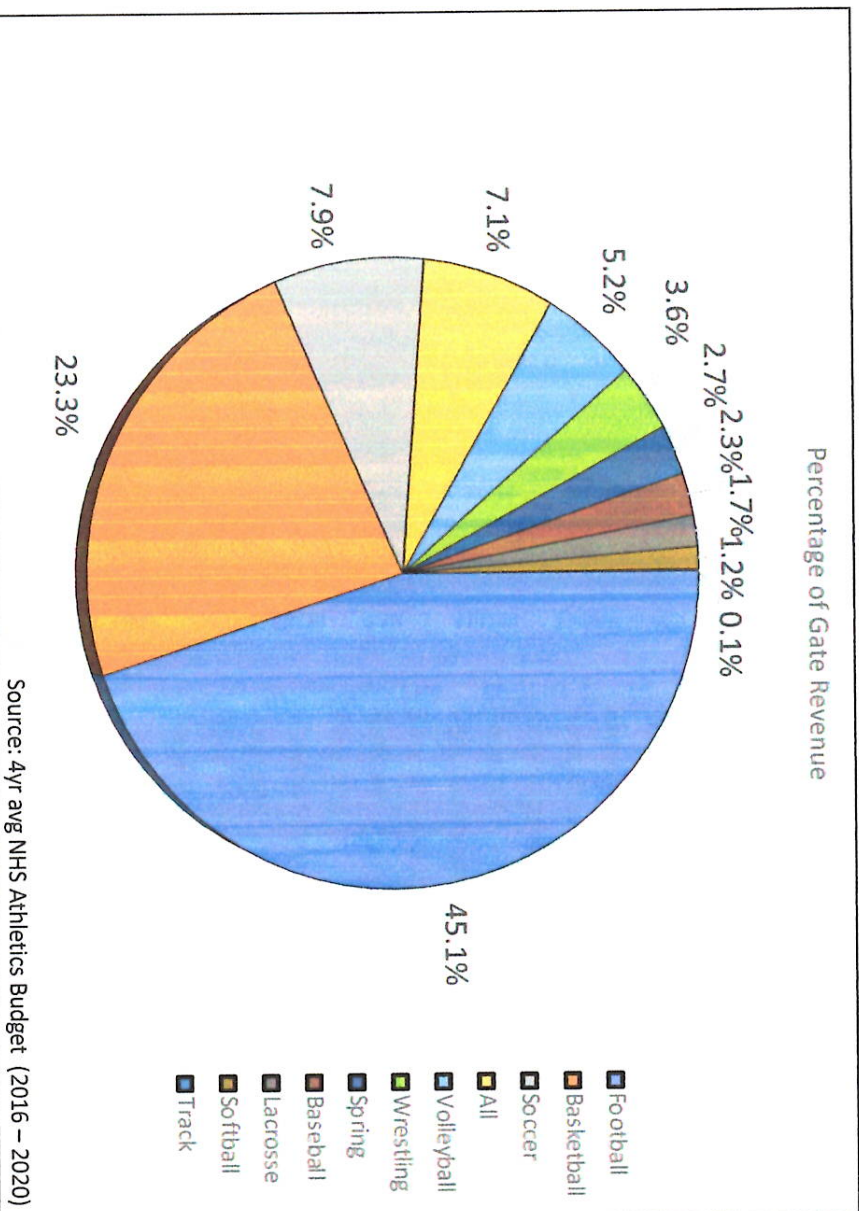
- Income:**
- Gate Revenue
 - NHS Concessions
 - Donation's
 - Fundraising Activities
- Expenses*:**
- Uniforms
 - Trips / Tournaments
 - Teams Specific Needs



- Income:**
- Gate Revenue
 - NHS Concessions
 - Sponsorship's
 - Donation's
 - Fundraising Activities
- Expenses*:**
- Cost of Goods: Taxes/Audit, Insurance, Website/PayPal fee's, etc
 - NHS Concessions
 - Capital Improvements
 - Athletic & Club Needs
 - Individual Team/Club Specific Needs

* Expenses: This is representation of expenses and does not include all cost
 ** NHS Concessions: When individual sports elect not to run their concession stand during their events

