

# Fundraising Association of New Horizons School

## Meeting Minutes

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December 6, 2023

Meeting Called to Order: 9:25PM

Meeting Adjourned: 10:24PM

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

Attendees: Rebecca Koziak, Amanda Bullion, Julie Jackson, Eeksha Kakkan, Elizabeth Macve, Sarah-Jane Lovgren, Ellen Hanna, Lori Vigfusson, Beverly Doucette, Paul Jackson, Denette Leask, Carol Slukynski, Dianne Blanche Villacura

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### 1. Meeting Called to Order: 9:25PM.

Rebecca Koziak as Meeting Chair.

### 2. Adoption of Agenda

**MOTION: Julie Jackson moved to adopt the Agenda as presented.**

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

### 3. Approval of Minutes

November 1, 2023

**MOTION: Sarah-Jane Lovgren moved to adopt the Minutes as presented.**

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

### 4. Reports

#### 4.1 President/Vice President Report

As mentioned during the School Council meeting, a memo was sent out last week stating that FANHS received resignation (Bylaw: 4.1 e) *Any Officer or Director may resign his/her position by providing written notice to any two (2) Officers.*) from our President. On behalf of the FANHS Executive, we would like to thank our outgoing President, Chelsea Ladouceur, for the time, thought, and care she invested into FANHS. I'd like to thank you all for your attendance this evening. I'd like to start tonight's meeting recognizing that most of us are here as engaged parents whose choice to volunteer supports the students and staff at New Horizons in a multitude of ways. Every volunteer — regardless of role or time commitment — is appreciated beyond measure and when we can contribute our time, talents, and experience to our volunteerism, we can collaborate to enhance the educational opportunities for students at New Horizons School.

My intention for our FANHS meeting is to be respectful and mindful — of each other and our time together. I recognize that we are all here with the same mission: to support the school's culture and to be committed to serving the New Horizons community and it is truly a privilege to work alongside all of you in support of this special school.

*In consideration of Bylaw 4.2 c) Vice-President: assists the President in all Association activities; [&] presides at meetings in the President's absence, as such, as the Vice President per AGM, June 2023. As such, I will assume the role of Interim President for the remainder of the academic year given I have the context of the Association and its collaborative efforts with School Council and New Horizons School. The position of Vice President is now vacant in addition to the Secretary position. As per Bylaw 4.1 b) Officers and Directors are elected by the Members at the Annual General Meeting (AGM). In the event there is a vacancy on the Executive, the position may be filled for the duration of the term by election, acclamation, or appointment at any subsequent meeting of the Association.*

As per the Bylaw, we can fill these positions as soon as this evening's meeting, so there is now an opportunity to fill positions if interest is shown. In response to the memo, FANHS received interest from two individuals who had submitted their confirmed interest for each of the respective positions and are in attendance this evening. There was an additional inquiry regarding what both positions entail; however, no further interest was communicated. At this time, I do not have any additional email correspondence.

Unless there is interest shown now, I would like to nominate Amanda Bullion for the Vice President position for the remainder of the term (2023/2024). Amanda Bullion accepted the nomination and there was no objection from those in attendance.

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

Unless there is interest shown now, I would like to nominate Eeksha Kakkan for the Secretary position for the remainder of the term (2023/2024). Eeksha Kakkan accepted the nomination and there was no objection from those in attendance.

**MOTION: Julie Jackson moved to accept the nomination as presented.  
Seconded by Sarah-Jane Lovgren. Motion Carried.**

I'm grateful to have received interest for these positions. As we have started to review Bylaws and Policies & Procedures, we've learned about the significance of having all positions filled.

At this time, I would like to take an opportunity to establish a Committee to prioritize the review and update of Bylaws, Policies & Procedures, and Membership Form during the

2023/2024 academic year. With unanimous consent, FANHS has established a Policies, Guidelines, and Bylaws Committee.

I would like to address that upon review of our current Bylaws, Policies & Procedures, FANHS will formally update position titles for FANHS' Executive to align with Bylaws: Director: Communications Officer / Director: Volunteer Coordinator.

Thank you all for your patience as we work and learn together.

