

Fundraising Association of New Horizons School

Meeting Minutes

March 06, 2024

Meeting Called to Order: 8:07 PM

Meeting Adjourned: 8:42 PM

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

Attendees:

Rebecca Koziak, Amanda Bullion, Julie Jackson, Eeksha Kakkan, Erin Thomas, Elizabeth Macve, Sarah-Jane Lovgren, Anita Sanderson, Ellen Hanna, Lori Vigfusson, Denette Leask, Leah McCoy, Stacey Stang-Sass

1. Meeting Called to Order: 8:07 PM.

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

February 07, 2024

MOTION: Julie Jackson moved to adopt the Minutes as presented.

Seconded by Amanda Bullion. Motion Carried.

4. Reports

4.1 President/Vice President Report

- Correspondence: Official Resignation from [Outgoing FANHS Communications Officer](#). On behalf of the FANHS Executive, we would like to thank our outgoing Communications Officer, Erin Thomas, for the time, thought, and care she invested into FANHS and for her dedication towards finding and training a suitable replacement. We would like to officially welcome Denette Leask to the Executive..

According to Bylaw 4.1 e) Any Officer or Director may resign his/her position by providing written notice to any two (2) Officers. Denette Leask has been training as a potential replacement since November 2023. As per Bylaw 4.1 b) 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. Therefore, unless there is opposition, Denette Leak is appointed as Communications Officer for the remainder of the term (2023/2024). Denette Leak accepted the nomination and there was no objection from those in attendance.

**MOTION: Erin Thomas moved to accept the appointment as presented.
Seconded by Amanda Bullion. Motion Carried.**

- [SGM took place on February 22, 2024](#) to report the Annual Financial Review from 2023/2024.
- Edmonton Chamber of Voluntary Organizations (ECVO) Governance and Operations Workshop, attendance: February 27, 2024 (Julie Jackson & Rebecca Koziak). See attached report.
- [Edmonton Chamber of Voluntary Organizations \(ECVO\) Bylaws Workshop](#), upcoming: March 8, 2024 (anticipated attendance: Julie Jackson & Rebecca Koziak). FANHS Executive have the opportunity to attend this workshop to gain a deeper knowledge of Bylaws, how they're structured, and what's necessary within the Bylaws versus Policies & Procedures. The objective of participating in these workshops is to have a better framework to update, change, or create our next set of bylaws. This conversation will be a starting point of this process from an Executive perspective since the workshop is only available to Board Members; however, the information will be brought back to the Bylaws, Policies & Procedures Committee for further discussion.

4.2 Treasurer Report

- Duplicate cheques were shredded February 25/24, motioned on February 7/24.
- Analyses of profits/losses since 2015 — notes provided for Minutes for future Executives. (2015/16 loss (\$5,148.12); 2016/17 need to check files at NHS; 2017/18 loss (\$7,485.26); 2018/19 profit \$9,238.62; 2019/20 profit \$7,426.98; 2020/21 loss (\$37,251.16) due to major playground project; 2021/22 loss (41,234.09); 2022/23 profit \$17,718.80.
- [The Nonprofit Treasurer's Role in Practice webinar](#), attendance: February 29, 2024 (Julie Jackson).
- Integral Org [GST Basics for Nonprofits and Charities](#) workshop, upcoming: March 7, 2024 (anticipated attendance: Julie Jackson).
- Integral Org [Intro to Governance: Principles of good governance for nonprofits](#), upcoming: March 21, 2024, 1:00PM - 2:00PM (anticipated attendance: Julie Jackson & Rebecca Koziak). This virtual session (free) will be accessible to all who wish to participate to learn more about the principles of good governance and the fiduciary, strategic, and generative responsibilities associated with serving on a Board.
- February's Month End Report including fundraiser profits:
 - (a) Code Ninjas — \$210
 - (b) Little Caesar's Pizza - \$80 (refund for delivery)

- (c) Movie Night Concessions — (\$95.71) plus \$141 in inventory, profit (once inventory sold) \$45.29 *Note, this was billed as a cost recovery event
- (d) Purdys Chocolates — \$724.54 (additional percentage earned from December's fundraiser)
- (e) Sherwood Park Soups — \$616
- (f) Summit Sourdough \$100
- (g) Unbelts \$150
- (h) Bank fees \$7.65
- (i) Bank Interest earned to date \$119.73

Total Fundraising dollars after liabilities at the end of February 2024:\$53,375.53. FANHS efforts are towards raising funds for the next 3-4 years. We cannot, in good practice, spend all funds in one year.

