

**August 3, 2020**

**BHHS-MHS ALUMNI BOARD MEETING**

The first meeting of the 2020-2021 BHHS-MHS Alumni Board was called to order by president, Matthew ("Matt" Wink) at 6:00 p.m. on Monday, August 3, 2020.

In the absence of secretary Michele ("Mickey Joe" Elliott) roll call was taken by Betty Hutsler with the following Board members present: Matt Wink, Betty Hutsler, Brad Wright, DiAnn Miller, Terri Reed, Kathy Bennett, Adrian ("AD") Elliott, Sherri Smith, Cheryl Chapman, Ron Bennett

Matt announced that Board member Sadie Blanchfield called with regrets that she would not be at the meeting as she is scheduled for major surgery, Tuesday, August 4. Members were asked to remember Sadie in their prayers.

The minutes of the last meeting were emailed to all Board members by secretary, Mickey Joe, on July 24. After a short discussion, AD moved to table the acceptance of the minutes until the next meeting, as Sherry Smith had requested adding all the names of the students who were honored by the Alumni Association, including Scholarship Recipients, Mary Ann Brannon Scholarship Recipients, Waldeck Scholarship Recipients, and the Most Improved Students who were selected by the MHS staff. The motion carried.

Brad Wright gave the treasurer report:	Available Fund:	\$ 14,102.75
	General Fund:	\$ 5,153.98
	Scholarship Fund:	\$ 6,844.77
	Mary Ann Brannon Scholarship	\$ 2,104.00

Brad also reported that five (5) students have not yet contacted him about their Scholarship check being sent to their respective school. All other scholarships have been requested and checks have been sent to the respective schools. Brad also noted the funds for the five (5) students who have not yet requested Brad to forward said funds to their selected school, has not been removed from the the amount in the Scholarship Fund as given in the Treasurer report. Brad concluded by saying some dues and donations are still trickling in!

Brad reported that he will get information to Ron Bennett before the next meeting in order for Ron to balance the books and complete an internal audit.

Kathy moved to accept Brad's report, seconded by Betty Hutsler. The motion carried.

**COMMITTEE REPORTS:**

Outstanding Alumni: Matt thanked those who posted information on our Social Media sites, and the Martinsburg Journal. Terri Reed was recognized for her efforts on our behalf.

Betty Hutsler was also recognized for her insight and work with her committee in setting criteria for the nominations of Outstanding Alumni, establishing a fair voting system used to select the recipients, contacting the chosen recipients, and in arranging for the delivery of the awards to the recipients.

There were no other Standing Committee Reports.

**UNFINISHED BUSINESS:**

Betty inquired if Matt intended to continue with the same Standing Committees for this year, and if the chairman & previous members of each committee were to remain the same as last year. After a short discussion, Matt asked Board members present if they were willing to serve as head of the same committee for this year and were free to choose Board members to serve on their committee. Matt also announced that the ByLaws state that "any Alumni Member, shall have the right to serve on and Alumni Board Committee if so asked, or if the individual asked to be placed on a committee.

Matt requested no more than 5 members to serve on a committee, unless a committee chairman is chairman of another Standing Committee, then no more than 4 members.

The following members were asked to serve as Chairman of a respective Committee:

Nominations..... (Matt to ask Barby Frankenberry)

ByLaws..... Sherry Smith chair, Kathy Bennett co-chair

Finance..... Brad Wright & Ron Bennett

Public Relations..... Terri Reed

Fund Raisers..... Karen Sherman (Karen requests Barby Frankenberry to serve as advisor)

Outstanding Alumni.....Betty Hutsler

Scholarship.....Morgan Wright

Silent Auction.....Joyce Kees & Karen Sherman

Banquet Mailings.....Betty Ann Miller

**NEW BUSINESS:**

1. ByLaw changes &/or updates will be reviewed the next Board meeting.
2. With September 1 being Labor Day, DiAnn Miller moved that the next Board meeting be held on **Monday, August 31, 2020, at 6:00 p.m.** The motion carried. The meeting will be held via ZOOM again.
3. Brad corrected information given earlier in his Treasurer Report: The number of students who have not contacted Brad to send the Scholarship check to their respective school has been changed from five (5) to three (3). One of the five has requested the check to be forwarded to the school...it will be mailed August 4, 2020; and one scholarship check had been sent and was cashed/cleared. Thereby leaving three (3) scholarship checks that have not yet been requested

**NOTE:** An addendum report from Brad was received via email on 08/10/2020 to correct information previously provide in the treasurer's report. The check dispensed on behalf of Sara Snyder was written and cashed and checks have been written for Willow Herman, Caleb Horner, Hannah Vitalos; however, as of August 10, he had not heard from Jonah Plaza.