**Opportunity for questions, comments, and discussion throughout report.  
None received.**

#### **4.2 Treasurer Report**

See attached: October and November month end reports.

On November 27, \$10,000 was transferred from our General account into our High Interest Savings account. The two transfers (one in October of 40k plus one in November of 10k) increased our interest earned by over \$60, which doesn't seem like much but we know that every dollar counts especially considering our banking fees for EFTs. It is our intention that our interest earned will offset the bank fees and therefore make our money work for us as best as possible.

**Suggestion to add a fee charge to EFTs or to offer all methods of payment for all fundraisers. Discussion followed which allowed for explanation why some fundraisers are easier to run with specific payment methods.**

In order to meet deadlines for our financial audit (present at SGM by February 28, 2024 and file audited annual return by March 28, 2024), correspondence has been made with the parent volunteer who has completed this for us previously; however, if we are unsuccessful in procuring their services again, FANHS will be seeking volunteer support in this area — as per Bylaw 6.1 k) *There must be an audit of the books, accounts, and records of the Association at least once each year by either one (1) person with an accounting designation, or by two (2) Members appointed by the Association at a General Meeting; but not by an Officer, Director, or Chair. In the event the auditor position(s) are not filled at the General Meeting the position(s) will be filled at any subsequent meeting of the Association.*

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

Nothing to report.

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

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

Brianne Davio unable to attend this meeting. Report shared by Julie Jackson.

Profit received by FANHS: \$12,554.85 (combined Cycles 1 & 2).  
Cycle 3 is now open. Profits will be communicated in January.

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

While this is an ongoing fundraiser, it is also part of the Shop Local for the Holidays Campaign. There were no regular orders to report in November; however, 4 unique orders have come through for Shop Local.

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

Profit received by FANHS: \$217.40.

Fiddle Leaf Photography donated 10% of photo sales from the Fall Fine Art School Portrait sessions. We would like to continue this relationship with Fiddle Leaf. Administration has received correspondence regarding an opportunity to partner with this local business for school wide NHS back to school photos next Fall. Ms. Vigfusson is reviewing this proposal and current contracts.

**(D) Davison Orchards, Chelsee Ladouceur.**

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

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. Chelsee Ladouceur has offered to remain as Chair for this fundraiser.

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

The most current batch of receipts has been delivered. Cheque to come.

**(F) Cobs.**

Nothing to report.

**(G) Ongoing Bottle Drive.**

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

Correspondence received from former President who is no longer interested in Chairing this fundraiser and has suggested Rebecca Koziak assume Chair position.

**(H) Halloween Dance, Rebecca Koziak & Sarah-Jane Lovgren.**

Profit received by FANHS: \$5,701.77.

**(I) Oonnie Online Farmer's Market.**

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

Correspondence received from former President who is no longer interested in Chairing this fundraiser and has suggested Rebecca Koziak assume Chair position.

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

Kristi Gignac unable to attend this meeting. Report shared by Julie Jackson.  
Profit received by FANHS: \$3,622.70.

A bonus cheque of about 5% is anticipated in early 2024.

**(K) Shop Local for the Holidays Campaign, Amanda Bullion + Ellen Hanna +  
Rebecca Koziak + Sarah-Jane Lovgren.**

We recognize that FANHS offers many opportunities for you to spend your money throughout the year; however, please know that we do not expect everyone to financially support all fundraiser initiatives. The impetus behind the Shop Local Campaign is to make our best attempts to support local businesses while also receiving some profit to FANHS; however, it also allows for communication efforts towards being conscious shoppers going into the holiday season. This campaign closes end of day tomorrow.

**Confetti Sweets, Rebecca Koziak.**

As of tonight's meeting: 7 vouchers sold.

**Education Station, Rebecca Koziak.**

Nothing to report. Remains open until the 17th.

**FaBLOOMosity, Rebecca Koziak.**

Nothing to report. Remains open until the 31st.

**Happy Hippo, Ellen Hanna.**

Nothing to report.

**JACEK, Rebecca Koziak.**

As of tonight's meeting: 90 bars sold. 125 minimum sales requirement.

**Justine Ma, Rebecca Koziak.**

No sales to report.

**Oonnie, Rebecca Koziak.**

Nothing to report.

