

NHSBFAA General Meeting Agenda – 9/14/2020

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
		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	
X		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"> • Call the meeting to order: <ul style="list-style-type: none"> ○ Meeting Called / Opened by: Brian Holleran ○ Time: 7:02pm ○ 1st: Sherri Stubbs ○ 2nd: Cameron Isenhour 	
Roll Call	<ul style="list-style-type: none"> • Attendance 	
Approval of Agenda	<ul style="list-style-type: none"> • Agenda emailed: 9/10/2020 • Motion to approve Meeting Agenda 9/14/2020: <ul style="list-style-type: none"> ○ Motioned approved by (1st): George Gilson ○ Motioned approved by (2nd): Barclay Spotz 	
Approval of Minutes	<ul style="list-style-type: none"> • General meeting minutes posted onto NHSBFAA website: 8/17/2020 • Motion to approve General Meeting Minutes from 8/10/2020: <ul style="list-style-type: none"> ○ Motioned approved by (1st): George Gilson ○ Motioned approved by (2nd): Sherri Stubbs 	
Executive Officer Reports		
President's Report: > Brian Holleran	<ul style="list-style-type: none"> • Updates – See comments and discussion points under each Directors and Chair positions 	
Vice-President Report: > George Gilson Jr	<ul style="list-style-type: none"> • Updates • UNC Concessions • 	<ul style="list-style-type: none"> • No Fans, no updates from Aramark
Treasurer's Report: > Mandy Forbes & Johnny Hill	<ul style="list-style-type: none"> • Financial update: Johnny/Mandy <ul style="list-style-type: none"> • 8/31/2020 Financials posted to website 9/10/2020 • Sent to NHSBFAA Team with General Meeting Agenda (9/14/20) • IRS Information: Johnny <ul style="list-style-type: none"> • Compliance Update (Johnny sent follow-up to group on 7/7/2020) • Audit Update: BH <ul style="list-style-type: none"> • In-final stages within the next 2/3 weeks according to Kyle/Jennifer • Once completed we'll need to review and establish new policies and procedures • PayPal, Vanco, Facebook Fundraising, Stripe Platforms – BH <ul style="list-style-type: none"> • PayPal: <ul style="list-style-type: none"> ▪ 2.2%, +\$0.30 per transaction • Vanco: <ul style="list-style-type: none"> ▪ Mastercard / Visa: 0.0276%, +\$0.45 per transaction ▪ Discover Card: 0.0275%, +\$0.11 ▪ Failed transaction Vanco Fee: \$0.45 • Facebook Fundraising: <ul style="list-style-type: none"> ▪ No Fees once approved; turnaround of money 1-2 weeks vs Network for Good 1.5mths to 2mths ▪ Next Steps in approval process: <ul style="list-style-type: none"> • Need to change address to match IRS filings, FB doesn't accept PO Box • Need to look at "Bank Account Holder Name on application doesn't match the Bank account Holder Name on the Bank Statement" • See attached email document • Stripe Platform: https://stripe.com/ <ul style="list-style-type: none"> ▪ 2.9%, +\$0.30 per transaction ▪ Platform needed if we move forward with Reverse On-Line Drawing (Rally-Up: https://demo.rallyup.com/teslaraffle) • All transactions fees are now being applied to each specific team/club and are not being absorb by Resource fund until further notice: CV, BH, JH <ul style="list-style-type: none"> • Example: Cross-Country receives a donation for \$50 within PayPal; Transaction/Processing Fee \$1.40; net donation amount for Cross-Country \$48.60 • 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 & Cameron Vernon: BH, GG, MF, JH, CV, JA <ul style="list-style-type: none"> • Jason/Cameron working on document to outline process with coaches – Due Date TBD 	<ul style="list-style-type: none"> ▪ Johnny/Mandy – not present ▪ IRS compliance – Still needs to resolved ▪ ▪ Audit should be finishing up soon ▪ Do we need Vanco as a platform? <ul style="list-style-type: none"> • 9 people donated via Vanco • 73 Transactions; 2 transactions represented over 50% of the total donation amount ▪ Need to understand Stripe if we move forward with reverse drawing? ▪ Facebook Fundraiser – need to discuss with Mandy/Johnny to determine next steps

