

NC Eagles Booster Club, LLC  
NC Eagles Foundation, Inc

Executive Board Meeting Minutes: December 13, 2025

10:00am via Microsoft TEAMS

**Board Members:**

*Present:* Emmett Osburn (Vice President), Undraya Norwood (Board Member-at-Large) and Eboni Murphy (Secretary)

*Absent:* Yolanda Polk (President), Joe Sutton (Corporate &Community Liaison)

**Proceedings:**

- *Meeting called to order* at 10:04 am by Emmett

**Vice President/CTO's report**

- Website changes
  - Current meeting minutes need to be uploaded
- Foundation
  - Contact Truist to create a separate account
- Update bylaws from officers feedback (in progress)
  - Financial and other forms
  - Establish new logo for foundation (in progress)
- Financial report
  - Needs to be updated to include Giving Tuesday donations

**Corporate &Community Liaison's report**

- No report out

**Secretary report**

- Account balance \$3,116.85
  - iPostal \$15
  - Go daddy \$25
- Need to reassess general meetings in 2026 due to lack of participation

**Board Member-at-Large report**

- Surveyed parents from the R&B Bingo and Literacy Night
  - Parents would like communication
  - Best communication would be to send the newsletter to the Parent Liaison to share with the Parent Liaisons cluster to distribute

### Old Business

- Develop calendar of events for the Booster Club to ingrate NCHS school/athletic needs
  - Will be completed monthly (ongoing)
- Bylaws need to be revised to have footers (education/charitable cause)
- 990 form (11/15 annual filing deadline)
  - The **NC Eagles Foundation** does *not* need to file for this cycle because it was created after June 30, 2025.
  - Need clarity on handling/donating funds from the **NC Eagles Booster Club LLC** (not under 501(c)(3))
  - NC Eagles Booster Club LLC will be kept for merchandise
  - Need to see if donation from the LLC to the foundation is allowed
- Scholarships
  - 2 applicants submitted essays
    - Review and vote by 12/16/25
    - Vote on 1 or 2 scholarship awards
- Leadership Succession Planning (Terms End June 2026)  
Recruitment needs to begin early due to low participation.  
Proposed timeline:
  - Start messaging December 2025
  - February 2026 bi-weekly outreach
  - Allow community members to be considered, pending bylaw confirmation.
  - Vote needs to be completed by 5/31/26 to allow transitional period
  - July is new fiscal year

**Yolanda announced she will not seek re-election as President** but wants to remain on the board.

### New Business

- Upcoming Events
  - Scholarship award presentation 1/14/26 (tentative date)
  - College Park Skyhawks 1/21/26
  - Prom Giveaway (date TBD)
    - Chick-Fil-A or Chipotle Night
- Membership drive
  - Hold Q&A in January 2026

### Other Business

- Newsletter distribution

### **PENDING ACTION ITEMS**

- AI bot to get business listing~ Yolanda
- VA vendor~ Joe
- Change e-mail for membership fee~ Emmett
- Bylaw review meeting (schedule after USA Parent Booster membership)
- Parent Booster organization~ Emmett
  - Send login details to officers
- Score.org free tax consult for 990 filing~ Yolanda
- Send bylaws, forms & logo for review~ Emmett
- Resolve iPostal notarization~ Yolanda
- **Begin leadership recruitment messaging (Dec newsletter + social posts)~All**
- Set prom dress/tux donation drop-off events~ Yolanda & Eboni
- Obtain IG login from Meisha~ Undraya
- Corporate sponsors list~ Joe & Emmett

### **ACTION ITEM**

- Chick-Fil-A and/or Chipotle fundraiser dates~Eboni
- Finalize Newsletter to send out top of next week~Emmett
- North Clayton Day vendors~ Emmett
- Prom Giveaway assistant from Kayla ~Emmett
- Corporation sponsorships~ Joe/Emmett
- Foundation bylaws & logo email from Emmett 10/8/25~All

- Meeting adjourned at 10:52 am
- Minutes submitted by Secretary, Eboni Murphy (*via Eboni's notes and TEAMS recording.*)

**Executive Officers meeting 1/10/26 @ 10:00 am (via TEAMS)**

**Open meeting 1/18/26 @6:00 pm (via ZOOM)**