

# Fundraising Association of New Horizons School Meeting Minutes

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October 11, 2023

Meeting Called to Order: 8:32PM

Meeting Adjourned: 8:58PM

Hybrid In-Person (New Horizons School) / Virtual Meeting

Attendees: Rebecca Koziak, Julie Jackson, Elizabeth Macve, Sarah-Jane Lovgren, Anita Sanderson, Ellen Hanna, Julie Jackson, Lori Vigfusson, Terry Moghrabi, Beverly Doucette, Eeksha Kakkan, Praveen Kakkan, Denette Leask, Leah McCoy, Stacey Stang-Sass

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**1. Meeting Called to Order: 8:32PM.**

Rebecca Koziak as Meeting Chair.

**2. Adoption of Agenda**

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

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

**3. Approval of Minutes**

3.1 September 6, 2023

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

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

**4. Reports**

**4.1 President/Vice President Report**

FANHS has successfully closed the Little Caesars fundraiser and Davison Orchard's closes this evening. Thanks to our excellent Communications Team, we are noticing greater success with fundraisers and engagement overall. Within minutes of the newsletter going out, we are seeing sales and with sales goals being communicated in the newsletter, on social media, and on our website, we are seeing our targets exceeded. Thank you to all who support our fundraising initiatives — without your continued financial support, FANHS could not support School Council's initiatives.

**4.2 Treasurer Report**

See attached.

**4.3 Communication Officer's Report**

Erin Thomas unable to attend this meeting. Report shared by Ellen Hanna.

By request, to reduce spam emails, we've reworked the website to mirror the approach taken by the school for their staff. All contact information, as well as information pertaining to FANHS, fundraisers, and Meetings can be found on [our website](#).

#### **4.4 Current Fundraising Chairpersons Reports**

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

Brianne Davio unable to attend this meeting. Report shared by Julie Jackson.  
Profit received by FANHS: \$3,282.54 (Cycle 1).

Cycle 2 opens next week.

##### **4.4 (B) Salisbury Greenhouse Fundraiser Chair, Rebecca Koziak.**

Profit received by FANHS: \$30 (September 2023).

##### **4.4 (C) Fiddle Leaf Photo Chairs, Ellen Hanna & Rebecca Koziak.**

Bookings for the Fall run of Fine Art School Portraits are still open. At last check in with Fiddle Leaf, we had 19 bookings.

##### **4.4 (D) Save On Foods Chair, Ellen Hanna.**

Profit received by FANHS: \$595.69 (September)  
Total to date: \$981.08 (cumulative since Autumn 2022)

##### **4.4 (E) Cobs**

Nothing to report.

##### **4.4 (F) Little Caesars, Ellen Hanna.**

Profit received by FANHS: \$1,146.00.

The balance owing to FANHS is \$80 which could take a month or so to arrive. The paperwork has been finalized, our team will collect the kits from the Depot in order to save \$50 in delivery fees and will facilitate distribution on Friday in the NHS and Jr. High Parking Lots. Most orders have confirmed pickup via email. Calls will be made to orders outstanding. Those who do not confirm their pickup will forfeit their order as we do not have the ability to store orders beyond the pickup window. This has been communicated.

##### **4.4 (G) Ongoing Bottle Drive, Chelsee Ladouceur.**

Profit received by FANHS: \$86.75 (September).

##### **4.4 (H) Edmonton Oilers, Amanda Bullion & Rebecca Koziak.**

Due to cost and little opportunity to raise funds, this will not move forward.

##### **4.4 (I) Edmonton Oil Kings, Amanda Bullion & Rebecca Koziak.**

Due to changes in minimum number of ticket sales required and the cost difference between attending as a regular patron versus supporting the fundraiser, there may be little opportunity to raise funds if minimum sales requirements are not met; therefore, this will not move forward.

