

Fundraising Association of New Horizons School Meeting Minutes

November 1, 2023

Meeting Called to Order: 8:32PM

Meeting Adjourned: 8:58PM

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

Attendees: Chelsee Ladouceur, Rebecca Koziak, Julie Jackson, Elizabeth Macve, Sarah-Jane Lovgren, Anita Sanderson, Ellen Hanna, Lori Vigfusson, Amanda Bullion, Eeksha Kakkan, Carol Slukynski, Stacey Stang-Sass

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

Chelsee Ladouceur as Meeting Chair.

2. Adoption of Agenda

MOTION: Elizabeth Macve moved to adopt the Agenda as presented.

Seconded by Julie Jackson. Motion Carried.

3. Approval of Minutes

3.1 October 11, 2023

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 had a successful start to the 2023/2024 academic year. We appreciate the collaboration with School Council on the Halloween Dance which was largely profitable. We'll launch our Holiday Campaign this evening to close out 2023. Thanks to the SC & FANHS Communications Team, the weekly newsletter efforts have resulted in regular traction and reminders of fundraisers where we're noticing purchases as a result of the email. The newsletter has allowed for another method of communication to support all families and not solely rely on social media which not all families use.

4.2 Treasurer Report

With the quick turnaround time between the Halloween Dance and tonight's meeting, funds are being reconciled. The net profit will be communicated to the NHS community in the upcoming newsletter and fully reported at December's meeting.

4.3 Communication Officer's Report

Nothing to report.

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: It is estimated that the net profit from Cycle 2 will be in the realm of \$4,500 - \$5,000.

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

Profit received by FANHS: \$60 (October 2023).

4.4 (C) Fiddle Leaf Photography Chairs, Ellen Hanna & Rebecca Koziak.

Bookings for the Fall run of Fine Art School Portraits are still open and have been extended to December. At last check in with Fiddle Leaf, we had 25 bookings. Timing and interest have made this run more successful than the Spring 2023 run; however, with there being no cost endured by FANHS, we will run the Spring Fine Art School Portraits again in late February/early March of 2024 to continue this ongoing relationship with Fiddle Leaf Photography. It will be marketed as a Kindergarten Grad/Grade 9 Farewell portrait opportunity with cap and gown photos available for those who are interested.

Fiddle Leaf Photography has offered to provide school wide NHS back to school photos next Fall with availability in early-mid September 2024. There would be no cost incurred by the school and staff photos would be taken as a part of the school photo package. The photographer would spend a day with each of the school's divisions taking about 60-90 seconds/student which is longer than other school photography companies, but that's how she achieves the natural smiles. Yearbook services could be offered as well. This would run as a fundraiser with 10% of pre-GST sales returned to FANHS. Families would receive a digital gallery where a la carte print or download options are available. Typical galleries would have 3-4 pictures in both colour and black & white. Sibling photos and retakes could be offered and booked in the studio (about 5 minutes from the school). Details will be sent to Ms. Vigfusson for review.

4.4 (D) Davison Orchards Apples, Chelsee Ladouceur.

Profit received by FANHS: \$763.15.

Now that we've run this campaign, we will remain on the Davison Orchards list with the option to run this campaign around the same time in 2024.

4.4 (E) Save On Foods Chair, Ellen Hanna.

Profit received by FANHS: \$114.45 (October).

4.4 (F) Cobs

Nothing to report.

4.4 (G) Ongoing Bottle Drive, Chelsee Ladouceur.

Profit received by FANHS: \$53.10 (October).

4.4 (H) Halloween Dance, Rebecca Koziak, Sarah-Jane Lovgren, and Julie Jackson

With the quick turnaround time between the Halloween Dance and tonight's meeting, funds are being reconciled for Admission, Raffle, and 50/50. Presently, we're estimating about \$1,515 in Admissions and \$1,073 in Raffle and 50/50 combined; however, the Silent Auction and Online Auction have both closed, been paid in full, and reconciled totalling \$3,925. FANHS has offered to take expenses for the Halloween Dance (DJ Kwake Entertainment Group, glow sticks, minimal décor expenses totalling \$831.23) from the total revenue; therefore, eliminating the funding requirement from School Council's annual budget. After final review, the net profit will

be communicated to the NHS community in the upcoming newsletter and fully reported at December's meeting.

4.4 (I) Oonnie Online Farmer's Market, Chelsee Ladouceur.

The Oonnie campaign has launched for the duration of the 2023/2024 academic year with 10% returned to FANHS quarterly. There is the option to extend this beyond June 2024. We will revisit this as necessary.

4.4 (J) Purdys, Kristi Gignac & Ellen Hanna.

Kristi Gignac unable to attend this meeting. Report shared by Ellen Hanna & Chelsee Ladouceur.

