

Fundraising Association of New Horizons School Meeting Minutes

October 5, 2022
Meeting Called to Order: 8:16PM
Meeting Adjourned: 8:57PM
Hybrid In-Person (New Horizons School) / Virtual Meeting

Attendees: Trevor Stefishen, Chelsee Ladouceur, Sarah Litvinchuk, Rebecca Koziak, Erin Thomas, Elizabeth Macve, Sarah-Jane Lovgren, Anita Sanderson, Ellen Hanna

1. Meeting Called to Order: 8:16PM.

Chelsee Ladouceur as Meeting Chair.

2. Adoption of Agenda

**MOTION: Erin Thomas moved to adopt the Agenda as presented.
Seconded by Trevor Stefishen. Motion Carried.**

3. Approval of Minutes

September 19, 2022

**MOTION: Erin Thomas moved to adopt the Minutes as presented.
Seconded by Trevor Stefishen. Motion Carried.**

4. Reports

4.1 President/Vice President Report

Because FANHS is a society that is separate from the school, getting involved in FANHS as an executive member or voting member requires the annual completion of a membership form. Copies are readily available and are easily accessible on the website: <https://newhorizons.ca/parent-news/fanhs/>.

The FANHS Executive will continue to review the By-Laws and Policies & Procedures to ensure our work is in line with the policies set forth as well as determine if any amendments are required, in which case this would be presented and voted on at a future meeting.

All executive board members of FANHS have been provided with a professional e-mail address which will be maintained and used for the purpose of these positions long term and will be easily designated to successors in future years.

These e-mail addresses are the property of FANHS, as such, passwords must be shared as required for simple transfer.

FANHS

president.FANHS@gmail.com

vicepresident.FANHS@gmail.com

treasurer.FANHS@gmail.com

records.fanhs@gmail.com

communications.FANHS@gmail.com

FANHS is working towards a communication plan for uniformity and succession planning in mind.

We have a busy season of fundraising ahead of us. All fundraising initiatives from now through December 2022 have either been motioned or will be presented and voted on this evening — after which, no other fundraising initiatives will be considered for 2022.

4.2 Treasurer Report

FANHS now accepts e-mail money transfer (EMT) payments. With the launch of the Halloween Family Dance ticket sales, it seems that families like the ease of this payment option. Families are being advised to put identifying factors in the comment field before sending an EMT: fundraiser name + name of youngest child + homeroom. This will ensure straightforward tracking and reconciling of payments.

In the event that a reimbursement is required or requested i.e. for an overpayment from the Dance, FANHS prefers at this time to issue a cheque refund. It is a best practice that whenever funds come in and out of FANHS, a paper trail records any decisions for transparency and to support the FANHS financial annual review.

As per the Policies & Procedures Manual (Revised 2016) Policy Fourteen — Fundraising, 14.2 Procedure:

a) Guidelines

i) All monies must be counted and signed by at least two (2) Members, by completing the FANHS Cash and Cheque Summary form (see appendix).

Two people must reconcile payments and then report to the Treasurer.

Ellen Hanna has offered to reconcile EMT payments from the Dance. The Chair of a fundraiser will be the second person involved in reconciliation prior to the report being shared with the Treasurer.

For the Dance, EMT payment records will be shared to payments.FANHS@gmail.com. If you do have access, please note that it is

necessary to not delete any e-mail communication regarding any action regarding the funds, for example the acceptance and/or reimbursement of a payment at any time, in order to maintain the paper trail for all funds at all times.

4.3 Communication Officer's Report

With September's launch of shared communication channels between School Council and FANHS, we have established distinct language to differentiate between the two entities working in support of NHS. We now have the following social media channels in place and all have seen varying bursts of engagement:

Facebook: [New Horizons School Council supported by the Fundraising Association](#)

Instagram: @nhs_sc_fanhs

Twitter: @NHS_SC_FANHS

We are using social media channels to promote in-school events, activities, and fundraisers. We are utilizing Canva to design material for print and/or digital use. We are communicating directly with all fundraising Chairs to design material that is cohesive. We are presently working on material for the Halloween Family Dance and the Holiday Market.

4.4 Current Fundraising Chairperson's Report

4.4 (A) Halloween Family Dance Chair, Sarah-Jane Lovgren.

Advertising for the Halloween Family Dance is well under way. Ticket sales (\$15/family) went live on September 29, 2022 and as soon as the invitation landed in inboxes, RSVPs and receipt of funds were constant. Solicitation of items for the raffle and silent auction has been successful.

MOTION: Elizabeth moved to request FANHS involvement — specifically FANHS Treasurer to aide in completion of AGLC Raffle Licence and/or 50/50. Seconded by Erin Thomas. Motion Carried.

4.4 (B) Hot Lunch Program Chair, Brianne Davio.

Brianne Davio unable to attend this meeting. Report shared by Chelsea Ladouceur. As per an e-mail to the FANHS Executive from Brianne Davio on September 29, 2022: there has been a minor delay with the launch of the Hot Lunch Program. Brianne has advised of the tentative plan — barring no unforeseen issues with the new website — and noted that Kernels will not go forward at this time.