##### **4.4 (J) Halloween Dance, Rebecca Koziak & Sarah-Jane Lovgren.**

Ticket sales opened at this beginning of October and reminders will go out in this month's weekly newsletter. Starting next week, we'll start heavily promoting the event on social media as well as launch an online auction to gain some more attention and — more importantly — to capture our whole NHS community. We have received many generous donations from corporate sponsors and family donors and realize that not all of our families will attend the event; therefore, having an online audience will create another opportunity for families to engage and support this event.

By unanimous consent, an online auction that opens prior to the event date will take place in support of the Halloween Dance.

Proposal to add a 50/50 with appropriate licensing requirements etc.

By unanimous consent, a 50/50 will take place at the Halloween Dance.

#### **4.4 (K) Davison Orchards Apples, Chelsee Ladouceur.**

Chelsee Ladouceur unable to attend this meeting. Report shared by Rebecca Koziak.

As of right now, we have surpassed our goal of 80 boxes and according to our live thermometer, we've reached 114% which is 91 boxes. Orders will be submitted and distribution will be communicated.

### **5. New Business / Fundraiser Proposals**

#### **5.1 Pub Night**

Following September's meeting, we learned that a Pub Night event would not be suitable at this time; therefore, donations have been heavily solicited for the Halloween Dance.

#### **5.2 Date Night**

Consider an in-school (gym) adult focused community engagement event i.e. concert and pop up cafe. Review details and inquire about availability in January, February, March 2024. Report back in November.

#### **5.3 Movie Night Concession**

School Council is hosting a Family Movie Night on Saturday, November 25, 2023. FANHS will host a concession at this event. As always, RSVPs are required for planning and space purposes.

**MOTION: Elizabeth Macve moved to accept the proposal as presented.  
Seconded by Ellen Hanna. Motion Carried.**

#### **5.4 Shop Local for the Holidays Campaign**

Rebecca Koziak will Chair this fundraiser.

Similar to last year, FANHS will host a Shop Local for the Holidays Campaign that will provide opportunities for families to support local businesses that they may have been shopping with already, but in doing so, they'll be supporting FANHS at the same time. We've provided a robust list of options — many of whom do not typically offer fundraising opportunities.

Our Communications Team will develop a website with all information required. Items that are ordered through FANHS will be available through our website in a Google form. Some businesses will allow our customers to shop directly using a unique code.

- Confetti Sweets
  - Minimum revenue/sales requirement: None.
  - \$20/voucher for 1 dozen cookies.
  - Profit received by FANHS: 25% of sales.
  - Order via FANHS.
- FaBLOOMosity
  - Minimum revenue/sales requirement: None.
  - Pricing varies for subscription bouquets or arrangements.
  - Profit received by FANHS: 10% of sales.

- Order via website using unique code.
- JACEK
  - Minimum revenue/sales requirement: 125 bars.
  - \$10/bar.
  - Profit received by FANHS: 25% of sales.
  - Order via FANHS.

*FANHS acknowledges that we are already running a chocolate campaign with Purdys; however, after thoughtful discussion, it is with unanimous consent that we will move forward with this offering since the product is unique and we believe we'll be able to meet the sales target.*

- Justine Ma
  - Minimum revenue/sales requirement: None.
  - Pricing varies for products online.
  - Profit received by FANHS: 20% of sales.
  - Order via website using unique code.

*Black out dates: Black Friday (November 24, 2023) & Cyber Monday (November 27, 2023).*

- Salisbury Greenhouse
  - Minimum revenue/sales requirement: None.
  - Pricing varies for gift cards.
  - Profit received by FANHS: 20% of sales.
  - Order via FANHS.

*This is an ongoing fundraiser; however, with it being a local business, this item will be promoted alongside this campaign.*

- Summit Sourdough
  - Minimum revenue/sales requirement: None.
  - \$20/package of sourdough starter.
  - Profit received by FANHS: 50% of sales.
  - Order via FANHS.

- Unbelts
  - Minimum revenue/sales requirement: None.
  - Pricing varies for products online.
  - Profit received by FANHS: 20% of sales.
  - Order via website using unique code.