4.3 Communication Officer's Report

Nothing to report in addition to the President's report.

4.4 Current Fundraising Chairpersons Reports

A. Ongoing: Hot Lunch Program Chair, Brianne Davio.

Profit received by FANHS: approximately \$3,000 in profit for cycle 4. This is a shorter cycle as we have Spring Break in this cycle. Exact profits will be reported at April's meeting.

B. Ongoing: Bottle Drive, Rebecca Koziak.

FANHS has no Bottle Drives on the horizon; however, the Grade 9 Adventure Trip students are collecting bottles within the school (hallways & classroom) and may host a larger Bottle Drive. FANHS will support the Grade 9 students with their bottle collection as needed .

C. Ongoing: Forage (formerly Oonnie) Online Farmer's Market, Rebecca Koziak.

The company completed their rebrand including a new name: Forage. This week's newsletter included this update.

D. Ongoing : Salisbury Greenhouse Fundraiser Chair, Rebecca Koziak.

Nothing to report.

E. Ongoing: Save On Foods Chair, Ellen Hanna.

Nothing to report.

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

The process is very efficient. Orders are processed weekly. The Communications Team has been promoting this fundraiser through social media activities for the Sourdough

Journey and have proposed additional opportunities to engage the school community with Summit Sourdough.

G. Art Card by Kids, Carol Slukynski.

Ms. Stephens has offered to be the teacher liaison for this activity. FANHS will provide volunteer support as required when the time comes.

H. Code Ninjas Sherwood Park, Eeksha Kakkan.

Compared to a great response to January and February's events, March registrations are slow. Recommendation to do some targeted communication.

Code Ninjas has proposed to collaborate on a monthly Day Camp opportunity for NHS students during school closures (PD days or holidays). The camp will run from 9:00 am to 3:30 pm, with optional early drop-off (until 8:00 am) and late pick-up (until 5:30 pm) available for an additional fee.

Details:

- Cost: \$99 per child + GST.
- Early Drop-off and Late Pick-up charge: \$10 per hour (advance booking required).
- They offer a variety of engaging camps during each session.
- Complimentary Snacks & Juice included. Kids need to bring their nut-free lunch.

Spring Break: March 25-28 — four daily camp options. FANHS is welcome to promote any or all of these camps. NHS families and friends will book directly using an exclusive Discount Code which will give the registrant a 5% exclusive discount in addition to a \$5 profit to FANHS. Since there is no minimum or risk associated with this offering, there is interest in pursuing this opportunity.

MOTION: Julie Jackson moved to accept the nomination as presented.

Seconded by Ellen Hanna. Motion Carried.

I. Spring Campaign: FaBLOOMosity, Rebecca Koziak.

This fundraiser has launched and will remain open until the end of April.

J. Spring Campaign: Fiddle Leaf Photography, Ellen Hanna & Rebecca Koziak.

This fundraiser has been launched.

K. Unbelts, Rebecca Koziak.

The process is very efficient. Orders are processed weekly.

L. Movie Night Concession, School Council Executive.

Inventory vs the actual event cost reported in the Treasurer's report. Surplus inventory has been noted for sale to any party interested.

M. Mother's Day Social, Ellen Hanna and Rebecca Koziak.

This is a cost recovery event. Red Poppy Art & Consulting has been booked. The Art of Cake is available to provide food similar to last year's event.

N. Spring Carnival, School Council

Elizabeth Macve will be the Chair of this event. Spring Market discussion to continue in April 2024.

5. New Business / Fundraiser Proposals

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

6. Future Meeting Dates

April 3, 2024

May 1, 2024

June 5, 2024

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

7. Meeting Adjourned: 8:42 PM.

Edmonton Chamber of Voluntary Organizations (ECVO) Governance and Operations Workshop

February 27, 2024

Attendees: Julie Jackson & Rebecca Koziak

1. **Introductions**

Our Association has seen substantial growth and change in a short amount of time. As such, how do we continue to grow and garner the interest of additional volunteer support in our path forward? How do we invite community engagement and volunteerism of folks who want to be here and want to do the work while ensuring our volunteers are supported to thrive and fully participate in the ways they are able to contribute?

