

Fundraising Association of New Horizons School

Meeting Minutes

January 10, 2024
Meeting Called to Order: 8:46 PM
Meeting Adjourned: 10:35 PM
Virtual Meeting

Attendees: Rebecca Koziak, Amanda Bullion, Julie Jackson, Eeksha Kakkan, Elizabeth Macve, Sarah-Jane Lovgren, Anita Sanderson, Ellen Hanna, Lori Vigfusson, Kristi Gignac, Denette Leask, Carol Slukynski

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

Rebecca Koziak as Meeting Chair.

2. Adoption of Agenda

The agenda wasn't posted prior to the meeting. Screenshared the agenda for all participants to view.

3. Approval of Minutes

December 6, 2023

**MOTION: Julie Jackson moved to adopt the Minutes as presented.
Seconded by Denette Leask. Motion Carried.**

Reports

4.1 President/Vice President Report

- We are working to implement Google Workspace (**G-Suite**) for better organization of FANHS documents and to better support the Board (current and future). This organization tool will provide ease of workflow and limit risk of loss — or lack of transfer — of historic documents. As a non-profit, there would be no cost per user.
- **Receipt of historic documents.** *As per Policies and Procedures Manual 12.2 Procedure: c) Books and Records Retention: Financial records (statements, ledgers, cheques, invoices, receipts, etc) must be kept for a minimum of seven (7) years. This applies also to electronic records used by the Treasurer to manage the finances of the Association. We are required to maintain up to and including the 2016/2017 academic year; therefore, Rebecca Koziak motions to destroy any historic documents that are no longer required dated earlier than the 2016/2017*

academic year. Julie Jackson (FANHS Treasurer) advised that FANHS now has all the soft copies for all the documents prior to 2016/2017.

**MOTION: Julie Jackson moved to accept the motion as presented.
Seconded by Denette Leask. Motion Carried.**

- **SC & FANHS Collaborative Board Retreat. Agenda items may include:**
 - governance, succession planning, strategic planning, board evaluation, and fundraising goals.
 - Date proposed for early February and will be determined internally amongst SC & FANHS Executive. A debrief will be reported at February's meeting(s).

4.2 Treasurer Report

- We are having back & forth with the bank to negate the service/interest fees. Hoping to have an answer by February.
- **FANHS' Annual Audit.**

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.*

Time Commitment: approximately 1-4 hours.
Date(s): TBC

Option 1: We have written interest from one parent volunteer - Jennifer Michaud (CPA).

Option 2: Back up plan determined at this meeting, in order to meet deadlines: Paul Jackson & Anita Sanderson. It was established that there is no conflict of interest with either of the two assuming this role. No one was opposed to Option 2 should the need arise.

The plans for the 2022/2023 annual audit are approved with unanimous consent.

- **December's Month End Report including fundraiser profits:**
 - (a) Hot Lunch Cycle 3 profit is \$4,078.90
 - (b) Confetti Sweets profit is \$35.
 - (c) Education Station, nothing to report.

- (d) FaBLOOMosity, nothing to report.
- (e) Happy Hippo \$14.
- (f) JACEK profit \$377.79.
- (g) Justine Ma, nothing to report.
- (h) Oonnie, nothing to report.
- (i) Salisbury Greenhouse,\$90.
- (j) Sherwood Park Soups, \$84.
- (k) Summit Sourdough, \$57.
- (l) Unbelts, \$11.90.
- (m) Kernels popcorn profit \$128.02.
- (n) Purdys bonus profit will be reported at the next meeting.
- (o) Save on Food \$138.73

FANHS had an operating cost this month -

- \$175 for ordering cheques.
- \$278 for insurance cost.

- **AGLC Restricted Funds:**

In the interest of transparency, a debrief of what the AGLC restricted funds can and cannot be spent on was shared. Historically, AGLC funds have been used for specific school expenses such as evergreening technology and additional programming support. These funds are earmarked to support NHS technology (Chromebooks, iPads, repairs etc).

The AGLC account presently has \$5,569.07. There is a deadline to use AGLC funds or they expire – less than \$10,000 can remain before our next Casino to be carried forward. It is suggested that these funds remain earmarked for technology whereas in the 2022/2023 academic year, some funds were used to support Artist in Residence programming. FANHS can sustain the remainder of the 2024 calendar year with reserve funds, inclusive of the School Council's request of an additional \$7,000 to support this year's programming without accessing AGLC funds.