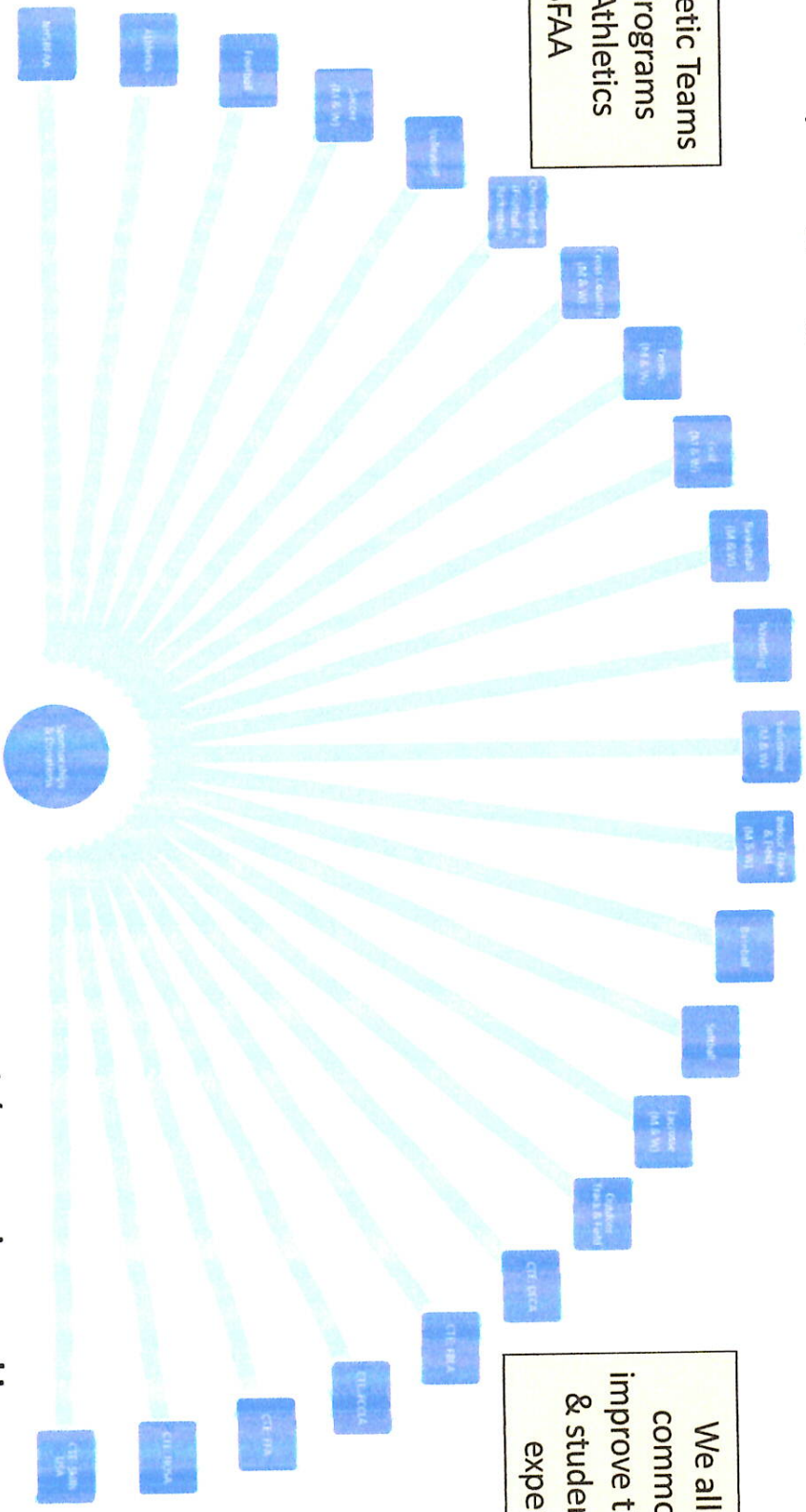
Generating Gate Revenue is all about creating a positive experience for our Charger Fans, which is driven by Football and Basketball