4. Matt commented that with the amount of scholarships given, and with no funds coming in from our Silent Auction, 50/50 Drawing (cancelled Banquet due to COVID) we may need to get creative with fundraisers this year to help replenish the funds in the Scholarship Fund.

**ADJOURNMENT:**

There being no more business to come before the Board, the meeting was adjourned at 6:40 p.m. (which NEVER happened when Kathy Bennett was president!)

Respectfully recorded and Submitted by Kathy Bennett & Betty Hutsler

The Bunker Hill High School-Musselman High School Alumni Association met on Monday, August 31, 2020 in a virtual meeting via Zoom or by call in. The virtual meeting was called to order at 6:00 pm by President Kathy Bennett with the following Board Members responding to the roll call by the secretary:

Attendance Key: +=Present ( )=Absent

+Kathy Bennett	+Ron Bennett	+Mickey Joe Elliott	(Mary Marshall)
+Barby Frankenberry	(Betty Hutsler)	+Betty Ann Miller	(Megan Schaffer)
+Terri Reed	+Karen Sherman	+Sherry Smith	(DiAnn Miller)
+Matt Wink	(Brad Wright)	+Morgan Wright	(Steve Campbell)
+Cheryl Chapman	+AD Elliott	+Sadie Blanchfield	+Joyce Kees

The minutes of last two meetings were presented and approved.

**Treasurer's Report:** No report

**Committee Reports:**

- **Scholarships** – No report
- **Nominating Committee** – No report
- **PR Committee** – No report
- **Outstanding Alumni** – No report
- **Fundraisers** – No report
- **Bylaws** – The committee met 8/13/2020 with Sherry Smith, Brad Wright, DiAnn Miller, Karen Sherman, Janelle Smith Sperry, and Kathy Bennett in attendance. At their meeting, committee members presented possible discussion items and Brad will compile the topics for further review by the committee at their next meeting on September 22, 2020.

**Unfinished Business**

None

**New Business:**

Adrian Elliott suggested the Bylaws be setup in GoogleDoc format to make it easier for committee members and the board to review and discuss proposed revisions. Adrian will work with the committee to accomplish this.

Having no further business to discuss, the meeting was adjourned at 6:30 pm. Matt Wink announced the next Meeting will be October 5 via Zoom.

Respectfully submitted

MJ Elliott, Secretary



November 2, 2020

The Bunker Hill High School-Musselman High School Alumni Association met on Monday, November 2, 2020 in a virtual meeting via Zoom or by call in. The virtual meeting was called to order at 6:00 pm by President Matt Wink with the following Board Members responding to the roll call by the secretary:

Attendance Key: +=Present ( )=Absent

+Kathy Bennett	+Ron Bennett	+Mickey Joe Elliott	(Mary Marshall)
+Barby Frankenberry	(Betty Hutsler)	(Betty Ann Miller)	(Megan Schaffer)
+Terri Reed	+Karen Sherman	(Sherry Smith)	+DiAnn Miller
+Matt Wink	(Brad Wright)	+Morgan Wright	(Steve Campbell)
(Cheryl Chapman)	(AD Elliott)	(Sadie Blanchfield)	(Joyce Kees)

The minutes of August 31 meetings were presented and approved as read.

**Treasurer's Report:**

Available balance \$12,742.75

General Fund \$5,193.98

Scholarship Fund \$5,344.77

Mary Ann Brannon Scholarship \$2,204.00

Ronnie Bennett reported that the audit of the treasurers books for the period ending July 30, 2020 has been completed. Please see addendum below.

**New Business**

**Alumni Banquet Discussion**

It was suggested that we submit a request for a date on the school calendar. DiAnn Miller will submit a request for May 22 at 5:30pm and Kathy Bennett will reach out to Pownall's Catering to tentatively place us on their schedule in the event we are able to hold the banquet at the school.

We also discussed holding the annual meeting and auction virtually. Ronnie Bennett suggested we check with local auction businesses who might allow us to use their platform for the auction.

Additional ideas were discussed relating to recognizing Outstanding Alumni, Scholarship recipients, and supporting businesses via a virtual forum. It was suggested to contact TV10 regarding coverage and registering participants to be placed in breakout rooms by graduation year to encourage classmate interaction.

**Committee Reports:**

- **Scholarships** – Morgan reported that the application will be put out online for interested seniors.
- **Nominating Committee** – No report
- **PR Committee** – No report
- **Outstanding Alumni** – No report

- **Fundraisers** – The band parents are prepared to issue a check to the association for the Musselmanopoly games that have been sold. Terri will arrange for the check to be mailed directly to Brad Wright.
- **Bylaws** – No report

**Unfinished Business**

None

Having no further business to discuss, the meeting was adjourned at 6:45 pm. Motion by Kathy Bennett, second by Terri Matt Wink announced the next Meeting will be December 7, 2020 via Zoom.

