

Fundraising Association of New Horizons School Meeting Minutes

November 2, 2022
Meeting Called to Order: 8:12PM
Meeting Adjourned: 9:04PM
Hybrid In-Person (New Horizons School) / Virtual Meeting

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

1. Meeting Called to Order: 8:12PM.

Chelsee Ladouceur as Meeting Chair.

2. Adoption of Agenda

**MOTION: Sarah Litvinchuk moved to adopt the Agenda as presented.
Seconded by Ellen Hanna. Motion Carried.**

3. Approval of Minutes

October 5, 2022

**MOTION: Erin Thomas moved to adopt the Minutes as presented.
Seconded by Sarah-Jane Lovgren. Motion Carried.**

4. Reports

4.1 President/Vice President Report

The Halloween Family Dance on October 22, 2022 hosted by School Council, supported by the Fundraising Association was very successful. There has been positive feedback with many families looking forward to future events.

FANHS is wrapping up our Holiday Market Campaign on Friday. Closure protocol will be discussed in this meeting — see 4.4 (C).

Kristi Gignac has stepped back as the Volunteer Coordinator. In the interim, Ellen Hanna has assumed the responsibilities of this position and will continue to monitor volunteercoordinator.FANHS@gmail.com as well as aide in volunteer communications. The position of Volunteer Coordinator is officially vacant and we look forward to finding a replacement.

The position of Casino Chairperson is also vacant. Duties associated with this role are only completed every 2-3 years based on our position in queue

with the Casino. The Casino Chair is expected to liaise between the Casino, volunteers, and hired Casino experts as well as complete all required paperwork for the Gaming Licence application through AGLC. This position needs to be filled immediately, so as not to miss out on any possible upcoming Casino opportunity. FANHS Communications will advertise this vacancy on social media.

4.2 Treasurer Report

As FANHS may now receive electronic funds transfer payments from parents directly, there was a large volume of transactions within our bank account. Due to the success of these latest fundraising efforts, FANHS had an extraordinarily large number of account transactions in the month of October, including the Halloween Dance entrance fees and fundraising, as well as the initiation of the Hot Lunch program at the school again. I am pleased to report that today, upon my request, our bank, the Servus Credit Union, has agreed to waive the transaction fees accrued in the month of October, with a total cost or value to us of \$54.40.

Unfortunately, GST was not accounted for in the original motion for the Hot Lunch Program website; therefore, an additional \$17.50 will be required to complete this payment.

MOTION: Ellen Hanna moved to accept expense request for GST for Hot Lunch website. Seconded by Chelsee Ladouceur. Motion Carried.

As of today, all outstanding payments in association with the Halloween Family Dance have been made, so we are working to reconcile all payments received and expenses. We will have a full report at December's meeting.

4.3 Communication Officer's Report

We've shifted gears from Halloween to the Holiday season. With the close of the Holiday Campaign quickly approaching, we've been sharing individual features to encourage increased sales. We've also been pushing for more engagement from parents and guardians through volunteer solicitations and educating them on the purpose of School Council and FANHS.

4.4 Current Fundraising Chairperson's Report

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

School Council, supported by the Fundraising Association, hosted The Halloween Family Dance on October 22, 2022 and it was a great success – many compliments have been received in the weeks following the event. Thank you to everyone for their efforts through volunteering in various capacities and to those who attended. The event was well attended. The silent auction and raffle were successful and received great engagement. As

of today, all outstanding payments have been made and I am now working with FANHS Treasurer, Sarah Litvinchuk, to reconcile all payments received and expenses. We will have a full report at December's meeting, but at this time, we are pleased with the overall outcome.

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

Our first Hot Lunch is tomorrow. The Junior High Leadership Team and some Grade 5 and 6 students will help with distribution — as well as adult volunteers.

Cycle 1 orders included 6 weekly lunches and we anticipate a profit of roughly \$2,500. Cycle 1 included accommodations for Wednesday's Kindergarten class to participate; however, with only 4 orders, it will not be sustainable to offer this in Cycle 2.

Orders are non-refundable. In the event there are children absent, a parent/guardian is expected to e-mail Lisa Richardson to advise if they wish to pick the meal up by the end of the school day or donate it within the school. If they select the latter, the office will distribute these meals accordingly.

The Hot Lunch website has the capacity to be used for more than the Hot Lunch Program. There is the option to add fundraisers to the website for ease of online shopping; however, there is a 2.7% transaction fee per transaction and we are legally only allowed to charge 2.4% to a customer. Regardless, there may still be some circumstances where this is a suitable option. The website also has a classified section and weekly reminders are sent to everyone who has registered. The SC & FANHS Communications Team are interested in reviewing how this website may be another suitable outlet of communication.