- Gate Revenue is NHS Athletics main source of income that supports all Athletic programs
- Example of cost: Referee/Official/Umpire Cost, Security Fees, Field Maintenance, Safety Equipment, etc
 - NHS Averages roughly \$75K per year

NHS BFAA, NHS Athletics, Individual NHS Sports Teams and CTE Programs are “competing” against each other for local sponsorships & donations

- 26 Athletic Teams
- 6 CTE Programs
- 1 NHS Athletics
- 1 NHSBFAA



We all have a common goal - improve the student & student athlete experience



Our local businesses started pushing back because too many team's/program's, are asking for donations/discounts resulting in them pulling back or not donating at all, so we need to be more strategic on how we solicit donations and sponsorships



Direct Support Contributions has delivered just over \$20,000 on average for NHS Athletics, while some individual sports teams has received additional support

NHS Athletics & NHSBFAA		4yr Avg.
Athletics		\$20,521.34
Resource Fund		\$2,648.87
Total		\$23,170.21

Local Business will support the greater cause of all athletics mainly for advertising their business

Individual contributions are geared towards individual sports for which their kids play

Individual Sports Teams	4yr Avg.	CTE and all other Clubs	4yr Avg.
Baseball	\$9,950.88	CTE: Skills	\$825.75
Basketball: Mens - Basketball	\$4,122.50	CTE: Enterprise	\$450.00
Football	\$2,860.18	Dance Team	\$355.92
Volleyball: Volleyball - Indoor	\$1,510.51	Upward Bound	\$222.06
Softball	\$1,456.35	CTE: FCCLA	\$154.25
Cheerleading	\$1,364.09	CTE: DECA	\$152.92
Lacrosse	\$1,087.76	Student Council	\$82.44
Basketball: Womens - Basketball	\$1,048.75	CTE: HOSA	\$81.25
Wrestling	\$980.00	Band	\$21.00
Track & Field	\$552.26	Arts: Theater	\$21.00
Track & Field: Cross Country	\$393.50	Arts: Foundation	\$21.00
Soccer: Womens - Soccer	\$374.58	Arts: Dance	\$21.00
Soccer: Mens - Soccer	\$297.50	Arts: Visual Arts	\$21.00
Golf: Mens - Golf	\$248.00	Chorus	\$20.50
Swim Team	\$131.50		
Tennis: Womens - Tennis	\$116.38		
Total	\$26,494.72	Total	\$2,450.09

Direct Support consist of the following:

Sign Sponsorship (mainly Athletics): Vanco (All Teams & Clubs); Amazon Smile (NHSBFAA); Individual, Business Contributions (All Teams & Clubs); Corporate Contributions (All Teams & Clubs); Public Support (Teams, Clubs, Athletics)

Source: NHSBFAA
Financial Documents:
Direct Support
Categories (2016 -
2020)



Fundraising dollars and activities are down verse prior year, but looking deeper into fundraising activities we, the NHSBF AA, need to step up and do a better job raising funds to further support our students and student athletes

	FY 2019-2020	FY 2018-2019	FY 2017-2018	FY 2016-2017	Grand Total	4yr Avg.
Resource Fund	\$20,931.24	\$20,706.29	\$2,818.25	\$71,913.87	\$116,369.65	\$29,092.41
Athletics	\$141.00	\$1,484.00	\$7,575.74	\$1,948.00	\$11,148.74	\$2,787.19
Ind. Sports Teams	\$84,184.45	\$112,873.27	\$81,574.30	\$104,442.51	\$383,074.53	\$95,768.63
CTE Programs	\$24,640.78	\$22,944.55	\$30,716.57	\$28,391.30	\$106,693.20	\$26,673.30
Totals	\$129,897.47	\$158,008.11	\$122,684.86	\$206,695.68	\$617,286.12	\$154,321.53

Source: NHSBF AA
 Financial Documents:
 Direct Support
 Categories (2016 -
 2020)

Direct Support consist of the following:

Sign Sponsorship (mainly Athletics); Vanco (All Teams & Clubs); Amazon Smile (NHSBF AA); Individual, Business Contributions (All Teams & Clubs); Corporate Contributions (All Teams & Clubs); Public Support (Teams, Clubs, Athletics)



What impact is CV-19 going to have?