Our next Casino is anticipated in Q1 2025 with receipt of funds about 6-8 months following. Due to our school's physical location, our Casino catchment falls into Camrose with an anticipated earning of \$22,000 (Edmonton zoned schools typically see a profit of ~\$70k) – we cannot get into the Edmonton zone.

4.3 Communication Officer's Report

In the latest communication, information about Hot lunch and Code Ninjas was shared with immediate response. We continue to receive positive feedback from parents on the communication updates with ongoing appreciation for the variety of communication methods and greater reach. Instant response from parents indicate active engagement at all channels. This month, the Communications Team will engage with Jr. High to provide communication support regarding Grade 9 Adventure Trip fundraising initiatives.

4.4 Current Fundraising Chairpersons Reports

A. Hot Lunch Program Chair, Brianne Davio.

Profit received by FANHS: \$4,078.90 (Cycle 3).

The Hot Lunch Program consists of a small number of reliable parent volunteers who successfully run this highly profitable fundraiser.

B. Salisbury Greenhouse Fundraiser Chair, Rebecca Koziak.

Profit received by FANHS: \$90 (December).

While this is an ongoing fundraiser, it was also part of the Shop Local for the Holidays Campaign.

C. Save On Foods Chair, Ellen Hanna.

Profit received by FANHS: \$138.73.

There is a batch of receipts to be delivered. There are no deadlines to submit receipts.

D. Ongoing Bottle Drive, Rebecca Koziak.

Nothing to report.

This is an ongoing fundraiser which requires minimal effort. We may consider promoting a larger bottle drive initiative for a greater return. Considerations of supporting Junior High initiatives like sporting events and rallying up attendees to add to community engagement messaging.

E. Onnie Online Farmer's Market, Rebecca Koziak.

Nothing to report.

F. Purdys, Kristi Gignac & Ellen Hanna.

Nothing to report.

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

As anticipated, there was a mixed response in relation to ordering and the resulting profits; however, similar to last year, the messaging was to bring awareness to some of the small businesses in our community. Many of the vendors who participated in this campaign generously contributed to the Halloween Family Dance or have supported previous fundraising initiatives. Messaging remains consistent that although FANHS provides many fundraising opportunities, we do not expect everyone to financially support all fundraiser initiatives. The majority of the vendors selected for this campaign waived minimum sales/revenue requirement, so there was no risk.

a. **Confetti Sweets, Rebecca Koziak.**

Profit received by FANHS: \$35.

Sales: 7 gift certificates.

b. **Education Station, Rebecca Koziak.**

Nothing to report.

c. **FaBLOOMosity, Rebecca Koziak.**

Sales: none.

Considerations of the costs associated with the monthly membership campaign; therefore, FaBLOOMosity has offered to provide a new campaign run on their individual Bloom Boxes for direct purchase in March and April (cannot be offered in February or May due to Valentine's Day and Mother's Day).

- Minimum revenue/sales requirement: None.
- Pricing varies for selected Bloom Boxes.
- Profit received by FANHS: 10% of sales.

MOTION: Julie Jackson moved to accept the proposal as presented. Seconded by Amanda Bullion, Elizabeth. Motion Carried.

d. **Happy Hippo, Ellen Hanna.**

Profit received by FANHS: \$14.

Sales: direct through company, as such, we only know our profit.

Poor communication with the company and limited return for the amount of effort. As such, it is recommended not to run Happy Hippo again.

e. **JACEK, Rebecca Koziak.**

Profit received by FANHS: \$377.79.

Sales: 150 bars surpassing the minimum sales requirement (125).

f. **Justine Ma, Rebecca Koziak.**

Sales: 0.

- g. **Oonnie, Rebecca Koziak.**
Nothing to report.
- h. **Salisbury Greenhouse, Rebecca Koziak.**
Profit received by FANHS: \$90 (December).
Sales: 5 individual orders.
- i. **Sherwood Park Soups, Amanda Bullion.**
Profit received by FANHS: \$84.
Sales: 21 packages.

As per November's meeting, the intention was to run 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. The vendor was easy to work with. No concerns presented. As such, FANHS will proceed with running a stand alone fundraiser with Sherwood Park Soups in January or February.