This campaign is already running with an incentive for early bird sales; however, it has come to our attention that Purdys no longer provides incentivization through their company's fundraising program. While we did not previously motion incentives, the messaging has already been communicated; therefore, FANHS will review current inventory for incentives and will support two randomized draws for the \$25 gift cards as requested; however, moving forward, it is with unanimous consent that FANHS will support Purdys as noted above; however, will not consent to purchasing incentives to treat fundraising efforts as competitions in the future. As we look ahead, FANHS will encourage all fundraising Chairs to complete the SOP form prior to launching a fundraiser. Policies and Procedures are in place to best support our fundraising Chairs and aid in the success of our fundraisers.

5. New Business / Fundraiser Proposals

5.1 Movie Night Concession, School Council Executive.

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; however, this event is free to all who wish to attend. Elizabeth Macve will research and purchase concession items — likely drinks, hot dogs, and popcorn. There will be limited offerings to ensure a simplified concession.

By unanimous consent, this concession will run as proposed.

5.2 Shop Local for the Holidays Campaign, Rebecca Koziak.

This campaign is ready to launch as early as today with online codes live. There is an opportunity to include additional small businesses that offer direct shipping to the recipient's address and limited effort to FANHS.

- Education Station
 - Minimum revenue/sales requirement: None.
 - Pricing varies for products online.
 - Profit received by FANHS: 15% of sales.
 - Order via website using unique code.

Rebecca Koziak will Chair this portion of the campaign.

**MOTION: Julie Jackson moved to accept the fundraiser as presented.
Seconded by Chelsee Ladouceur. Motion Carried.**

- Happy Hippo
 - Minimum revenue/sales requirement: None.
 - Pricing varies for products online.

- Profit received by FANHS: 20% of sales.
- Order via website using unique code.

Ellen Hanna will Chair this portion of the campaign.

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

5.3 Art Cards by Kids, Carol Slukynski.

Art Cards by Kids would run with no minimum revenue requirement. This family run business based out of B.C. provides environmentally friendly products featuring unique art directly from our students. A theme would be determined — likely a Spring campaign — where teachers would work with their students during art to develop a series of work that would then be submitted to the company. After which, a proof will be received (similar to school photos) and families would order directly through the company's website. For a school of 400-500 students, a profit of \$1,800 - \$2,700 is estimated. Costs vary based on sales quantity.

**MOTION: Chelsee Ladouceur moved to accept Carol Slukynski as fundraiser Chair to investigate logistics, timeline, and additional details. Carol will receive additional information from the company ahead of December's meeting and logistics can be determined as early as January's meeting.
Seconded by Julie Jackson. Motion Carried.**

5.4 Sherwood Park Soups, Amanda Bullion.

This local business offers dried soup tubes at \$8 wholesale with a suggested retail price of \$12 each with no minimum revenue requirement. The company offers incentives directly: bonus soup for individual sales over 10 soups — these would be given directly to the purchaser. Our customers would purchase directly through FANHS through an individual order form and the Chair would be responsible for submitting a full order; therefore, sorting and distribution would be required. There's an approximate 10 day turnaround on orders with free shipping to NHS. With no minimum requirements, it is proposed to include this in the Shop Local for the Holidays Campaign as well as offer it as a stand alone fundraiser at the beginning of 2024 to promote it as an easy meal during the winter months.

**MOTION: Chelsee Ladouceur moved to accept the fundraiser as presented.
Seconded by Julie Jackson. Motion Carried.**

5.5 Kernels Popcorn, Amanda Bullion.

This company offers snack size bags of flavoured popcorn (2-3 cups/bag) at \$1.45 - \$1.55 per bag with a suggested retail price of \$3/bag with no minimum revenue requirement. Each bag comes with a 2 for 1 coupon to be redeemed in stores at a later date. There are 11 flavours to choose from. There's an approximate 3 day to 2 week turnaround depending on the size of the order.

Discussion took place with consideration for the concession for Movie Night as well as December 22, 2023 for the last day of school parties.

**MOTION: Chelsee Ladouceur moved to accept the fundraiser as presented.
Seconded by Julie Jackson. Motion Carried.**

5.5 Code Ninjas Sherwood Park, Eeksha Kakkan.

A “Parent Night Out” event could be offered every month for NHS parents. It is a 3-hour event (5:00PM - 8:00PM on Saturday evenings) where parents and caregivers can drop their kids off at the center for fun-filled STEM, Tech and Games activities which also includes unlimited pizza and juice. The recommended age for this event is 5-15 years old. No membership is required to attend this event. The cost is \$40+tax per child and FANHS would receive a profit of 25%. We could select the first or third Saturday of each month. A minimum of 10 children and a maximum of 25 students would be required for the event to run. With the holiday season quickly approaching, it is recommended that this programming commence in early 2024. Dates will be reviewed at December’s meeting.

**MOTION: Chelsee Ladouceur moved to accept the fundraiser as presented.
Seconded by Julie Jackson. Motion Carried.**

6. Meeting Adjourned: 9:21PM.