

# Fundraising Association of New Horizons School

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September 19, 2022  
7:01 p.m. to 9:02 p.m.  
Virtual Meeting

**Attendees:** Sarah Litvinchuk, Chelsea Ladouceur, Elizabeth Macve, Sarah-Jane Lovgren, Erin Thomas, Rebecca Koziak, Ellen Hanna, Kristi Gignac, Brianne Davio

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1. **Call to Order:** 7:01 pm Chelsea Ladouceur, as Meeting Chair.
2. **Approval of Minutes:** June 27, 2022 Meeting Minutes  
**MOTION: Sarah-Jane Lovgren moved to approve the Meeting Minutes from June 27, 2022. Seconded by Erin Thomas. Motion Carried.**
3. **Motion to Adapt & Adopt the Agenda** – the following items were added to the agenda under item 5. New/Upcoming Fundraising Opportunities: Purdy's, Happy Hippo, Tickled Floral, West Coast Seeds, Salisbury, Kernels, Save-On-Foods, Sourdough Starter, Ice melt, Little Caesars.  
**MOTION: Sarah Litvinchuk moved to adopt the Amended Agenda. Seconded by Ellen Hanna. Motion Carried.**
4. **President's Report** – Nothing to report at this time. Had a last minute conflict and was unable to attend. Chelsea Ladouceur agreed to act as meeting Chair.
5. **Treasurer's Report** – Nothing to report at this time.
  - A motion was requested to fund up to \$500.00 in operating expenses for FANHS which includes our insurance premium for the year.  
**MOTION: Chelsea Ladouceur moved to fund up to \$500.00 in operating expenses for FANHS. Seconded by Sarah-Jane Lovgren. Motion Carried.**
  - Sandra Dargis has agreed to again fulfil the auditing position for FANHS.. Sarah Litvinchuk has the email purporting same.  
**MOTION: Chelsea Ladouceur motioned that Sandra Dargis shall be appointed to auditor position to fulfil our FANHS annual audited statement requirements. Seconded by Sarah-Jane Lovgren . Motion Carried.**
6. **Vacant Positions:**
  - Vice President: Chelsea Ladouceur was nominated to take the role of Vice President. No objections were noted, and the vote was unanimous. This now leaves the position of Secretary open.

**MOTION: Elizabeth Macve motioned to appoint Chelsee Ladouceur Vice President. Seconded by Ellen Hanna. Motion Carried.**

- Secretary: Rebecca Koziak was nominated to take the role of Secretary. No objections were noted, and the vote was unanimous.

**MOTION: Ellen Hanna motioned to appoint Rebecca Koziak the Secretary. Seconded by Elizabeth Macve. Motion Carried.**

- Communications Officer: Erin Thomas was nominated to take the role of Communications Officer. No objections were noted, and the vote was unanimous.

**MOTION: Elizabeth Macve motioned to appoint Erin Thomas the Communications Officer. Seconded by Ellen Hanna. Motion Carried.**

The Executive is now full for the 2022/2023 school year. We are excited to have a robust team of parents involved in our group!

## **7. New & Upcoming Fundraisers:**

- Hot Lunch:** Brianne Davio has been exploring our options in this regard. She has started a two month trial with hotlunches.net. Brianne wanted to appoint a Co-Chair. In the event that Brianne is ill or unable to attend, someone else will know how to carry on. She has spoken with Stacey Stang-Sass in this regard and she has agreed to the Co-Chair position.

**MOTION: Chelsee Ladouceur motioned for Brianne Davio and Stacey Stang-Sass to Chair and Co-Chair the hot lunch initiative. Seconded by Sarah Litvinchuk.**

Discussion continued that she needs a budget for juice boxes and other miscellaneous goods for hot lunch. She estimated up to \$500.00 for same.

**MOTION: Chelsee Ladouceur motioned for up to \$500.00 in fundraising expenses for the hot lunch initiative. Seconded by Elizabeth Macve**

There was talk about the hot lunch ordering platform and what would best suit the school. The fees for the new website are between \$300-\$350 depending on what package we choose. The full package gives us a database to build upon and contact those who did order, this way we do not require school administration to send emails out on our behalf to reach out to those who have profile – NOTE: this is only effective if everyone goes on and creates a profile. It can also have an events calendar for those who do have a profile.

It can also create a database for volunteer information. We can run other fundraisers through it but we need to be mindful of the fees. There is a 2.7% fee on revenue and a \$0.25 transaction fee.

Discussion ensued about getting our banking in line to do EMT payments as we can avoid transactional fees. It would be hard to sell a \$20 gift card for \$23 just to break even.

We talked about other hot lunch platforms, Munchalunch charges the same fees, Healthy Hunger was limited in vendors available in our area. It was suggested that we should connect with other schools in our area that are using hotlunches.net to see how they are liking the platform.

We can use this platform just for the ordering basis and collection and collect and reconcile money separately. Will the school allow for cash payments to be sent in Kanga pouches?