Respectfully submitted

MJ Elliott, Secretary

ADDENDUM

BHHS/MHS FINANCIAL INTERNAL AUDIT REPORT

I have reviewed the bank account statements from United Bank for account number 0140011498 for the BHHS/MHS Alumni Association and the accompanying documents provided by Bradley Wright Treasurer for the period September 1, 2019 through July 30, 2020.

Everything is in order with the account transactions for this period, and the overall account balance and sub account balances are accurate.

Below are the balances as of July 30, 2020.

	9/1/2019	7/30/2020
2020 alum assoc.		
General	\$5,047.53	\$5,193.98
Scholarship	\$9,214.07	\$5,344.77
Dues	\$5.23	(\$0.00)
Banquet	\$21.77	\$0.00
Sr. Meal	0	\$0.00
Mary Ann	\$2,450.00	\$2,204.00
<b><u>Balance</u></b>	<b><u>\$16,738.60</u></b>	<b><u>\$12,742.75</u></b>

To the best of my knowledge I believe the above information to be true and accurate.

Prepared and submitted November 2, 2020

Financial Committee Chairman

Ronald R. Bennett



The Bunker Hill High School-Musselman High School Alumni Association met on Monday, June 1, 2020 in a virtual meeting via Zoom or by call in. The virtual meeting was called to order at 6:00 pm by President Kathy Bennett with the following Board Members responding to the roll call by the secretary:

+Kathy Bennett	+Ron Bennett	+Mickey Jo Elliott
+Barby Frankenberry	+Betty Hutsler	+Betty Ann Miller
+Terri Reed	+Karen Sherman	+Sherry Smith
+Matt Wink	+Brad Wright	+Morgan Wright
+Cheryl Chapman	+AD Elliott	

The minutes of last three meetings were presented and approved.

#### **Treasurer's Report:**

Brad presented the following treasurer's report:

Available Balance:	\$23,815.05
General Balance:	5,195.98
Scholarship Balance:	14,985.07
Brannon Scholarship:	3,604.00

#### **Committee Reports:**

- **Scholarships** – Morgan reported that 22 scholarship and 2 Waldeck scholarships will be awarded to 2020 seniors with breakdown as follows: Mary Ann Brannon: Aleynah Miller, Lauren Sandy, and Elizabeth Sperry; Kenneth Waldeck: Aleyna Miller and Colin Brown. General: Lane Barr, Joshua Barrow, Limberlyn Beaton, Jaylyn Brant, Kenley Campbell, Quentin Gaynor, Huzaufa Ghalib, Jenna Grove, Brandt Hammond, Willow Herman, Caleb Horner, Nathaniel Huff, Maryssa Michael, Lyndsi O'Shay, Jonah Plaza, Grant Shepherd, Sara Snyder, Zachary Spriggle, Hannah Vitalos. Also recognized were Skylar Fleming and Travis McCauley who were awarded Most Improved Members of the Class of 2020 as voted on by members of MHS Staff. Letters have been mailed to recipients with instructions to provide college information to Brad to facilitate distributions of funds. Morgan provided the names of the recipients and Kathy shared a thank you note from Elizabeth Sperry. Terri reported recipients will be published online and social media this week. Recognition via The Journal will be forthcoming.
- **Outstanding Alumni** – Betty announced that letters were mailed to the recipients of the 2020 Outstanding Alumni Award. Terri will publish the winning nominations with their photo via online. Awardees will also be recognized in The Journal. Kathy will see that the awards (Apples) will be delivered.
- **Most Improved Senior Students** – Morgan announced the recipients of the award. Terri Reed has prepared the plaques to be presented to the students who will also receive a \$50 gift card from the Alumni Association.

#### **Unfinished Business**

Outgoing president Kathy Bennett offered personal thanks to all board members for their participation and contributions to yet another successful year.

The following elected officers were recognized and duly installed by Kathy Bennett: Matt Wink-Pres; AD Elliott-First VP; Megan Shafer-Second VP; Mickey Joe Elliott-Secretary; Brad Wright-Treas.

Karen Sherman reminded board members who have Musselmanopoly Games need to return unsold games or turn in funds for those that have been sold. The band boosters will be providing a check to the Alumni Association for the games that are sold. Also, there are more games available.

**New Business:**

President Matt Wink offered general comments and thanks to outgoing officers and current board members for their willingness to serve the Alumni Association.

The back to school night/freshmen orientation is tentatively scheduled for the second week in August. Additional information will be forthcoming after the plan to return to school is communicated.