2. **Good Boards**

How do we make good/effective Boards with different thoughts who have similar goals and are passionate about the mission, vision, and values of the organization without bringing forward personal bias? The effectiveness of a board ultimately depends on the collaboration and synergy between strategic and operational perspectives. It is crucial for board members to have a clear understanding of their roles and responsibilities and to work together in a cohesive manner. Effective communication, transparency, and a shared vision are key elements for successful board dynamics.

3. **Where do the rules and guidelines come from?**

Look at the four areas as a house: where can I build?

- Laws / Acts / Regulations.

- FANHS falls within the rules of the Societies Act.

- Objects and Bylaws.

- Bylaws are registered with Alberta Registries — they are harder to adapt whereas Policies and Procedures are more easily adjusted as required.

- This is the foundation — who we are as an organization and who we work on behalf of.

- This is where we establish our mission, vision, and values, how we govern, and where we establish the ethos of how we want to do the work.

- Bylaws can be amended in consultation with membership and passed through unanimous consent or vote.

- Bylaws are only valid if they have been stamped and signed and approved by Alberta Registries (barcode).

- Within the Bylaws, be aware of all of the responsibilities of the Board and Stakeholder engagement.

- Bylaws are the rules that protect the Board. If someone is working outside of the Bylaws, they are working outside of what's permitted by the organization (personal liability).

- Policies.

- In the “house” analogy, these are the “walls of the house” – the structure and the framework of our organization. This is where we implement the guidelines that we must stay within and where we establish the actions of our organization. Policies are harder to move or adjust.
- The Board changes the policies.
- When adapting policies, succession planning and liability should be considered.
- Policies are the rules that protect the Board. If someone is working outside of the Policies, they are working outside of what’s permitted by the organization.
- Things to consider: What kinds of fundraisers are we doing? Liability? Trends? Ask questions from the framework of oversight. Are the Board (as individuals) and the organization (the Association) protected?
- Procedures.
 - In the “house” analogy, these are the “decorations”/”the paint and the art” – procedures are more easily adapted as required. Operational tasks of staff/volunteers fall within this realm.
 - The “staff” can change the procedures.
- Each of the above layers of rules and guidelines make it harder to make changes to the rules.

4. **Structure of the Board**

<u>Governance</u>	<u>Management</u>	<u>Operational Tasks</u>
<ul style="list-style-type: none"> - Put forward ideas and direction - Vote (financial decisions, procedures) - Create and implement policies - Share learning materials and opportunities - Actively participate in meetings - Attend meetings - Voice opinions. Share knowledge without bias - Engage in strategic planning and direction: 3-5 year plan that aligns with the school’s, overall goals, objectives, and policies that drive the organization forward - Strategic guidance: long-term vision, setting strategic objectives, and ensuring the overall direction, align with mission and vision - Accountability to Stakeholders - Fiduciary responsibility - Are the organization’s strategic priorities adequately reflected in the annual budget? 	<ul style="list-style-type: none"> - Follow bylaws - Follow up communication for action items - Propose annual budget - Moderate meetings - Ensure quorum - Hold SGM - Hold AGM - Take minutes - Financials - Treasurers reports - Attend meetings - Interact with board members - Prepare annual report - Organize meetings - HR - Vote on expenditures - Give report to board on activities - Ensure organization’s legal compliance - Plan community events - Develop agenda - Annual financial review or audit 	<p><i>(day to day operations, ensure that strategies and plans are effectively executed)</i></p> <ul style="list-style-type: none"> - Obtain funding for training and arrange training - Attend meetings - Write grants - Assure clearance - Liaise with other organizations, develop relationships - Structure committees - Recruit volunteers to serve on committees - Pay bills - Get insurance - Communications: Social media, newsletters etc. - Fundraisers - Write monthly reports - Membership paperwork - Attend meetings - Volunteer appreciation - Website management - Event planning

<ul style="list-style-type: none"> - Ensure the organization’s mission, vision, and values are reflected in its work. - Leadership - Develop Bylaws with consultation from Stakeholders 	<ul style="list-style-type: none"> - Have a clear understanding of the organization’s financial health 	<ul style="list-style-type: none"> - Marketing - Develop ideas for projects - Networking - Team building - Oversee financials - Compliance with regulations (ie societies act, government/registries/AGLC) - Ensuring ethical conduct - Ensuring confidentiality - Bring valuable insights and experiences to the decision making process, effective decision making with the greater good of the organization in mind (not personal bias) - Expertise in specific functional areas - Regular assessment of performance - Review policies and procedures
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5. **Governance: Strategic Leadership**