*Black out dates: Black Friday (November 24, 2023) & Cyber Monday (November 27, 2023).*

**MOTION: Lori Vigfusson moved to accept the fundraiser as presented.  
Seconded by Elizabeth Macve. Motion Carried.**

### **5.5 Onnie Online Farmer's Market**

Chelsea Ladouceur will Chair this fundraiser.

NHS family and friends in Edmonton and surrounding areas can place Onnie online grocer orders using a unique code and 10% will be returned to FANHS. This would be an ongoing fundraiser with no collecting orders, funds, or distribution on our end.

**MOTION: Sarah-Jane Lovgren moved to accept the fundraiser as presented.  
Seconded by Ellen Hanna. Motion Carried.**

**6. Meeting Adjourned: 8:58PM.**

<b>FANHS Treasurer Report August 31, 2023 to September 30, 2023</b>				
			Liabilities +	Fundraised
<u>Income - General</u>	<u>Income</u>	<u>Liabilities + Disbursements</u>		<u>Net</u>
Hot Lunch Program	\$15,469.12		\$2,062.24	\$13,406.88
Davidson Apples	\$1,945.00		\$0.00	\$1,945.00
Salisbury Gift Cards	\$150.00		\$120.00	\$30.00
SC Events (Dance+Silent Auction)	\$0.00		\$0.00	\$0.00
No Fuss Fundraising	\$0.00		\$0.00	\$0.00
Cobs Bread	\$0.00		\$0.00	\$0.00
Mabels Label	\$91.40		\$0.00	\$91.40
Save - On Receipts	\$595.69		\$0.00	\$595.69
Bottle Returns	\$86.75		\$0.00	\$86.75
Purdy's Chocolates	\$0.00		\$0.00	\$0.00
Bank Interest (@1.5% to confirm)	\$13.24		\$0.00	\$13.24
<b>Total Income - General</b>	<b>\$18,351.20</b>		<b>\$2,182.24</b>	<b>\$16,168.96</b>
<b>Income - Casino</b>				
Total Income - Casino/ Raffle	<b>\$0.00</b>			
<b>Total Income (General + Casino)</b>	<b>\$18,351.20</b>			
<b>Disbursements - General</b>				
SC: School Support (\$17,368)	\$0.00			
SC: Classroom Support (\$4,000)	\$0.00			
SC: Comm. Bldg/Parent Support (\$750)	\$0.00			
SC: Administration (\$100)	\$0.00			
FANHS Operating Expenses (\$500)	\$43.28			
Salisbury Gift Cards	\$120.00			
Hot Lunch Program	\$2,062.24			
<b>Total Disbursements - General</b>	<b>\$2,225.52</b>			
<b>Disbursements - Casino</b>				
Total Disbursements - Casino	<b>\$0.00</b>			
<b>Total Disbursements (General + Casino)</b>	<b>\$2,225.52</b>			
<b>Assets</b>				
General Bank Account (as of Sept 30, 2023)		<b>\$54,177.20</b>		
Business High Yield Savings (as of Sept 30, 2023)		<b>\$10,748.62</b>		
Casino Account (as of Sept 30, 2023)		<b>\$10,725.26</b>		
<b>Total Assets</b>			<b>\$75,651.08</b>	
<b>Liabilities</b>				
Liabilities - SC Approved Budget (\$22,500)		\$0.00		
Liabilities - Post Dated Hot Lunch Cheques		\$10,124.34		
Liabilities - est. Bank Fees (\$0.85 /transaction over 30)		\$43.28		
<b>Total Liabilities</b>			<b>\$10,167.62</b>	
Outstanding Cheques (as of Sept 30, 2023)		0	\$0.00	
<b>Fundraising Dollars Available</b>			<b>\$65,483.46</b>	
Less the Contingency Fund for 2024-2025		\$11,000.00		
<b>Total Fundraising Dollars (less contingency)</b>			<b>\$54,483.46</b>	