

# Fundraising Association of New Horizons School Meeting Minutes

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December 7, 2022  
Meeting Called to Order: 8:09PM  
Meeting Adjourned: 9:16PM  
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

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**1. Meeting Called to Order: 8:09PM.**

Chelsee Ladouceur as Meeting Chair.

**2. Adoption of Agenda**

**MOTION: Ellen Hanna moved to adopt the Agenda as presented.**

**Seconded by Elizabeth Macve. Motion Carried.**

**3. Approval of Minutes**

November 2, 2022

**MOTION: Elizabeth Macve moved to adopt the Minutes as presented.**

**Seconded by Sarah-Jane Lovgren. Motion Carried.**

**4. Reports**

**4.1 President/Vice President Report**

FANHS has vacancies for Volunteer Coordinator and Casino Chair positions. Some interest has been shown and we look forward to finding replacements early in the new year.

The Holiday Market Campaign was successful and officially closed on December 4, 2022.

**4.2 Treasurer Report**

Prizes for Purdys fundraiser need to be reimbursed. \$100 to winner: top seller plus 3 additional prizes of \$25 (random draws).

**MOTION: Chelsee Ladouceur moved to reimburse for Purdys prizes as requested.**

**Seconded by Elizabeth Macve. Motion Carried.**

### **4.3 Communication Officer's Report**

Facebook and Instagram pages both have good engagement; however, there is still room for improvement.

The volunteer intake database that was collected on Meet the Teacher night in September was e-mailed regarding the position of Casino Chair. If this position isn't filled early 2023, a public announcement will be made on social media. Sarah Litvinchuk has more knowledge of this position and will reach out to the previous Chair directly for any information required for a successful transition.

### **4.4 Current Fundraising Chairperson's Report**

#### **4.4 (A) Hot Lunch Program Chair, Brianne Davio.**

Cycle 1 saw a profit of \$2155.52 with 6 lunches. 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 Cycles 2 and 3.

Cycle 2 ordering will take place January 4, 2023 - January 12, 2023 with service to commence in January.

Cycle 3 ordering will take place February 15, 2023 - February 23, 2023 with service to commence in April.

The kitchen has an inventory of cutlery that was likely paid for by FANHS pre-pandemic; however, this inventory is loose. In the interest of health and safety, it would be preferred to purchase individually wrapped cutlery as required (most vendors generally supply what is required).

**MOTION: It was unanimous amongst the FANHS Executive that the pre-existing, loose cutlery could be donated to teachers whose students forget to bring cutlery from home.**

**MOTION: Chelsee Ladouceur moved to allocate up to \$500 for Hot Lunch Cycle 2 expenses.**

**Seconded by Elizabeth Macve. Motion Carried.**

#### **4.4 (B) The Holiday Market Campaign presented by FANHS**

The Holiday Market Campaign was successful. Most items were picked up as scheduled; however, arrangements have been made for those that weren't able to pick up on the weekend. All items are anticipated to be in the hands of purchasers by the end of this week. Thanks to both Purdy's Chairs for sorting orders ahead of time, we were able to complete packaging all elements of the campaign within a 1.5 hour window. The 3 hour pickup

window saw sporadic attendance, during which we asked those who picked up for feedback — most enjoyed having a variety of options, including ones that weren't available through other sources. One comment was interest in knowing what funds raised go towards. Overall, there was not an extensive number of orders received — this could be due to the size of the campaign and/or the timing, as well as similar fundraisers supporting other activities i.e. sports.

**Purdys Fundraiser Chair, Kristi Gignac.**

Kristi Gignac unable to attend this meeting. Report shared by Brianne Davio. Over \$10,000 sales results in a bonus profit to FANHS. A cheque will be received with the official close and will be communicated at January's meeting.

**Happy Hippo Fundraiser Chair, Brianne Davio.**

Profit received by FANHS: \$308.45.