Brianne proposes doing ordering in a three month section Oct-Dec, Jan-Mar, Apr-June. She said this is easier from the back end side for organization and to limit transactions/fees. She noted food has gone up in price and some people may be shocked when they go to put their order in. She proposed doing it weekly, although there was discussion about bi-weekly – we had agreed to try weekly at this point in time. At this point in time she has 9 vendors lined up for the first ordering session. Parents need to be advised that there are no refunds i.e. if a child is absent from school on a hot lunch day, a parent can choose to pick it up or donate it to a child who did not bring lunch etc.

The executive advised that the details and inner-workings of the website need to be shared with someone on the executive so that it can be used by other fundraiser Chairs if need be. This is a non-negotiable point since the website is being purchased with FANHS money and should be able to be utilized by anyone wanting to run a fundraiser. We can arrange for a separate meeting to review the website and other potential uses for it.

Questions arose about how many volunteers are necessary to aid in running hot lunch and Brianne advised it really depends on the vendor and what they are willing to do for organization before the order arrives at the school. She was going to speak with school administration about the possibility of the grade 5 kids helping with distribution. Otherwise, it was agreed that Brianne Davio, Stacey Stang-Sass, and Kristi Gignac will volunteer on a weekly basis for hot lunch. Brianne noted that she has spoken with an additional NHS parent who may be interested in volunteering. It was estimated that 4-5 adult volunteers would be required on a weekly basis. It will be the responsibility of the Chair & Co-Chair to organize as they see fit.

It was agreed between the Executive and Brianne that Brianne will provide a report after the first period of orders are confirmed with a projected income estimate so it can be determined if the Hot Lunch Program runs weekly or bi-weekly for the second cycle.

Brianne Davio commented that she would like to offer Kernel's popcorn during hot lunch i.e. around Halloween. Kernel's could potentially be considered as an additional fundraiser — logistics to be discussed at the next meeting.

**MOTION: Sarah Litvinchuk motioned for up to \$350.00 for the purchase of the hot lunch online program. Seconded by Erin Thomas. Motion Carried.**

- b. **Purdy's:** This is a fundraiser that has been very successful in the past for our school. Brianne Davio has offered to Chair this fundraiser again for us, as well as having a Co-Chair in case some thing comes up. Kristi Gignac had offered to be the Co-Chair of this. Brianne proposed to run Purdy's in the same time frame as last year. Dates TBD. Brianne advised she would confirm the minimum revenue requirement at our next meeting as well as review profit from last year's fundraiser.

**MOTION: Ellen Hanna motioned for Brianne Davio and Kristi Gignac to Chair and Co-Chair Purdy's. Seconded by Sarah Litvinchuk. Motion Carried.**

Discussion came about with regards to using local company JACEK — on this front we have found that JACEK is not as successful in our school for a number of reasons, one potentially being the lack of variety available for ordering, and the uptake was not the same. The idea of approaching them for just an advent calendar fundraiser was brought up and gained traction within the meeting. A decision was made to see if this could be explored further. Rebecca Koziak volunteered to take this on, we decided to motion it so if it is successful we can move forward without delay.

**MOTION: Erin Thomas motioned for Rebecca Koziak to Chair this JACEK initiative. Seconded by Chelsea Ladouceur. Motion Carried.**

- c. **Happy Hippo** – This was a fundraiser that ran last year concurrently with the Purdy's fundraiser. It is a local Red Deer company. There was no distribution on our side, people ordered and it shipped directly from the company, and at the end of the campaign a cheque was made to the school. There was no minimum purchase requirement on this side. We raised about \$1,000.00 last year.

Discussion occurred about when to run this, whether we have it at Christmas again, or closer to Easter. The idea of a Holiday Campaign was proposed by Rebecca Koziak, trying to capture all those doing their Holiday shopping. Ellen Hanna & Erin Thomas (SC & FANHS Communications) agreed to design a mail-out/flier with all of our fundraisers around the Holiday Season.

All Chairs/Co-Chairs of any fundraiser occurring during the Holiday Campaign will discuss dates and potential post-production requirements for ease of distribution. i.e. can we have the same distribution date, can we package everything together for ease of distribution etc.

It was agreed to run Happy Hippo along the same time as we did last year (dates TBD). Brianne Davio offered to Chair this one as well.

**MOTION: Chelsea Ladouceur motioned to Brianne Davio to Chair the Happy Hippo fundraiser. Seconded by Rebecca Koziak. Motion Carried.**

- d. **West Coast Seeds** – This fundraiser ran last year shortly after Christmas. It raised about \$1,000.00. There were various issues with wrong seeds being shipped or missing seeds, and it became a bit cumbersome on the Chair dealing with those issues. It did not run as smoothly as expected.

**West Coast Seeds was struck. Instead, Salisbury Greenhouse was brought up since it is local and also sells a variety of plants and seeds.**

**Growing Smiles** – The idea of Growing Smiles was brought up as others had purchased from this fundraiser from other organizations and have been happy with the quality of the products.

**Salisbury** – This was also brought up as the school has run this in the past and it has been a success. We would sell gift cards with a 20% return to the school. They also offer poinsettias at Christmas and Easter Lillies at Easter.