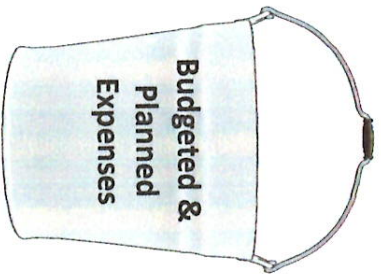
	2020-2016	4Yr avg
Buckets		
Gate Revenue		\$75,000
Concession		\$20,000
Direct Contributions*		\$20,000
Fundraising*		\$21,000
Total		\$136,000

* Does not include individual teams or club dollars

	CV-19 Potential Impact						
	10% Loss	15% Loss	20% Loss	25% Loss	30% Loss	40% Loss	50% Loss
Gate Revenue	\$67,500	\$63,750	\$60,000	\$56,250	\$52,500	\$45,000	\$37,500
Concession	\$18,000	\$17,000	\$16,000	\$15,000	\$14,000	\$12,000	\$10,000
Direct Contributions*	\$18,000	\$17,000	\$16,000	\$15,000	\$14,000	\$12,000	\$10,000
Fundraising*	\$18,900	\$17,850	\$16,800	\$15,750	\$14,700	\$12,600	\$10,500
Total	\$122,400	\$115,600	\$108,800	\$102,000	\$95,200	\$81,600	\$68,000

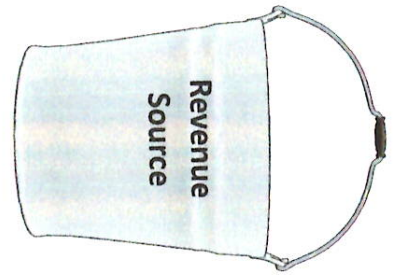
- CV-19 will have an impact on our income streams, so we need:**
- Have a plan.....if not multiple plans
 - Improve our budget planning process
 - Become more disciplined with our spending....need to stretch every dollar!

What does our 2020-2021 planning look like?



NHS - All Athletics Budget '20-'21

REVENUE SOURCE	QUANTITY	INCOME	REVENUE BUDGET
CHATHAM COUNTY CONTRIBUTIONS			
1) Outlets	42	\$ 1,320	\$5,000
2) Endowment - Various		\$13,000	\$13,000
3) Endowment (Student Conv.)	1	\$1,000	\$0
4)		\$0	\$0
5)		\$0	\$0
NHS ATHLETICS CONTRIBUTIONS			\$0
1)		\$0	\$0
2)		\$0	\$0
3)		\$0	\$0
4)		\$0	\$0
5)		\$0	\$0
6)		\$0	\$0
7)		\$0	\$0
8)		\$0	\$0
9)		\$0	\$0
10)		\$0	\$0
INDIVIDUAL DONOR CONTRIBUTIONS (UNDER PROPERTY LET)			\$0
1)		\$0	\$0
2)		\$0	\$0
3)		\$0	\$0
4)		\$0	\$0
5)		\$0	\$0



\$200,000 is the minimum amount that we need to fundraise for our student-athletes

EXPENSE CATEGORY	QUANTITY	COST	BUDGET
CHATHAM COUNTY EXPENSES			
1) Car Wash	40	\$1,200	\$10,200
2) Endowment - Various		\$13,000	\$13,000
3) Endowment (Student Conv.)	1	\$1,000	\$0
4)		\$0	\$0
5)		\$0	\$0
NHS ATHLETICS EXPENSES			\$10,200
1) Team Buses	1	\$44,125	\$44,125
2) Team Buses	1	\$64,422	\$64,422
3) Spring Buses		\$8,728	\$8,728
4)		\$0	\$0
5)		\$0	\$0
6)		\$0	\$0
7)		\$0	\$0
8)		\$0	\$0
9)		\$0	\$0
10)		\$0	\$0
INDIVIDUAL DONOR CONTRIBUTIONS (UNDER PROPERTY LET)			\$0
1)		\$0	\$0
2)		\$0	\$0
3)		\$0	\$0
4)		\$0	\$0
5)		\$0	\$0
6)		\$0	\$0
7)		\$0	\$0
8)		\$0	\$0
9)		\$0	\$0
10)		\$0	\$0
TEAM EXPENSES - TEAM BUDGET			\$0
1)		\$0	\$0
2)		\$0	\$0
3)		\$0	\$0
4)		\$0	\$0
5)		\$0	\$0
6)		\$0	\$0
7)		\$0	\$0
8)		\$0	\$0
9)		\$0	\$0
10)		\$0	\$0
TOTAL REVENUES			\$204,011
TOTAL EXPENDITURES			\$204,011
BALANCE			\$0