**Salisbury Greenhouse Fundraiser Chair, Rebecca Koziak.**

Profit received by FANHS: \$235.00.

Salisbury Greenhouse has offered an extension of this fundraiser where we can run the gift card fundraiser year round. Gift cards will be sold in denominations of \$25, \$50, \$100, and \$250 and buyers have the option to pick up at the Sherwood Park or St. Albert location or have cards with a total value of less than \$500 mailed directly at no additional charge. FANHS will receive 20% of sales. Orders take up to 1 week to process. Rebecca Koziak, as present Salisbury Chair, proposes continuing as Chair and launching the ongoing Salisbury Greenhouse fundraiser early 2023 with a Google Form for ordering.

**MOTION: Ellen Hanna moved to adopt the Fundraiser as presented. Seconded by Chelsee Ladouceur. Motion Carried.**

**Tickled Floral Fundraiser Chair, Chelsee Ladouceur.**

Profit received by FANHS: \$580.00.

**Summit Sourdough Fundraiser Chair, Sarah-Jane Lovgren.**

Profit received by FANHS: \$240.00.

**Justine Ma Fundraiser Chair, Rebecca Koziak.**

Profit received by FANHS: \$91.72.

## 5. New Business / Fundraiser Proposals

### 5.1 Fundraiser Proposals

#### 5.1 (A) Little Caesars

Interested in running in the winter so there is no freezer storage required for pick up. Tabled until January.

#### 5.1 (B) Confetti Sweets

Much like the Holiday Campaign, it has been proposed that FANHS launch a Spring Campaign. With lack of storage in mind, it has been proposed that cookie vouchers to be used in store and/or cookie mix would be sold from local business, Confetti Sweets.

**MOTION: Chelsea Ladouceur moved to adopt the Fundraiser as presented with Ellen Hanna and Rebecca Koziak as Co-Chairs. Seconded by Erin Thomas. Motion Carried.**

#### 5.1 (C) Chateau Louis Liquor Store

Rebecca Koziak has suggested offering a liquor basket raffle through Chateau Louis Liquor Store which could potentially be very profitable. Tabled until January.

#### 5.1 (D) Fiddle Leaf Photo

Rebecca Koziak has proposed working with local photographer, Fiddle Leaf Photo, to offer families a photo experience. Fiddle Leaf can offer two types of services as fundraisers including:

##### 1. Family Mini Sessions

Clients would book their 15 minute directly through the studio. The session would take place at the studio (5 minutes away from the school). The cost to families would be \$250, with 10% back to FANHS.

##### 2. Studio Fine Art School Portraits

This would be marketed as a year end celebration/graduation session. Fine Art Portraits are of individual students and/or siblings together. The session would take place at the studio (5 minutes away from the school). The cost to families is to be confirmed in early 2023. FANHS would receive 10% back on all gallery purchases.

**MOTION: Elizabeth Macve moved to adopt the Fundraisers as presented with Ellen Hanna and Rebecca Koziak as Co-Chairs. Seconded by Erin Thomas. Motion Carried.**

#### 5.1 (E) FlipGive

This passive fundraiser has been suggested by a parent. Tabled until January.

### **5.1 (F) Bottle Drive**

Many schools and sports teams find success in bottle drives. FANHS would like to capitalize on post holiday season bottle returns with a bottle drive to take place the first weekend in January.

Sarah-Jane Lovgren advised that Ms. Graham has mentioned interest in holding a bottle drive with the Adventure Trip Students. Before proceeding, it would be appropriate to confirm whether or not Ms. Graham is planning a fundraiser for January.

**MOTION: Ellen Hanna moved to adopt the Fundraiser as presented with Rebecca Koziak and Erin Thomas as Co-Chairs permitting communication has taken place with Ms. Graham prior to advertising. Seconded by Chelsee Ladouceur. Motion Carried.**

### **6. Future Meeting Dates:**

- 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: 9:16PM.**