Morgan Brannon reported she has a receipt for the cost of the scholarship mailings. Kathy Bennett moved and Barbara Frankenberry seconded we that we reimburse Morgan for the cost. Motion carried.

Having no further business to discuss, the meeting was adjourned at 7:00 pm. The next meeting will be Monday, August 3, 6:00 pm at a location TBA.

Respectfully submitted

MJ Elliott, Secretary

The Bunker Hill High School-Musselman High School Alumni Association met on Monday, December 7, 2020 in a virtual meeting via Zoom or by call in. The virtual meeting was called to order at 6:00 pm by President Matt Wink with the following Board Members responding to the roll call by the secretary:

Attendance Key: +=Present ( )=Absent

+Kathy Bennett	+Ron Bennett	+Mickey Joe Elliott	(Mary Marshall)
+Barby Frankenberry	+Betty Hutsler	+Betty Ann Miller	(Megan Schaffer)
+Terri Reed	+Karen Sherman	+Sherry Smith	+DiAnn Miller
+Matt Wink	(Brad Wright)	+Morgan Wright	(Steve Campbell)
+Cheryl Chapman	(AD Elliott)	(Sadie Blanchfield)	+Joyce Kees

**Meeting Minutes:** The attendees listed in the minutes of the last meeting was corrected. No further changes were necessary.

**Treasurer's Report:** No new report

### **2021 Banquet Discussion**

Barby Frankenberry moved that the 2021 banquet be held virtually. Seconded by Cheryl Chapman. Motion carried. The date for the banquet will remain May 22, 2021 at 5:30 pm. DiAnn Miller will amend the school calendar request to reflect that the banquet will be held virtually.

Joyce Kees reported that the Silent Auction Committee has met to discuss options for conducting the auction virtually.

### **Committees:**

Matt Wink announced that he will appoint the 2021 committee chairpersons and members before the next meeting.

### **Reports:**

- **Scholarships** – Morgan advised that the applications will be available online.
- **Nominating Committee** – No report
- **PR Committee** – No report
- **Outstanding Alumni** – No report
- **Fundraisers** – No report
- **Bylaws** – Sherry Smith reported that the committee has been meeting once a week and are making significant progress. Janelle Sperry is compiling the committee's recommendations which they will present upon completion. Kathy shared the proposed Mission Statement and Sherry shared the proposed Purpose to be included in the by-laws. The committee requested that consideration be made to hold an in-person Alumni Association meeting when the committee is ready to present the final draft of the proposed by-laws.

### **Unfinished Business**

None

**New Business**

Alumni Website Renewal: A motion was made by Betty Hutsler and seconded by Kathy Bennett to renew the website at a cost of \$204.00. Motion carried.

Having no further business to discuss, the meeting was adjourned at 6:45 pm. Matt Wink announced the next Meeting will be January 4, 2021 via Zoom.

Respectfully submitted

MJ Elliott, Secretary

The Bunker Hill High School-Musselman High School Alumni Association met on Monday, January 4, 2021 in a virtual meeting via Zoom or by call in. The virtual meeting was called to order at 6:00 pm by President Matt Wink with the following Board Members present:

Attendance Key: +=Present ( )=Absent

+Kathy Bennett	+Ron Bennett	+Mickey Joe Elliott	(Mary Marshall)
+Barby Frankenberry	+Betty Hutsler	(Betty Ann Miller)	(Megan Schaffer)
+Terri Reed	+Karen Sherman	+Sherry Smith	+DiAnn Miller
+Matt Wink	(Brad Wright)	(Morgan Wright)	(Steve Campbell)
+Cheryl Chapman	+AD Elliott	(Sadie Blanchfield)	+Joyce Kees

**Meeting Minutes:** Motion made by Barby Frankenberry to approve the December minutes; seconded by Betty Hutsler. Motion carried.

**Treasurer's Report:**

**Total Available Balance:** \$12,752.75

Available funds consist of the following categories:

**General:** \$5,063.68

**Scholarship:** \$5,485.07

**Dues:** \$0.00

**Banquet:**

\$0.00

**Sr. Meals:** \$0.00

**M.A.B. Scholarship:** \$2,204.00

**Pending Transactions:**

\$500 reimbursement (not reflected in the Scholarship account) was received from Shepherd University for Kimberlyn Beaton. DiAnn will investigate further.

Terri reported the website renewal fee has been paid.

Barby Frankenberry moved to approve Treasurer report and place on file for Audit. Seconded by Cheryl Chapman. Motion carried.