**Salisbury Greenhouse, Rebecca Koziak.**

As of tonight's meeting: 4 sales.

**Sherwood Park Soups, Amanda Bullion.**

As of tonight's meeting: 19 packages sold.

**Summit Sourdough, Rebecca Koziak & Sarah-Jane Lovgren.**

As of tonight's meeting: 3 packages sold.

**Unbelts, Rebecca Koziak.**

Nothing to report.

**(L) Movie Night Concession, School Council Executive.**

With unanimous consent, Elizabeth Macve will Chair the Movie Night Concession. Date TBD at January's meeting.

**(M) Art Card by Kids, Carol Slukynski.**

No minimum sales obligation. Opportunity to work with NHS Administration and teachers to develop themes and projects to coordinate with the Art curriculum. Supplies will be shipped back and forth between this Canadian business and NHS. Shipping costs will apply. Families will have an opportunity to purchase quantities of their choice through an online order system (ie. 24 cards are approximately \$44.40 = \$1.85/card). Approximately 4-6 weeks.

Carol will confirm cost of shipping ahead of January's meeting to review if this will move forward.

**(N) Kernels Popcorn, Amanda Bullion.**

The initial proposal of a fundraiser is on hold (Movie Night Concession); however, with unanimous consent, Kernel's will move forward as a cost recovery (toonie) as a last day of school treat.

**(O) Code Ninjas Sherwood Park, Eeksha Kakkan.**

As per November's meeting, this fundraiser will move forward. Dates have now been set as: January 20, 2024 and February 24, 2024 with additional dates to come.

As a bonus, on the first Parents Night Out (January 20, 2024), Code Ninjas has offered to donate 25% of the balance of proceeds (in addition to our 25% profit) to Stollery Children's Hospital Foundation.

**5. New Business / Fundraiser Proposals**

**5.1 Date Night – collaboration with School Council.**

Tabled.

**6. Meeting Adjourned: 10:24PM.**

<b>FANHS Treasurer Report for the month of October 2023</b>			
			Liabilities + Fundraised
<u>Income - General</u>	<u>Income</u>	<u>Liabilities + Disbursements</u>	<u>Net</u>
Hot Lunch Program	\$18,877.65		\$10,617.36
Davison Apples	\$2,432.00		\$2,432.00
Halloween Dance - door \$15/family	\$1,650.50		\$1,650.50
Halloween Online Auction	\$2,230.00		\$2,230.00
Halloween Silent Auction	\$1,695.00		\$1,695.00
Halloween 50/50	\$257.50		\$257.50
Halloween Raffle	\$680.00		\$680.00
Little Caesar's	\$245.00		\$245.00
Save - On Receipts	\$114.45		\$114.45
Salisbury Gift Cards	\$300.00		\$300.00
Bottle Returns	\$53.10		\$53.10
<b>Total Income - General</b>	<b>\$28,535.20</b>		<b>\$20,274.91</b>
<b>Income - Casino</b>			
Total Income - Casino/ Raffle	<b>\$0.00</b>		
<b>Total Income (General + Casino)</b>	<b>\$28,535.20</b>		
<b>Disbursements - General</b>			
SC: School Support (\$17,368)	\$0.00		
SC: Classroom Support (\$4,000)	-\$24.01		
SC: Comm. Bldg/Parent Support (\$750)	\$0.00		
SC: Administration (\$100)	\$0.00		
FANHS Operating Expenses (\$500)	\$0.00		
Salisbury Gift Cards	\$0.00		
SC/FANHS Teacher Meal	-\$1,000.00		
<b>Total Disbursements - General</b>	<b>(\$1,024.01)</b>		
<b>Disbursements - Casino</b>			
Total Disbursements - Casino	<b>(\$243.83)</b>		
<b>Total Disbursements (General + Casino)</b>	<b>(\$1,267.84)</b>		
<b>Assets</b>			
General Bank Account (as of Oct 31, 2023)		<b>\$33,332.05</b>	
Business High Yield Savings (as of Oct 31, 2023)		<b>\$50,766.16</b>	
Casino Account (as of Oct 31, 2023)		<b>\$10,481.43</b>	
<b>Total Assets</b>			<b>\$94,579.64</b>
<b>Liabilities</b>			
Liabilities - SC Approved Budget (\$22,500)		\$0.00	
Liabilities - Post Dated Hot Lunch Cheques		\$12,966.70	
Liabilities - est. Bank Fees (\$0.85 /transaction over 30)		\$78.51	
<b>Total Liabilities</b>			<b>\$13,045.21</b>
Outstanding Cheques (as of Oct 31, 2023)		4	\$487.41
<b>Fundraising Dollars Available</b>			<b>\$81,047.02</b>
Less the Contingency Fund for 2024-2025		\$11,000.00	
<b>Total Fundraising Dollars (less contingency)</b>			<b>\$70,047.02</b>