2020-2021 NHSBFAA Budget

Sport	Planned (NEED)	Amount Approved	Difference
Football	\$52,626	\$0	(\$52,626.00)
Men's Soccer	\$10,325		(\$10,325.00)
Volleyball	\$10,640		(\$10,640.00)
Cheerleading	\$0		\$0.00
Cross Country	\$12,265		(\$12,265.00)
Women's Tennis	\$4,747		(\$4,747.00)
Women's Golf	\$2,550		(\$2,550.00)
Total Fall Sports	\$93,153	\$0	(\$93,153.00)
Sport			
	Planned (NEED)	Amount Approved	Difference
Men's Basketball	\$15,385		(\$15,385.00)
Women's Basketball	\$11,185		(\$11,185.00)
Wrestling	\$6,503		(\$6,503.00)
Swimming	\$7,650		(\$7,650.00)
Indoor Track & Field	\$3,400		(\$3,400.00)
Total Winter Sports	\$44,123	\$0	(\$44,123.00)
Sport			
	Planned (NEED)	Amount Approved	Difference
Baseball	\$10,620		(\$10,620.00)
Softball	\$10,147		(\$10,147.00)
Women's Soccer	\$9,703		(\$9,703.00)
Men's Lacrosse	\$8,911		(\$8,911.00)
Women's Lacrosse	\$7,104		(\$7,104.00)
Track & Field	\$5,000		(\$5,000.00)
Men's Tennis	\$2,000		(\$2,000.00)
Men's Golf	\$3,000		(\$3,000.00)
Total Spring Sports	\$56,485	\$0	(\$56,485.00)
Total Athletics	\$193,761	\$0	(\$193,761.00)
CTE			
	Planned (NEED)	Amount Approved	Difference
CTE: DECA	\$5,000		(\$5,000.00)
CTE: FBIA	\$5,000		(\$5,000.00)
CTE: FCCLA	\$5,000		(\$5,000.00)
CTE: FFA	\$5,000		(\$5,000.00)
CTE: HOSA	\$5,000		(\$5,000.00)
CTE: SKILLS USA	\$5,000		(\$5,000.00)
Total CTE Programs	\$30,000	\$0	(\$30,000.00)
Total	\$223,761	\$0	(\$223,761.00)

Coch Vernon, Coach Amy, Dr. Walston, George, and Brian – need to continue to dive deeper into budgets before anything is confirm and improved.



\$225,000
is our need for
2020-2021

Also, we need to discuss need budgets with coaches and CTE programs



Raising \$225,000 for '20-'21

Current Programs

- Charger Cards: \$27,000
- NHS Concessions: \$20,000
- UNC Concessions: \$12,500
- Amazon Smile: \$500
- Harris Teeter Vic Card: \$XXXX
- Lowes Food Stores: \$XXXX
- PTA Thrift Shop: \$XX,XXX

Suggestions:

- Fund-a-Athlete:
 - 500 athletes @ \$250/athlete = \$125,000
- Fund-a-Need:
 - Football Sled: \$5,500
 - Scoreboard at soccer/lacrosse field: \$10,000
- Fund-a-CTE Student:
 - 120 CTE students @ \$250/student = \$30,000
- Reverse Raffle / Car Raffle
 - Each Student Athlete (500) & CTE student (120) sells 20 tickets at \$20/ticket = \$248,000 minus \$50,000 payout; Nets \$198,000