**2020-21 Committees:**

Nominations.....Barby Frankenberry (Chair), Sherry Smith, Karen Sherman

ByLaws..... Sherry Smith (Chair), Kathy Bennett (Co-chair), Karen Sherman, Janelle Sperry, DiAnne Miller, & Brad Wright

Finance..... Brad Wright (Chair), Ron Bennett, & DiAnn Miller

Public Relations..... Terri Reed (Chair), Cheryl Chapman, Adrian Elliott, & Barby Frankenberry

Fund Raisers..... Karen Sherman (Chair), & Barby Frankenberry

Outstanding Alumni.....Betty Hutsler (Chair), Kathy Bennett, MJ Elliott, Sherry Smith, & Joyce Kees

Scholarship.....Morgan Wright (Chair), Terry Reed, Barby Frankberry, Sherry Smith, & Cheryl Chapman

**2020-21 Committees (cont):**

Silent Auction.....Joyce Kees (Chair), Karen Sherman, Tia Riner, Myra Robertson, Shannon Whitmore  
Banquet Mailings.....Betty Ann Miller (Chair), MJ Elliott, Betty Hutsler, & Kathy Bennett  
Committees are requested to meet prior to next board meeting to make reports respectively.

**Committee Reports:**

- **Scholarships** – No report
- **Finance** – No report
- **Public Relations** – No report
- **Nominating Committee** – No report
- **PR Committee** – No report
- **Outstanding Alumni** – No report
- **Fundraisers** – Barby reported that she has sold an additional 28 Musselmanopoly games. A check will be disbursed by the band boosters when final boxes have been sold.
- **Bylaws** – Sherry Smith reported that the committee has been meeting regularly and have made significant progress. Janelle Sperry has compiled the committee’s recommendations which they will present upon completion. Meetings have taken up to 3 hours each time and more than 100 man-hours have gone into the work by the committee. The committee will issue the final draft of the proposed by-laws to the board by mid-January to allow discussion at the February board meeting.
- **Outstanding Alumni** – Betty reported she will be sending meeting invites to committee members this week.
- **Silent Auction** – Karen reported that the committee is continuing to work on securing donations for the Silent Auction.
- **Banquet Mailings** – No report. Matt suggested the committee consider wording for the mailing to encourage alumni to make additional contributions since we were unable to hold the banquet last year.

**Unfinished Business**

None

**New Business**

Barby Frankenberry suggested we provide the board members with member’s email and telephone numbers. MJ will send a request to each board member and compile the list to be distributed.

Barby also thanked Terry Reed for updating our Facebook page.

Having no further business to discuss, the meeting was adjourned at 6:54 pm. Matt Wink announced the next Meeting will be February 1, 2021 via Zoom.

Respectfully submitted

MJ Elliott, Secretary

The Bunker Hill High School-Musselman High School Alumni Association met on Monday, February 8, 2021 in a virtual meeting via Zoom or by call in. The virtual meeting was called to order at 6:00 pm by President Matt Wink. Note: attendance was not documented.

**Meeting Minutes:** Minutes of the January meeting were previously distributed to all board members via email.

**Treasurer's Report:** No report was documented.

### **New Business**

#### **On-going/Unfinished Business**

Broadcast of Virtual Banquet: Barby reported that she contacted Mr. Hornby and that he expressed strong interest in planning a broadcast of the virtual banquet. Terri Reed, Barby Frankenberry, Matt Wink, Adrian Elliott, & Cheryl Chapman were appointed to participate in a meeting with Mr. Hornby before the next meeting.

#### **Committee Reports:**

- **Scholarships** –
- **Finance** –
- **Public Relations** –
- **Nominating Committee** –
- **Outstanding Alumni** –
- **Fundraisers** –
- **Bylaws** – Sherry Smith moved that the revised Bylaws be approved. Seconded by Barby Frankenberry. Motion carried.
- **Silent Auction** – Online silent auctions are being planned.
- **Banquet Mailings** –

### **New Business**

Having no further business to discuss, the meeting was adjourned. Matt Wink announced the next Meeting will be March 1, 2021 via Zoom.

Respectfully submitted,

MJ Elliott, Secretary

The Bunker Hill High School-Musselman High School Alumni Association met on Monday, March 1, 2021 in a virtual meeting via Zoom or by call in. The virtual meeting was called to order at 6:00 pm by President Matt Wink with the following Board Members present:

Attendance Key: +=Present ( )=Absent

+Kathy Bennett	+Ron Bennett	+Mickey Joe Elliott	(Mary Marshall)
+Barby Frankenberry	+Betty Hutsler	+Betty Ann Miller	(Megan Schaffer)
+Terri Reed	+Karen Sherman	+Sherry Smith	+DiAnn Miller
+Matt Wink	+Brad Wright	(Morgan Wright)	(Steve Campbell)
+Cheryl Chapman	(AD Elliott)	Sadie Blanchfield	+Joyce Kees

**Meeting Minutes:** No meeting minutes are available for the February 8 meeting.

**Treasurer's Report:**

**Total Available Balance:** \$13,048.75

Available funds consist of the following categories:

**General:** \$4,859.68

**Scholarship:** \$5,098.07

**Dues:** \$0.00

**Banquet:** \$0.00

**Sr. Meals:** \$0.00

**M.A.B. Scholarship:** \$2,204.00

**Pending Transactions:** One scholarship check (\$500.00) was returned due to the student having transferred. The check is reflected in the current scholarship fund balance, with a new check pending to be issued to the school where the student is currently enrolled.