<b>FANHS Treasurer Report for the month of November 2023</b>			Liabilities +	Fundraised
	<u>Income</u>	<u>Liabilities + Disbursements</u>		<u>Net</u>
Income - General				
Hot Lunch Program	\$0.00		-\$6,136.32	(\$6,136.32)
Davison Apples	\$0.00		-\$2,642.85	(\$2,642.85)
Halloween Dance - door \$15/family	\$20.00		-\$831.23	(\$811.23)
Halloween Online Auction	\$0.00		\$0.00	\$0.00
Halloween Silent Auction	\$0.00		\$0.00	\$0.00
Halloween 50/50	\$0.00		-\$257.50	(\$257.50)
Halloween Raffle	\$0.00		-\$680.00	(\$680.00)
Jacek	\$450.00		\$0.00	\$450.00
Sherwood Park Soup	\$72.00		\$0.00	\$72.00
Summit Sourdough	\$60.00		\$0.00	\$60.00
Salisbury Gift Cards	\$0.00		-\$240.00	(\$240.00)
Fiddle Leaf Photography	\$217.40		\$0.00	\$217.40
Little Caesar's	\$0.00		\$0.00	\$0.00
Save - On Receipts	\$0.00		\$0.00	\$0.00
Bottle Returns	\$62.45		\$0.00	\$62.45
Purdy's Chocolates	\$0.00		\$0.00	\$0.00
<b>Total Income - General</b>	<b>\$881.85</b>		<b>(\$10,787.90)</b>	<b>(\$9,906.05)</b>
<b>Income - Casino</b>				
<b>Total Income - Casino/ Raffle</b>	<b>\$937.50</b>			
<b>Total Income (General + Casino)</b>	<b>\$1,819.35</b>			
<b>Disbursements - General</b>				
SC: School Support (\$17,368)	-\$56.86			
SC: Classroom Support (\$4,000)	-\$46.14			
SC: Comm. Bldg/Parent Support (\$750)	\$0.00			
SC: Administration (\$100)	\$0.00			
FANHS Operating Expenses (\$500)	\$0.00			
SC/FANHS Teacher Meal	\$0.00			
<b>Total Disbursements - General</b>	<b>(\$103.00)</b>			
<b>Disbursements - Casino</b>				
<b>Total Disbursements - Casino</b>	<b>(\$5,849.86)</b>			
<b>Total Disbursements (General + Casino)</b>	<b>(\$5,952.86)</b>			
<b>Assets</b>				
General Bank Account (as of Nov 30, 2023)		\$13,124.00		
Business High Yield Savings (as of Nov 30, 2023)		\$60,838.03		
Casino Account (as of Nov 30, 2023)		\$5,569.07		
<b>Total Assets</b>			<b>\$79,531.10</b>	
<b>Liabilities</b>				
Liabilities - SC Approved Budget (\$22,500)		\$0.00		
Liabilities - Post Dated Hot Lunch Cheques		\$5,292.45		
Liabilities - est. Bank Fees (\$0.85 /transaction over 30)		\$0.00		
<b>Total Liabilities</b>			<b>\$5,292.45</b>	
Outstanding Cheques (as of Nov 30, 2023)		0	\$0.00	
<b>Fundraising Dollars Available</b>			<b>\$74,238.65</b>	
Less the Contingency Fund for 2024-2025		\$11,000.00		
<b>Total Fundraising Dollars (less contingency)</b>			<b>\$63,238.65</b>	