4.4 (C) The Holiday Market Campaign presented by FANHS

FANHS is wrapping up our Holiday Market Campaign on Friday. All goods will be sorted at NHS on Saturday, December 3, 2022 and distribution day is set for Sunday, December 4, 2022 — times to be confirmed with Administration. All Fundraiser Chairs are expected to complete the FANHS Cash and Cheque Summary and Fundraiser Summary sheets found on pages 28 and 30 of the [FANHS Policies & Procedures document](#). All Chairs are expected to complete this closure protocol, as well as reconcile payments, before submitting to the Treasurer in order for fundraisers to close.

Purdys Fundraiser Chair, Kristi Gignac.

Kristi Gignac unable to attend this meeting. Report shared by Brianne Davio. Purdys has generally been successful for NHS. Sales have exceeded our initial goal of \$5,000. Historically, the last few days of a fundraiser typically see an uptick in sales, so we anticipate a significant increase by close.

Happy Hippo Fundraiser Chair, Brianne Davio.

Participants have appreciated the ease of ordering and quick delivery throughout Canada; however, our profit is currently sitting around \$200. Our sales have not been as large as last year and the "ship to home" option only gives us a profit of 15%, whereas had we completed our own distribution, our profit would have been 25% — although the latter would have eliminated out of town relatives/friends. This fundraiser runs until November 30, so we may see additional sales come throughout the final month.

Salisbury Greenhouse Fundraiser Chair, Rebecca Koziak.

It has been a challenge to estimate the success of this fundraiser since we cannot track sales as easily as an online fundraiser. Unfortunately, Salisbury Greenhouse ran their own promotion throughout October where customers received 20% off of gift cards — the same amount as our fundraiser profit. This promotion had not been communicated when we registered, so the timing was unfortunate. The benefit of this fundraiser is that there was no minimum revenue or sales requirement, so any sale equates to profit for us.

Although some people have submitted orders throughout the Holiday Campaign, we anticipate most orders will be submitted by close on Friday. Based on ticket sales for The Halloween Family Dance, there seemed to be instant sales and then an uptick in sales closer to the deadline with fewer trickling in in between — perhaps we will see the same pattern here.

Tickled Floral Fundraiser Chair, Chelsee Ladouceur.

Echoing Rebecca's sentiment, paper orders are a challenge to consistently track. Reconciliation of sales and orders will be completed with Tickled Floral on November 12, 2022.

Summit Sourdough Fundraiser Chair, Sarah-Jane Lovgren.

Echoing Rebecca and Chelsee's sentiments, paper orders are a challenge to consistently track. In consideration of timing and budgets, I'm unsure of what to expect for sales. On top of normal life expenses, September/October has seen many opportunities for expenditures for NHS families: school fees, The Halloween Family Dance, the Book Fair, the Hot Lunch Program, and the Holiday Campaign. If a similar campaign were to run next year, would a shorter timeline in November see greater success since more people may be in holiday mode and have fewer school related expenses?

Justine Ma Fundraiser Chair, Rebecca Koziak.

This fundraiser ran directly through Justine's website, so tracking has been readily available through communication with her. The last check in with Justine only saw a handful of sales — again, this may change as the deadline approaches. The benefit of this fundraiser is that there was no minimum revenue or sales requirement, so any sale equates to profit for us.

4.4 (C) Save-On-Foods Chair, Ellen Hanna.

Save-On-Foods receipts have been collected since September. Receipts will be submitted to Save-On-Foods before Christmas Break for our first cheque.

5. New Business / Fundraiser Proposals

5.1 Fundraiser Proposals

Tabled until January 2023. No additional fundraisers will run in November/ December 2022.

5.2 Mailbox

The FANHS mailbox is being used equally by School Council and the Fundraising Association of New Horizons School. As such, the mailbox should be renamed to indicate it is meant for deliveries for and access by both groups. Lisa Richardson holds the keys for the mailbox and the Conference Room in the office as well as an inbox for items that will not fit in the mailbox. To date, Ellen Hanna has liaised with the office on behalf of SC & FANHS; however, all Executive has access to the mailbox as required. Access to the Conference Room must be booked with Lisa Richardson via e-mail. There should be no access to the main office during fundraisers and/or events — the Conference Room is most suitable, or the Library or Gym if booked with the office and Administration ahead of time. All Executive can leave communications on the SC & FANHS bulletin board as necessary.

**MOTION: Sarah Litvinchuk moved to rename the mailbox.
Seconded by Ellen Hanna. Motion Carried.**

6. Future Meeting Dates:

- 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: 9:04PM.