<p><u>Oversight</u> <i>Fiduciary</i></p>	<p><u>Foresight</u> <i>Strategic</i></p> <ul style="list-style-type: none"> - Future 	<p><u>Insight</u> <i>Generative</i></p> <ul style="list-style-type: none"> - Problem solving. - What’s happening in the present? 	<p><u>Hindsight</u></p> <ul style="list-style-type: none"> - It is important to acknowledge history; however, it is more important to consider history with new/current perspectives and the future in mind. - History often comes into play in conversations with multigenerational Boards — how can we use hindsight to think of these topics differently? If something didn’t work then, why? What’s different now? Learn from the past, think about now, consider the future.
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6. **Duties of a Board Member**

Legal minimums:

Duty of Care: Act with the care and diligence and skill that a reasonable person in the same circumstances would. Directors must diligently apply their skills, expertise, education, and intelligence to the job of the director — to ensure the organization is making reasonable business decisions.

Duty of Loyalty: Act honestly and in the best interests of the organization, ensuring that confidences are kept, and conflicts of interest are declared both actual and perceived.

Duty of Obedience: Comply with all applicable legislation and the organizations governing documents (Bylaws, articles of incorporation etc.). Ensure that the organization is faithfully implementing its mission and not acting in a way that is inconsistent with the central goals and legal obligations of the organization and that the Board’s decisions are implemented.

7. **Good Governance**

- How do we ask good questions?
- Are the steps we’re taking grounded in thoughtful conversations?
- The Board rules within the Bylaws.
- Passive rules are rules that don’t have to be activated — ensure Bylaws, Policies, and Procedures are clearly outlined so that when issues arise, there are clear steps for resolution.
- Effective operations are the symptom of good governance.
- Are we reacting to today or planning and building for the future? Good governance implies that we should be focusing on the future.

8. **Meetings**

- Board Meetings should focus on Governance.
- How much of a Board Meeting is presently focused on operational discussions?
- Operations take place outside of the Board Meeting — i.e. Committees who share a report to the Board at a Board Meeting.
- Consider separating Board Meetings and Operational Meetings. Separate agendas.
- Do we have procedures in place to share information without all being involved in every operational task?

9. **Governance vs Operations**

<p><u>Governance</u></p> <ul style="list-style-type: none">- Holding the mission, vision, and values of the organization.- Future focused decision in the interest of the membership.- Oversight and fiduciary duties.- Consider the impact going forward.	<p><u>Operations</u></p> <ul style="list-style-type: none">- Doing the work of the organization.- Making decisions about the how of programs and services that are about today.
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10. **Volunteer Recruitment**

- If we’re recruiting Board Members to do the operations, we aren’t considering the impact of potential burnout nor are we running an effective Board. “Vampire Boards” suck the life out of you and don’t focus on actual governance.
- So, are you recruiting the right people to do the operational work and others to do the governance?
- What does volunteer retention look like?
 - How do we keep volunteers?

- Job descriptions so volunteers can self select — inform so they know enough and can recognize if it's worth the time commitment. Ensure that the volunteer role description outlines the following:

- Who are you looking for in a volunteer? *skills, experience, abilities, restrictions, screening, etc.*

- What will volunteers do? *duties, activities, training*

- When will the volunteering take place? *once, ongoing, frequency, flexibility*

- Where will the volunteering take place? *hybrid, remote*

- Why does this volunteer role matter? *purpose/key function of the role, how does the position support the mission, vision, and values of the organization?*

- If someone believes in our mission, vision, and values, how do we get their volunteer commitment?

- Have we changed the way we meet to encourage additional engagement? i.e. hybrid meetings.

- Are there many ways to volunteer? i.e. in what frequency? Regular/full time commitment vs. event specific, daytime/evening, weekday/weekend, in person/remote?

11. **Miscellaneous**

- It is recommended that board members serve a term of 2-3 years (dependent on Bylaws) due to the training required, learning curve, and to properly see plans through.

- There is no legal requirement to make or second a motion (unless stated within your Bylaws or Policies & Procedures) — decision making is regulated by the Bylaws and/or Policies & Procedures set forth by your organization.

- A consensus decision making model is recommended with a process within Policies & Procedures to vote if required.