**On-going/Unfinished Business**

Discussion for virtual pay options: We have a square account for in-person transactions. Brad will work with Terri to link to our account with virtual payment option on our website. It was noted that direct payments via the website may incur processing fees.

Terri reported on her meeting with Mike Hornby about broadcasting the virtual banquet. Barb made a motion to authorize expenditure of \$1000.00 in advance for advertising to secure the slot for TV10 broadcast if requested by Mr. Hornby. Seconded by Betty Hutsler. Motion carried.

**Committee Reports:**

- **Scholarships** – No report
- **Finance** – See treasurer's report above
- **Public Relations** –
- **Nominating Committee** – No report
- **Outstanding Alumni** – Betty reported we have not received any nominations to date. We can extend deadline to April 1. Betty also encouraged board members to solicit for nominations.
- **Fundraisers** – No report
- **Bylaws** – No report



- **Silent Auction** – Joyce Kees reported that we have raised \$2500 to date.
- **Banquet Mailings** – The committee will incorporate new information about the virtual banquet broadcast in the paper letter.

**New Business**

None

Having no further business to discuss, the meeting was adjourned at 7:05 pm. Matt Wink announced the next Meeting will be April 5, 2021 via Zoom.

Respectfully submitted,

MJ Elliott, Secretary

The Bunker Hill High School-Musselman High School Alumni Association met on Monday, April 12, 2021 in a virtual meeting via Zoom or by call in. The virtual meeting was called to order at 6:00 pm by President Matt Wink with the following Board Members present:

Attendance Key: +=Present ( )=Absent

+Kathy Bennett	+Ron Bennett	(Mickey Joe Elliott)	(Mary Marshall)
+Barby Frankenberg	+Betty Hutsler	+Betty Ann Miller	(Megan Schaffer)
+Terri Reed	+Karen Sherman	+Sherry Smith	(DiAnn Miller)
+Matt Wink	(Brad Wright)	+Morgan Wright	(Steve Campbell)
+Cheryl Chapman	(AD Elliott)	(Sadie Blanchfield)	+Joyce Kees

**Meeting Minutes:** Cheryl Chapman moved to accept the meeting minutes from March 1, 2021 and the motion was seconded by Betty Hutsler. Motion carried.

#### **Treasurer's Report:**

No report was available at the time of this meeting, however the following was read to the group from the March 1 meeting.

**Total Available Balance:** \$13,048.70

Available funds consist of the following categories:

**General:** \$4,859.68

**Scholarship:** \$5,895.07

**Dues:** \$0.00

**Banquet:** \$0.00

**Sr. Meals:** \$0.00

**M.A.B. Scholarship:** \$2,204.00

**Pending Transactions:** One scholarship donation was made online and two sets of dues were paid online prior to the April meeting and are not reflected in the above totals.

#### **On-going/Unfinished Business**

Discussion for virtual pay options: Online scholarship donations and alumni dues can now be paid online from within the website under the Donations/Dues link.

Terri reported that she has all photos for the 2021 scholarship recipients thanks to Ladeana Beddow at the high school for providing them for our use. She asked if we can set May 4 as the date for all advertisers to commit to our Alumni TV10 broadcast and the group agreed to this date.

#### **Committee Reports:**

- **Scholarships** – Morgan discussed that the scholarship committee met and announced that we will be able to fund all 17 scholarships this year from the applications received. Students will be notified this week.
- **Finance** – Not available at the time of this meeting. See treasurer's report above from March.
- **Public Relations** – Terri shared that online donations/dues were announced on our face book page and website and our broadcast info with the date and time of broadcast will be sent out to

the public this week. The PR group will be getting with scholarship students and OA winners to create video clips for the alumni broadcast. Joyce volunteered to reach out to a couple of more businesses for advertising on a first come basis.