The idea that we could also include this on our Holiday Campaign, or potentially run later in February was offered. We need to figure out a payment method. Once again, EMT was stressed and our banking options need to be explored, it would be hard to sell a \$20 gift card for \$23 (just so we don't lose funds) if we are only accepting credit card via the Hot Lunch Program website.

Ms. Stephens' garden development was brought up as well as a way for Salisbury/gardening to be a whole school initiative. Rebecca Koziak will discuss with Ms. Stephens. i.e. perhaps we run Salisbury Greenhouse again in the Spring (before Easter/year end etc.).

Rebecca Koziak offered to explore Salisbury Greenhouse further at this time. A motion was put forward so she could get things going should the need arise.

**MOTION: Ellen Hanna motioned for Rebecca Koziak to Chair the Salisbury fundraiser. Seconded by Sarah Litvinchuk. Motion Carried.**

- e. **Tickled Floral/Whoville trees** – Tickled Floral is a local Sherwood Park florist that offers fundraising with Whoville trees. Unfortunately, Chelsea was unable to secure the final details on this due to illness with the vendor; however, the idea is that people are buying these things anyway, so why not capitalize on that.

Again, the method of payment needs to be secured, EMT needs to be explored further. A motion was requested so that once the information is available and it makes sense we can move forward with this, in a November buying timeframe and a December delivery date.

**MOTION: Rebecca Koziak motioned for Chelsea Ladouceur to Chair this fundraiser. Seconded by Ellen Hanna. Motion Carried.**

- f. **Save-On-Foods Wye Road** – Ellen Hanna spoke with Jessica at the Wye Road location. She advised that the store will do everything possible to help us. We can start collecting receipts from September 1 onward, all through the summer. They only require our organization name (FANHS, contact person, and what name to write the cheque to). All we need to do is collect receipts in their original form and drop them off, whenever, at what ever intervals we choose and the store will calculate and cut us a cheque for 5% of that (Gift cards and tobacco products do not count towards that).

There was talk that we can get the information out and let parents know they can send the receipts in the Kanga, teachers can collect and send a runner down to place them in the locked mailbox outside the office. Ellen Hanna would take care of retrieving same and turning into Save-On-Foods.

**MOTION: Chelsea Ladouceur motioned for Ellen Hanna to Chair this fundraiser. Seconded by Rebecca Koziak. Motion Carried.**

- g. **Sourdough Starter** – A local NHS parent (Summit Sourdough) approached Sarah-Jane Lovgren with the idea of selling her starter as a fundraiser for our school. Summit Sourdough has a large social media following and has been featured on local news stations regarding this. She would require some lead time to fulfil orders, but mentioned it would be a good stocking stuffer.

She offered a wholesale price to us and for us to mark it up as we see fit.

Discussion ensued about potentially using her community to aid in our fundraising, i.e. X amount from all sales during a specific period would benefit NHS – because she has such a large following. Alternatively using a discount code or a tracking code to track orders placed with same. Rebecca Koziak was going to touch base with Sarah-Jane Lovgren on this to aid in communication of our asks in this regard. Rebecca Koziak advised that a tracking code to be used directly on the company's website would be the easiest way to facilitate mass sales without paper forms/unnecessary work for a fundraiser's Chair if a company already has their own website i.e. the company would track all orders using our school's code and would cut a cheque to FANHS for an agreed percentage at the end of the campaign. This was brought up in relation to Rebecca Koziak's proposals (to be discussed at the next meeting, in the interest of time) to run campaigns with Justine Ma and Da Capo during our Holiday Campaign. This would alleviate us taking payment.

**MOTION: Chelsea Ladouceur Motioned for Sarah-Jane Lovgren to Chair this fundraiser. Seconded by Ellen Hanna. Motion Carried.**

- h. Bear Tracks Ice Melt** – Ellen Hanna brought this idea to FANHS as she has been informed it can be very lucrative. One pail is 35 lbs and is sold wholesale to us for \$16.54, suggested resell is \$30 which is a profit of \$13.46 on every bucket. We can presell to a firm date of October 28 at which time we need to show up to the place with a cheque for everything we have sold. They will give a delivery of early November, by appointment on Monday-Friday 8-5.

The issue is that 60 pails is one metric tonne and we need appropriate means of transporting and the company is firm on how they will let delivery take place. We can break down the pallet if need be but will require a lot of trucks/transport. It also makes delivery/distribution sticky.

Ellen Hanna and Erin Thomas were going to look into what they have available for resources of picking up.

**MOTION: Sarah Litvinchuk motioned for Ellen Hanna to Chair this fundraiser. Seconded by Chelsee Ladouceur. Motion Carried.**

- i. Little Caesars** – This was tabled to the following meeting in the interest of time.

For all fundraising campaigns, it was stressed that we want to have uniform communications coming out and with a full executive we should try to utilize our communications officer to aid in those. Communications officers for SC and FANHS have been invited to sit in on the next staff meeting to discuss how the school, SC, and FANHS can work together in sharing information with our school's community. We have various channels of communication including social media and e-mail. Communications will advise executives and Fundraising Chairs of content deadlines and any other requirements as they see fit.

- 8. Meeting adjourned at 9:02 p.m. Regular Meeting October 5, 2022, to follow School Council meeting, as a hybrid in person & online.**