- Generally, organizations do not follow Robert's Rules properly, so it is recommended that Robert's Rules not be referred to unless used in full.

- Choose rules of order for good governance.

- It is good practice to formally approve minutes at a subsequent meeting and should have unanimous support of the Board.

- Have 5 clear values within the organization's vision so that when rules don't apply because the world is different (i.e. pandemic), the mission, vision, and values are still clearly followed when processes need to be adjusted for the times.

12. **The Who**

- There is a difference between tasks and decisions.

- Role distinction matters — accountability.

- RACI Model:

- Responsible: Those responsible for the performance of the task. There should be exactly one person with this assignment for each task.

- Assists: Those who assist in the completion of the task.

- Consulted: Those whose opinions are sought; and with whom there is two-way communication.

- Informed: Those who are kept up-to-date on progress; and with whom there is one-way communication.

APPENDIX B:

FANHS Treasurer Report for the month of February 2024				
			Liabilities +	Fundraised
	Income		<i>Liabilities + Disbursements</i>	<i>Net</i>
Income - General				
FR - Bottle Returns	\$0.00		\$0.00	\$0.00
FR - Code Ninjas	\$210.00		\$0.00	\$210.00
FR - Confetti Sweets	\$0.00		\$0.00	\$0.00
FR - Halloween Door Tickets	\$0.00		\$0.00	\$0.00
FR - Happy Hippo Bath Company	\$0.00		\$0.00	\$0.00
FR - Hot Lunch Program	\$7,043.11		-\$7,311.13	(\$268.02)
FR - Jacek	\$0.00		\$0.00	\$0.00
FR - Kernels Popcorn	\$0.00		\$0.00	\$0.00
FR - Little Caesars Pizza	\$80.00		\$0.00	\$80.00
FR - Mabel's Labels	\$0.00		\$0.00	\$0.00
FR - Movie Night Concessions	\$0.00		-\$540.71	(\$540.71)
FR - Oonnie's Online Farmer's Market	\$90.48		\$0.00	\$90.48
FR - Purdy's Chocolates	\$724.54		\$0.00	\$724.54
FR - Salisbury Giftcards	\$0.00		\$0.00	\$0.00
FR - Save On's Receipts	\$0.00		\$0.00	\$0.00
FR - Sherwood Park Soups	\$276.00		-\$1,232.00	(\$956.00)
FR - Summit Sourdough	\$200.00		\$0.00	\$200.00
FR - Unbelts	\$200.00		-\$109.73	\$90.27
OC - Bank - Savings Interest Gained	\$82.41		\$0.00	\$82.41
OC - Bank - Interest Gained	\$0.00		\$0.00	\$0.00
Total Income - General	\$8,906.54		(\$9,193.57)	(\$369.44)
Income - Casino				
Total Income - Casino/ Raffle	\$0.00			
Total Income (General + Casino)	\$8,906.54			
Disbursements - General				
SC: School Support (\$17,368)	-\$3,554.98			
SC: Classroom Support (\$4,282)	-\$302.67			
SC: Comm. Bldg/Parent Support (\$750)	\$0.00			
SC: Administration (\$100)	\$0.00			
FANHS Operating Expenses (\$500)	\$0.00			
FANHS Operating Costs (bank int/fees, ins)	\$0.00			
SC/FANHS Teacher Meal	\$0.00			
Total Disbursements - General	(\$3,857.65)			
Disbursements - Casino				
Total Disbursements - Casino	\$0.00			
Total Disbursements (General + Casino)	(\$3,857.65)			
Assets				
General Bank Account (as of February 29, 2024)		\$19,181.01		
Business High Yield Savings (as of February 29, 2024)		\$61,096.25		
Casino Account (as of February 29, 2024)		\$5,569.07		
Total Assets			\$85,846.33	
Liabilities				
Liabilities - SC Approved Budget (\$27,500)		\$24,041.40		
Liabilities - Post Dated Hot Lunch Cheques		\$11,182.54		
Liabilities - est. Bank Fees (\$0.85 /transaction over 30)		\$7.65		
Total Liabilities			\$35,231.59	
Outstanding Cheques (as of February 29, 2024)		3	(\$1,578.25)	
Fundraising Dollars Available			\$52,192.99	
Less the Contingency Fund for 2024-2025		\$10,000.00		
Total Fundraising Dollars (less contingency)			\$42,192.99	