	<ul style="list-style-type: none"> NHSBFAA Board needs to discuss similar process with all other clubs/sponsors (CTE Advisor / CTE Clubs) 	
Directors Reports		
Principal: > Dr Walston	<ul style="list-style-type: none"> Updates & Direction 	<ul style="list-style-type: none"> N/A
Athletic Directors: > Cameron Vernon & Jason Amy	<ul style="list-style-type: none"> Updates & Direction NCHSAA Updates: NHS "New Schedules": Feedback from coaches on NHSBFAA Website: 	<ul style="list-style-type: none"> NCHSAA released new calendar for sports during 20-21 season, lots of overlapping schedules and conflicts CC BOD still needs to determine if sports will resume Conference scheduling has tentatively begun.....nothing final New Scoreboard has been delivered to NHS, Cameron researching and getting quotes
VP Membership: > Barclay Spotz	<ul style="list-style-type: none"> Updates Feedback from Cards/Flyer distributed with freshman computers 	<ul style="list-style-type: none"> Proposed Survey to be sent by coaches to help NHSBFAA collect emails to help get more parents involved in NHSBFAA activities
VP Fundraising: > Ivey Arnold	<ul style="list-style-type: none"> Approved & In-Progress Fundraiser's: Updates <ul style="list-style-type: none"> 2020-2021 Charger Card: BH <ul style="list-style-type: none"> Sold 18 Charger Cards via On-Line – mostly from NHSBFAA Board members, but we have sold to others as well. \$29,640 still remains for us to make by selling the remaining 1,484 cards <ul style="list-style-type: none"> Thoughts & Suggestion on how to capitalize UNC Concessions: George Gilson Jr. <ul style="list-style-type: none"> See VP executive report updates for info Amazon Smile & Harris Teeter: Ivey Arnold <ul style="list-style-type: none"> In Progress: Link your Cards <ul style="list-style-type: none"> Harris Teeter: 006826 2020-2021: NHSBFA Spirit Store: Tami McGraw <ul style="list-style-type: none"> See Merchandising/Spirit Chair updates below Pending & In-Development Fundraising: Updates <ul style="list-style-type: none"> Lowe's Food Stores: Ivey Arnold '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 Fundraisers: due to Covid: <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) – Isenhour <ul style="list-style-type: none"> TBD based on NCHSAA Cancelled Fundraisers: due to Covid: <ul style="list-style-type: none"> XC –2nd Annual Charger Stampede 5K Walk/Run (10/17/2020). <ul style="list-style-type: none"> This event has been canceled due to Covid-19, will return in next year ('21-'22) Submitted Fundraisers to NHSBFAA for approval: <ul style="list-style-type: none"> Sherri Stubbs – HOSA Dining for \$\$\$ <ul style="list-style-type: none"> September 29th @ Carolina Brewery Dine-in or Take-out; percentage of sales goes toward SLC & ILC Competition Fees Completed Fundraiser's: '20-'21 <ul style="list-style-type: none"> XC – NHS Charger XC Pledge (6/15/2020 – 7/31/2020): Isenhour 	<ul style="list-style-type: none"> Charger Cards – Need to put together program to help sell Charger Cards. Idea's solicited from group include: <ul style="list-style-type: none"> Drive thru at NHS with Coaches reoccurring weekly for 4 weeks Set-up shop at various location throughout Pittsboro – M2, Marco's, Root Cellar. Thus helping to drive traffic into local business that are supporting the Charger Cards Social Media Push – Need people to share Facebook postings Email / announcement to be sent from school Lowe's Food Store – Ivey? Dine for \$\$\$ Program – HOSA <ul style="list-style-type: none"> Unanimously approved by NHSBFAA BOD Brian to send approval email to Sherri REMINDER: On Fundraiser forms- please submit one form for EACH fundraiser.