4.4 (C) Bear Tracks

Bear Tracks has been struck. NHCSS insurance company would not approve of the waiver as set forth by the company.

4.4 (D) The Holiday Market Campaign presented by FANHS

FANHS has opted to present all fundraisers as a Holiday Market to ensure consistent branding, as well as one set of start and completion dates when possible. All Fundraiser Chairs and Communications Officers have been notified of the following timeline and are fully in agreement. All Fundraiser Chairs have made note of their availability. FANHS President and Vice-President have communicated that moving forward, all Fundraiser Chairs must be able to complete their fundraiser from start to completion including post-production and distribution. If they are unable to fulfil their duties, it is their responsibility to assign a replacement.

Proposed Campaign Start: Thursday, October 6, 2022

Campaign Completion: Friday, November 4, 2022

Organization of Goods: December 3, 2022

Distribution: Sunday, December 4, 2022

Within the one month window of campaign completion and organization of goods, it is the responsibility of the Fundraiser Chair to ensure goods are collected and delivered to NHS.

As per September's meeting, uniform communication is desired. The School Council and FANHS Communications Officers will work to support all Fundraising Chairs and will develop all marketing material unless specifically supplied by a business.

Purdy's Fundraiser Chair, Kristi Gignac.

Kristi Gignac unable to attend this meeting. Report shared by Ellen Hanna. Brianne Davio transferred the Chair position to Kristi Gignac following September's meeting. Due to a prior commitment, Kristi will be unable to be present for the scheduled distribution day as set forth by FANHS. Sarah Litvinchuk has agreed to aide in distribution. Orders will be placed online. Chair/volunteers will be responsible for distribution. Purdy's is set to launch as per the dates established for the Holiday Market.

Happy Hippo Fundraiser Chair, Brianne Davio.

Brianne Davio unable to attend this meeting. Report shared by Chelsea Ladouceur. This fundraiser is exclusively online and will ship directly to addresses throughout Canada which will ensure that friends and family outside of local bounds can still participate and support NHS students in their fundraising efforts. FANHS will receive 15% of sales. Happy Hippo is set to launch as per the date established for the Holiday Market with a completion date of November 30, 2022.

Salisbury Greenhouse Fundraiser Chair, Rebecca Koziak.

Orders will be sent into the FANHS mailbox — paper sheet orders. All funds will be received by FANHS. The company will not accept direct payments for individual purchases. Gift cards will be sold in denominations of \$25, \$50, \$100, and \$250 and buyers have the option to pick up at school on distribution day, pick up at the Sherwood Park or St. Albert location on or after distribution day, or have cards with a total value of less than \$500 mailed directly at no additional charge. FANHS will receive 20% of sales. Salisbury Greenhouse is set to launch as per the dates established for the Holiday Market.

Tickled Floral Fundraiser Chair, Chelsea Ladouceur.

Orders will be sent into the FANHS mailbox — paper sheet orders. All funds will be received by FANHS. The company will not accept direct payments for individual purchases. Whoville trees in 4 colour themes will be available. FANHS will receive \$10 profit per item sold. Tickled Floral is set to launch as per the dates established for the Holiday Market.

Summit Sourdough Fundraiser Chair, Sarah-Jane Lovgren.

Orders will be sent into the FANHS mailbox — paper sheet orders. All funds will be received by FANHS. The company will not accept direct payments for individual purchases. FANHS will receive \$10 profit per item sold. Summit Sourdough is set to launch as per the dates established for the Holiday Market.

5. New Business / Fundraiser Proposals

5.1 Fundraiser Proposal: Justine Ma

Rebecca Koziak proposed adding Justine Ma to the Holiday Market Campaign. Justine Ma is a local (Edmonton) designer who offers gifts for every occasion. From decals to party supplies, household goods, prints and home décor, Justine would offer her entire online shop as a fundraiser. Orders will be completed directly on www.justinema.ca. Rebecca Koziak will pick up pre-packaged orders for distribution. All funds will be received by Justine Ma, after which FANHS will receive 20% profit. Justine Ma would be able to launch as per the dates established for the Holiday Market if approved tonight.

MOTION: Elizabeth Macve moved to adopt the Fundraiser as presented. Seconded by Erin Thomas. Motion Carried.

5.2 Fundraiser Proposal: Confetti Sweets

Confetti Sweets has been tabled until early 2023. In consideration of ease of distribution, Rebecca Koziak proposed to only sell cookie vouchers and cookie mix; therefore, not having the requirement of freezer space for frozen dough or suitable space for distributing fresh cookies. All are in favour of only

selling dry goods when we revisit this. The decision was unanimous to table this fundraiser until Spring.

5.3 Little Caesars

Little Caesars has been tabled until early 2023.

6. Future Meeting Dates:

- November 2, 2022
- December 7, 2022
- January 4, 2023
- February 1, 2023
- March 1, 2023
- April 5, 2023
- May 3, 2023
- June TBD (must include AGM)

Meetings are set to start at 8:00PM — directly following the School Council meeting.

7. Meeting Adjourned: 8:57PM.