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

- j. **Summit Sourdough, Rebecca Koziak & Sarah-Jane Lovgren.**
Profit received by FANHS: \$57.
Sales: 4 individual orders (6 packages).

Summit Sourdough has offered to continue as an ongoing fundraiser with FANHS. This is the business of a NHS parent who participated in this campaign in 2022 and 2023 and has donated to the Halloween Family Dance — feedback from those who have purchased has been positive. Motion to continue with the campaign as ongoing with orders through FANHS (Google form) and EFT payments.

**MOTION: Amanda Bullion moved to accept the proposal as presented.
Seconded by Denette Leask. Motion Carried.**

- k. **Unbelts, Rebecca Koziak.**
Profit received by FANHS: \$11.
Sales: direct through the company, as such, we only know there was one sale and our profit.

With swimming lessons approaching, Unbelts has offered to run a stand alone campaign featuring their wet & dry bags.

- Minimum revenue/sales requirement: None.
- Our cost: \$9.99 (inclusive of GST) per bag. Recommendation to charge: \$20 (inclusive) per bag.

- Profit received by FANHS: 50% of sales.
- Order via FANHS.
- Run: weekly/ongoing in conjunction with swimming lessons. If orders are submitted on Mondays, bags could be ready for pickup by FANHS by end of day Wednesday. Rebecca to determine pickup and distribution as orders come in.

Motion to launch the fundraiser as proposed.

**MOTION: Amanda Bullion moved to accept the proposal as presented.
Seconded by Eeksha Kakkan. Motion Carried.**

H. Movie Night Concession, School Council Executive.

Amanda Bullion will support with Kernels Popcorn order.

Movie night is being billed as a free community initiative hosted by School Council & FANHS; however, since there will be a concession (cash only), communication can include that charges are essentially cost recovery. It is not expected that the concession will be profitable. An RSVP form will go out in next week's ENEWS to gauge interest for planning purposes; however, there will be no pre-pay option.

Kernels requires 1 week's notice (\$1.45/bag + GST = \$1.58/bag — butter only). Costco prefers about 48 hours (cost TBC). With the profit from December's popcorn run, popcorn cost recovery for this event can be as low as \$1.50/bag or remain as high as \$2/bag. By unanimous consent, a minimum of 200 bags of popcorn can be ordered without risk (remaining inventory can be sold at another event or through Jr. High initiatives etc.).

Charge flat rate "combo" price of no more than \$5. Combo to include hot dog, popcorn, and water. SC & FANHS to determine date and quantities required based on emailed poll and will price at their discretion based on the minimums and maximums indicated.

A budget of \$1,000 will be required for inventory for the Movie Night concession.

**MOTION: Julie moved to accept the proposal as presented.
Seconded by Denette Leask, Motion Carried.**

I. Art Card by Kids, Carol Slukynski.

As per December's meeting, there is no minimum sales obligation and the only anticipated cost will be the cost of shipping which has been estimated at \$55 to ship to NHS. Therefore, this fundraiser is presented as low cost with high returns. Art would have to be completed on the materials provided to ensure best quality final products. Intend to run as a spring campaign as we need to work back ~8-12 weeks. MOTION to

move forward with this campaign with timing and logistics to be determined with Administration.

MOTION: Ellen Hanna moved to accept the proposal as presented.

Seconded by Lori Vigfusson, Motion Carried.

J. Kernels Popcorn, Amanda Bullion.

Covered in 4.4 H) Movie Night Concession.

K. Code Ninjas Sherwood Park, Eeksha Kakkan.

Great response to the Parents Night Out (PNO). The January 20,2023 event sold out within the first 1 week of roll out. Communication has gone out for February's event. As an ongoing fundraiser, we need to block dates in advance to get first preference since the vendor is partnering with other schools too and Parents Night Out (PNO) is a hot offering. After discussion of preferred weekends (i.e. not long weekends), decision to float: March 16 and April 13 as the next PNO bookings.

4. New Business / Fundraiser Proposals

5.1 Date Night — collaboration with the School Council. Tabled.

5.2 Art Print Sales component to the Artist in Residence program.

a. No interest at present to initiate this as a new fundraiser. Tabled.

5. Meeting Adjourned: 10:35 PM.