	<ul style="list-style-type: none"> ▪ Raised \$170.00 for XC Budget 	
<p>VP Group Relations & CTE Programs: > Lance Kupka</p>	<ul style="list-style-type: none"> • Updates • All CTE page on NHSBFAA have been update – Jackie M. / CTE Coordinator 	<ul style="list-style-type: none"> • No updates
Chairs of Standing Committees		
<p>Webmaster: > Beth Davis</p>	<ul style="list-style-type: none"> • Updates • Athletic Team & CTE Advisor Feedback on website? • Email Address / C-Panel 	<ul style="list-style-type: none"> • Working on getting Microsoft teams page up and running – one stop shop for NHSBFAA....everything cloud based • Working on cleaning up emails – NHS Coaches staff, NHSBFAA teams, parent list, etc
<p>Concession: > Craig Adams</p>	<ul style="list-style-type: none"> • Three open Positions on Concession Team: <ul style="list-style-type: none"> • Craig Adams – Lead • Open – Parent/Liaison Concession Training Led • Open Concession (Health Board) • Open Concession (Health Board) • Thank you, Avis for helping with NHS Concession and good luck over at Horton Middle School..... • What prep work do we need to do in order for us to open stands <ul style="list-style-type: none"> • Covid-19 related items? 	<ul style="list-style-type: none"> • Craig unable to attend due to work • Thank you Avis for helping the NHSBFAA • Need to follow-up with Avis regarding CC for Sam’s Club • 3 current opening that need to be filled quickly
<p>Seasonal Program Chair: > Kori Mitchell / Brian Holleran</p>	<ul style="list-style-type: none"> • On-Hold 	<ul style="list-style-type: none"> • No updates, waiting to hear next steps on athletics
<p>Merchandise & Spirit Chair: > Tami McGraw >> Brian Holleran / AD – Cameron Vernon</p>	<ul style="list-style-type: none"> • Spirit Store / M2 Updates: <ul style="list-style-type: none"> • M2 purchased new that will help better meet our need of having a NHSBFAA store open year-round. • We will still look to start with retail windows for Fall, Winter, and Spring. • Timing of order windows to be finalized by 8/13/2020 	<ul style="list-style-type: none"> • Good news M2 moving forward and should have store up and running by 9/22
<p>Corporate Sponsorship Chair: > Alex Brinker / Brian Holleran / AD-Vernon</p>	<ul style="list-style-type: none"> • 2020-2021 Sponsorship Packages – on hold due to Covid / NCHSAA • Brian, Cameron, Alex to finalize package now that we have baseball and softball information: Due Date at next Executive Meeting on 10/5/2020 	<ul style="list-style-type: none"> • Brian to send document to Alex and set-up time to review with he and AD’s, should we have athletic’s
Additional Chairs		
<p>Alumni Chair: > Open</p>	<ul style="list-style-type: none"> • Updates 	<ul style="list-style-type: none"> • No updates
<p>Communication Chair: > Beth Davis</p>	<ul style="list-style-type: none"> • Updates 	<ul style="list-style-type: none"> • See Website chair for more information
Additional Topics & Future Meeting Dates		
<p>Additional Topics</p>	<ul style="list-style-type: none"> • 	
<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"> • October 5th, 2020 – Executive Meeting • October 12th, 2020 – General Meeting • November 9th, 2020 – General Meeting 	
Meeting Adjourn		
<p>Meeting Adjourn</p>	<ul style="list-style-type: none"> • Motion to call meeting at: (Time) 8:16pm <ul style="list-style-type: none"> ○ Motion approved by (1st): Sherri Stubbs ○ Motion approved by (2nd): George Gilson 	

