

# Fundraising Association of New Horizons School

## Meeting Minutes

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February 07, 2024  
Meeting Called to Order: 8:44 PM  
Meeting Adjourned: 9:25 PM  
Virtual Meeting

Attendees: Rebecca Koziak, Amanda Bullion, Julie Jackson, Eeksha Kakkan, Erin Thomas, Elizabeth Macve, Sarah-Jane Lovgren, Anita Sanderson, Ellen Hanna, Lori Vigfusson, Brianne Davio, Denette Leask

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### 1. Meeting Called to Order: 8:44PM.

Rebecca Koziak as Meeting Chair.

### 2. Adoption of Agenda

The agenda was posted online prior to the meeting.

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

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

### 3. Approval of Minutes

January 10, 2024

**MOTION: Amanda Bullion moved to adopt the Minutes as presented.**

**Seconded by Denette Leask. Motion Carried.**

### 4. Reports

#### 4.1 President/Vice President Report

- Mid-year Fundraiser Breakdown — compared to last year, our profit sources are up significantly with additional ongoing partnerships, new standalone fundraisers and campaigns, as well as additional events on the horizon
- Annual Financial Review completed with special thanks to FANHS' former Treasurer for submitting files, current Treasurer for organizing files, and our volunteers — Paul Jackson and Anita Sanderson — for completing an efficient review within the required timeframe. SGM scheduled for February 22, 2024.
- As per FANHS' September 6, 2023 meeting, there was a motion of funds required for FANHS operating expenses; however, a specific dollar figure was not motioned. As such, it is necessary to motion a specific amount for FANHS' 2023/2024 operating costs

in the amount of \$500.

**MOTION: Ellen Hanna moved to accept funds (\$500) required for FANHS operating expenses. Seconded by Elizabeth Macve. Motion Carried.**

- Google Workspace (G-Suite) obtained at no cost as a not for profit. We will move to it next month to capture historical data.
- The first SC & FANHS Collaborative Board Retreat took place on Feb 03, 2024. It was an engaging and fruitful discussion. We will post the workflow policies and procedures.
- Inventory - \$50 GC from Crumble cookie. Popcorn inventory is updated (12 bags from December's Kernels run and an additional 82 bags from January's movie night) There is no need for FANHS to sit on popcorn inventory; therefore, it was suggested that inventory be sold to Jr. High for their concessions, to staff for classrooms, or to the school community in general to recover costs. Unanimous consent from SC and FANHS executives to proceed with sales.

#### 4.2 Treasurer Report

- **Correspondence:** request from School Council for surplus of \$7,000 for Artist in Residence as expected following January's meeting. FANHS approved the additional \$7,000 in funds for 23/24 year.
- Receipt of historic documents to include:
  - All paper documents from 2015 through August 2023.
  - Purdys gift cards from 2018 & 2019.
  - Duplicate cheques 2075 through 2159. Motion to destroy duplicates. 2075 to 2159

**MOTION: Elizabeth Macve moved to destroy duplicate checks. Seconded by Erin Thomas. Motion Carried.**

- **January's Month End Report** including fundraiser profits:
  - (a) Bottle Drive — \$1.90 (low due to limited intake from cleanup from movie night),
  - (b) Code Ninjas — \$200,
  - (c) Movie Night Concessions — report at March meeting,
  - (d) Purdys Chocolates — \$3,622.70,
  - (e) Sherwood Park Soups — \$340,
  - (f) Unbelts — report at March meeting,
  - (g) Bank Interest earned \$87.97,
  - (h) Little Caesars — We have not received the \$80 refund from Fall Campaign. Chair Ellen Hanna has followed up, and the cheque is expected next week.
- Bank account service fee topic will be followed up on in the coming week.
- Annual Finance Review completed, report will be shared at SGM scheduled for February 22, 2024.

- Vice President, Amanda Bullion, is in the process of getting signing authority. This should be in effect within days.

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

Nothing to report.

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

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

Profit received by FANHS: N/A.

Cycle 4 opens February 19-February 28, 2024

**B. Ongoing Bottle Drive, Rebecca Koziak.**

Nothing to report.No bottle drive done recently

**C. Onnie Online Farmer's Market, Rebecca Koziak.**

The company is working through a rebrand. We are expecting new materials communication in the coming weeks for our Communications Team. Since this partnership began, we have had few sales with limited profit — the company has requested additional promotion following their rebrand.We did have some profit but few sales.