- **Outstanding Alumni** – Betty reported that 3 winners have been selected and made a motion for an exemption in the notification process that is in our by laws due to our current COVID restrictions. Barby made a second to the motion and the motion carried.
- **Fundraisers/Silent Auction** – Joyce reported the group has made \$2500 from online auction items to date and will be having more to come. She also suggested adding the winning auction bid names to those who contribute to the scholarship fund.
- **Bylaws** – Sherry reported that no public comments were made about the amended by laws. Sherry made a motion for the board to adopt the by laws based off the amendments that were presented as well as put out for public comment in Feb. with no public comments heard. Barby made a second and the motion carried with additional comments that due to pandemic and not being able to meet in person if anyone has additional comments about the amended bylaws, it can be discussed next year in person.
- **Banquet Mailings** – The committee has drafted the letter and a few adjustments have been proposed and the letter will be edited and printed this week for mailing. Aprox. 157 will be sent out. Kathy agreed to getting stamps and helping along with Betty Ann and Sherry.
- **Most Improved Students/OA Awards** – These items are already in our budget and do not need voted on.
- **Advertisers for the Alumni Broadcast**- will be paying TV10 directly by the date of May 4.
- **Nominating Committee** – Barby announced the group is waiting on a reply from a member before they move forward. Barby made a motion that the new slate of officers will be voted on by the alumni executive committee with the understanding that they will be voted on again in person by the alumni body in 2022 due to pandemic gathering restrictions. Cheryl made a second to the motion and the motion carried.
- **Discussion** – If any money is needed to cover scholarships for this year, we will discuss moving it from the General Acct. in May because those payments do not go out until July/Aug.

#### **New Business**

None

Having no further business to discuss, the meeting was adjourned at 6:54 pm. Matt Wink announced the next Meeting will be May 3, 2021 via Zoom.

Respectfully submitted,

Terri Reed, PR filling in for MJ

The Bunker Hill High School-Musselman High School Alumni Association met on Monday, May 3, 2021 in a virtual meeting via Zoom or by call in. The virtual meeting was called to order at 6:00 pm by President Matt Wink with the following Board Members present:

Attendance Key: +=Present ( )=Absent

+Kathy Bennett	+Ron Bennett	+Mickey Joe Elliott	(Mary Marshall)
+Barby Frankenberry (Terri Reed)	+Betty Hutsler	+Betty Ann Miller	+Megan Schaffer
+Matt Wink	+Karen Sherman (Brad Wright)	+Sherry Smith	(DiAnn Miller)
+Cheryl Chapman	(AD Elliott)	+Morgan Wright (Sadie Blanchfield)	(Steve Campbell)
			+Joyce Kees

### **Meeting Minutes: Approved (Sherry & Cheryl)**

**Treasurer's Report:** Morgan Wright advised the board that Brad will send an update upon his return from NC.

### **Addendum:**

Per email received from Brad Wright on 05/08/2021:

The following represents the balance of all "accounts" as of today\*:

Available Balance: \$23,434.65  
General: \$4,859.68  
Scholarship: \$15,815.97\*\*  
Dues: \$455  
Mary Ann Brannon Scholarship: \$2,304.00

\*The totals above account for all Square deposits received as of today and all checks received as of today. (Checks in-hand will be deposited tomorrow or Monday, depending on when I get to the bank and when they are open this deposit is included in the above numbers and will not effect the totals).

\*\*Of note, there is still one \$500 scholarship check that will be withdrawn from last year's round (student transferred and money was sent back to the association) so the actual available scholarship is \$15,315.97.

I paid the post office renewal with my debit card (did not have the checkbook with me) and would like to confirm that a reimbursement is OK for the amount of \$64.00 (one year renewal). I know that is a budgeted item, but would like the "OK" from the President before I write myself a check. NOTE: Approval granted by Matt Wink via email dated 05/08/2021.

I will be working with Ron to have the final audit performed prior to the changing of the treasurer position. My accounting matches the bank's numbers so I am confident that the audit will balance as it has in year's past.

### **Committee Reports:**

- **Scholarships** – Morgan has received the names of the most improved senior boy and girl. We are awarding 18 scholarships this year in addition to the two Waldeck scholarships, for a total of 20 scholarships.
- **Finance** – No report

- **Public Relations** – Content is being collected for the broadcast and recording has been scheduled.
- **Nominating Committee** – Two positions will be vacated this year (Treasurer & First VP). Nominations presented by the committee are as follows: Treasurer: Ron Bennett, Second VP: Joyce Kees. MJ moved to accept the report of the Nominating Committee and approve by consensus. Seconded by Cheryl Chapman. Motion carried. The new officers will be duly installed at the June meeting.
- **Outstanding Alumni** – 2021 recipients were notified of their award on 4/24/2021. Nominators have also been notified. Betty will deliver the Apple Awards to the recipients when they are ready. The nomination essays have been edited and submitted to Terri for publication. Sherry Smith reminded the committee that last year's award winners were advised they would be included in this year's announcement and public postings.
- **Fundraisers** – Barby reported she sent \$500 to the band for Musselmanopoly. Consequently, we will be receiving additional funds from the band.
- **Bylaws** – No new report
- **Silent Auction** – Joyce reported that another online auction has been completed with an additional \$200 raised.
- **Banquet Mailings** – No report

#### **New Business**

None

Having no further business to discuss, the meeting was adjourned at 7:05 pm. Matt Wink announced the next Meeting will be Monday June 7, 2021 via Zoom.