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

Nothing to report on purchases. Additional promotion planned for during Spring.

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

Nothing to report.

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

This ongoing campaign has just launched. Nothing to report.

**G. Art Card by Kids, Carol Slukynski.**

There is a service fee that was not communicated earlier; however, the Chair was able to negotiate the expense down by 50% to bring down the cost to about \$175. Profit margins are expected to be greater than \$175. Orders will be done online directly, and shipment will be to school. Majority on the call wanted to see how the fundraiser pans out. Motioned to proceed with the fundraiser as originally intended.

**MOTION: Julie Jackson moved to proceed with the fundraiser.**

**Seconded by Ellen Hanna. Motion Carried.**

**H. Code Ninjas Sherwood Park, Eeksha Kakkan.**

Great response to the Parents Night Out (PNO). January 20, 2023 was successful and profits received. Communication has gone out for February's event — limited seats remain. Dates are blocked for March 16 and April 13 as the next PNO bookings.

Communications will begin ~4 weeks before the event date.

- I. **Spring Campaign: FaBLOOMosity, Rebecca Koziak.**  
Links will be provided to the Communications Team ahead of the March 1, 2024 launch.
  
  - J. **Spring Campaign: Fiddle Leaf Photography, Ellen Hanna & Rebecca Koziak.**  
Links and marketing material will be provided to the Communications Team ahead of the Spring Campaign.
  
  - K. **Purdys, Kristi Gignac & Ellen Hanna.**  
An Easter campaign was proposed to coordinate with other Spring Campaign opportunities; however, given the existing roster of fundraising campaigns, it was with unanimous consent to put Purdys on hold until the Holiday 2024 Campaign.
  
  - L. **Sherwood Park Soups, Amanda Bullion.**  
154 soups sold, only 1 order remains for pick up. The company was easy to work with and had a quick turnaround time. While there weren't many unique orders, we well surpassed our goal of 100 soups.
  
  - M. **Unbelts, Rebecca Koziak.**  
Sales: 11 orders
  
  - N. **Movie Night Concession, School Council Executive.**  
Report to come in March on the inventory vs the actual event cost.
- 5. 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.** - Unanimous decision that this was not needed.
  - 5.3 Additional Events** — collaboration with the School Council.
    - a. Mothers Day - This will be a cost recovery event with co-Chairs, Ellen Hanna and Rebecca Koziak.  
**MOTION: Julie Jackson moved to proceed with this event as a cost recovery event. Seconded by Amanda Bullion. Motion Carried.**
  
  - 5.4 Spring Campaign: Sweetness, Amanda Bullion.**  
Sweetness cookies - edible cookie decoration DIY kits with no minimum order/revenue requirement. There is a minimum for shipping; however, pick up is an option. Original proposal came in consideration of the Spring Campaign; however, following discussion, there was unanimous agreement to table this to next month. Considerations: launch with summer in mind or in person sales i.e. Spring Carnival Market with delivery no later than mid-June.
  
  - 5.5 Spring Campaign: Arrow Mountain Boutique, Denette Leask.**

Local mom offering gourmet slime (not edible). No minimum order/revenue requirement, 30% return on sales. Consideration: Spring Carnival Market?

**5.6 Spring Campaign: Beef Jerky, Denette Leask.**

Medicine Hats Beef Jerky may be an idea to promote around summer/camping season etc. Can also be a farmer's market booth idea. Unanimous decision to table the motion for the next meeting. Consideration: Spring Carnival Market?

**5.7 Additional Fundraising Opportunities.**

Discussion organically led to interest in hosting a Market at the Spring Carnival; however, in the interest of time and logistical planning (i.e. vendor support, volunteer support, liabilities, etc.), this discussion was tabled to March. Rebecca Koziak to research and bring forth to meeting in March. This would be an opportunity to promote existing and local fundraisers which are generally preferred. Discussion continued whereby the Association and those present at the Meeting decided unanimously not to hold any additional fundraisers beyond the Spring Carnival.

**6. Future Meeting Dates**

SGM | February 22, 2024, 7:00PM - 7:30PM (Virtual Meeting)

March 6, 2024

April 3, 2024

May 1, 2024

June 5, 2024

*All meetings are scheduled directly following the School Council's Meeting which runs from 7:00PM onwards, and will be held as Hybrid In-Person (New Horizons School) / Virtual Meetings, unless otherwise specified.*

**7. Meeting Adjourned: 9:25 PM.**