Respectfully submitted,  
MJ Elliott, Secretary

The Bunker Hill High School-Musselman High School Alumni Association met on Monday, June 7, 2021 in a virtual meeting via Zoom or by call in. The virtual meeting was called to order at 6:00 pm by President Matt Wink with the following Board Members present:

Attendance Key: +=Present ( )=Absent

+Kathy Bennett	+Ron Bennett	+Mickey Joe Elliott	(Mary Marshall)
+Barby Frankenberry	(Betty Hutsler)	(Betty Ann Miller)	(Megan Schaffer)
+Terri Reed	+Karen Sherman	+Sherry Smith	+DiAnn Miller
+Matt Wink	(Brad Wright)	+Morgan Wright	(Steve Campbell)
(Cheryl Chapman)	(AD Elliott)	(Sadie Blanchfield)	(Joyce Kees)

**Meeting Minutes: Minutes were approved as presented. Sissy**

**Treasurer's Report:**

The following was distributed to board members on 05/31/2021 via an email from Brad Wright:

As Of 05/31/2021

Total Available Balance: \$22,580.02

General: \$4,795.68

Scholarship: \$13,940.34

Dues: \$540.00

Mary Ann Brannon Scholarship: \$3,304.00

**The totals above include all Square deposits and checks received as of 05/31/2021.**

**The following deductions are pending, but have already been subtracted from the available balances:**

Scholarship Kimberlyn Beaton \$500.00 (Valley College--2020 recipient, transferred from Shepherd to HCC, then to Valley College)

Scholarship Jenna Sherman \$500.00 (Shepherd University)

Scholarship Isaac McCarthy \$500.00 (WVU)

General DiAnn Miller \$113.90 (Most Improved Sr. Reimbursement)

General Brad Wright \$64.00 (PO BOX Renewal Reimbursement)

Scholarship Abigail McCoy \$1,000 (Shepherd University Legacy and Kenneth Waldeck Scholarship)

Brad advised the board via email on 06/07/2021 that the bank statements and the spreadsheet have been handed over to Megan Schaffer and she is working on the audit. Upon completion of the audit, Brad will turn all records over to Ron.

Matt announced that new 2021/2022 officers will be installed at the August Meeting. Officers are as follows:

President: Matt Wink

1<sup>st</sup> VP: Adrian Elliott

2<sup>nd</sup> VP: Joyce Kees (to be installed)

Secretary: MJ Elliott

Treasurer: Ron Bennett (to be installed)

### **2021 Event Wrap Up and Discussion:**

Matt offered thanks to all who assisted with preparing and participating in the taping for the event. Terry announced that the YouTube link for the event has been posted on our webpage and that an article has been sent to the paper as well.

A question was raised regarding the possibility of holding a virtual event in addition to an in-person banquet in 2022. The board will consider this option as we begin to plan for the 2021-2022 year. It was also suggested that we review other schools' event recordings to glean ideas for future virtual events.

### **Committee Reports:**

- **Scholarships** – Morgan reported that this year we awarded 20 scholarships, 4 legacy, 12 general, 2 Mary Ann Brannon, and 2 Kenneth Waldeck scholarships.
- **Finance** – Ron requested that any committee that needs funds budgeted for their work to notify him accordingly.
- **Public Relations** – Terri reported that the website has been updated with the recorded event information and an article submitted to The Journal. She will also add a welcome to all 2021 graduates to the Alumni Association.
- **Nominating Committee** – No Report
- **Outstanding Alumni** – No Report
- **Fundraisers** – Karen shared that she has some ideas for the board to consider for next year. She will be investigating these options and report to the board at the next meeting.
- **Bylaws** – No report
- **Silent Auction** – No report
- **Banquet Mailings** – No report

### **New Business**

Matt opened the floor for any new business.

Ron suggested we consider purchasing Forever stamps for next year's mailing before the price increases August 29.

Having no further business to discuss, the meeting was adjourned at 6:35 pm Matt Wink announced the next Meeting will be Monday August 9. Tentatively the meeting will be held via Zoom. Matt will notify the board in advance if we are able to meet in person.

Respectfully submitted,  
MJ Elliott, Secretary