

Fundraising Association of New Horizons School

Meeting Minutes

April 03, 2024

Meeting Called to Order: 8:12 PM

Meeting Adjourned: 8:57 PM

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

Attendees:

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

1. Meeting Called to Order: 8:12 PM.

Rebecca Koziak as Meeting Chair.

2. Adoption of Agenda

The agenda was posted online prior to the meeting.

MOTION: Amanda Bullion moved to adopt the Agenda as posted.

Seconded by Julie Jackson. Motion Carried.

3. Approval of Minutes

March 06, 2024

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

- [Edmonton Chamber of Voluntary Organizations \(ECVO\) Bylaws Workshop](#), attendance: March 8, 2024 (Julie Jackson & Rebecca Koziak). See report attached in Appendix A. As ECVO members, FANHS Executive have the opportunity to attend their workshops. This particular workshop was focused on gaining 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 understand and update our Bylaws. Knowledge gained from these workshops create the 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.

- Integral Org [Intro to Governance: Principles of good governance for nonprofits](#), attendance: March 21, 2024 (Ellen Hanna, Julie Jackson & Rebecca Koziak). This organization provides more accessible workshops so that all who are interested in some basic knowledge on topics such as good governance can hear from experts.

4.2 Treasurer Report

- All files, up to and including 2015/16, have now been shredded (motioned: January 10, 2024.)
- Miscalculation shared in February's Treasurer Report. Update: approximately 43k after all liabilities for future years' spending.
- Integral Org [GST Basics for Nonprofits and Charities](#) workshop, attendance: March 7, 2024 (Julie Jackson).
- March Treasurer's Report - we have 46.7k after all liabilities for future years' spending.
- All 2022/23 financial documents have been sent to the Alberta Government so that we can remain an Association.
- March's Month End Report including fundraiser profits:
 - (a) Code Ninjas — \$210,
 - (b) No-fuss fundraiser \$200,
 - (c) Salisbury Greenhouse \$40,
 - (d) Summit Sourdough \$40,
 - (e) Unbelts (waiting on invoice),
 - (f) Bank fees \$-12.50 (stop payment on lost cheque before reissue),
 - (g) Bank High Interest \$88.21.

4.3 Communication Officer's Report

- Following an inquiry, there's now information for how to participate in a "No Fuss Fundraiser" on the FANHS website.

4.4 Current Fundraising Chairpersons Reports

- Ongoing: Hot Lunch Program Chair, Brianne Davio.**
Cycle 5 will run April 15 - 24th. Profits will be reported in the next meeting.
- Ongoing: Bottle Drive, Rebecca Koziak.**
FANHS has no active Bottle Drives. FANHS will support the Junior-High students with their bottle collection as needed and will offer an opportunity to do a bottle drive at the Spring Carnival; however, should they choose not to, FANHS will host a Bottle Drive at the event in support of FANHS.
- Ongoing: Forage Online Farmer's Market, Rebecca Koziak.**
An invitation has been sent to participate in the Spring Market.

- D. **Ongoing : Salisbury Greenhouse Fundraiser Chair, Rebecca Koziak.**
Nothing to report. An uptick in sales is expected after Spring/seasonal communication is released.
- E. **Ongoing: Save On Foods Chair, Ellen Hanna.**
1 bundle of receipts pending to collect.
- F. **Ongoing: Summit Sourdough, Rebecca Koziak & Sarah-Jane Lovgren.**
The Instagram stories on this fundraiser have been engaging and are very well received. The Sourdough Journey has increased interest and resulted in ongoing sales. SC/FANHS started a series of classroom activities called the NHS class pet. The first one started with Gr 2K in March. This will be followed by 1F in April, and 4 more grades in the future. In this activity, 2K learnt about fermentation, witnessed the magic as the starter grew, rose, and transformed. After the starter was mixed, shaped and baked, the children did a taste-test.
- G. **Art Card by Kids, Carol Slukynski.**
Ms. Stephens is the teacher sponsor for this fundraiser. Art packages will be handed out in the coming week. The theme is “Spring Garden”.
- H. **Code Ninjas Sherwood Park, Eeksha Kakkan.**
Code utilization model for future collaboration.
Eeksha Kohli-Kakkan proposed that we move away from exclusive Parent Night Out offerings after the April 16 event, and move to a unique NHS Code utilization model. We will provide Code Ninjas our preferred code **NEWHORIZONS**, and Code Ninjas will put together the fundraising offer for each of their products (Spring Camps, Summer Camps, Parent Night Out etc.) that will be available to our NHS community. Similar to the Spring Break camps, there are no minimums for NHS and fundraising returns are based on utilization of the unique code.
- MOTION: Julie Jackson moved to accept the proposal as presented.
Seconded by Sarah-Jane Lovgren. Motion Carried.**
- I. **Spring Campaign: FaBLOOMosity, Rebecca Koziak.**
Nothing to report.
- J. **Spring Campaign: Fiddle Leaf Photography, Ellen Hanna & Rebecca Koziak.**
The campaign has launched. The Communication team plans to engage NHS Parents to share their photos from Fiddle Leaf with the hope that real reviews from within our community will result in additional interest.
- K. **Unbelts, Rebecca Koziak.**
Unbelts will participate in the Spring Market and will provide display kits. Through Unbelts’ recommendation, the Spring Market will showcase some of our fundraising

partners, so families can see products as opposed to only ordering from our Google Forms — we're hoping the tangible experience can garner more interest. In an effort to reduce the need for vendors to be on site for the event with no guarantee of sales, we've decided to ask vendors for a display kit of items they'd like us to sell through our Google Form. Folks will purchase through us and vendors will fulfill orders within 2 weeks. Dates will be consistent for all Spring Market vendors.

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

Information about this social event will be released on Tuesday, April 09, 2024. This is a cost recovery event, not a fundraiser.

M. Spring Carnival, School Council

Discussions on additional Spring Market vendors are ongoing in April and will be finalized in May.

- Medicine Hat Meat Traders, Denette Leask
 - Minimum revenue/sales requirement: None.
 - \$10/bag of jerky.
 - Profit received by FANHS: 50% of sales

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

- Arrow Mountain Boutique, Denette Leask
Details to be presented in May. If there is no minimum revenue/sales requirement, this vendor would be suitable for the Spring Market.

5. New Business / Fundraiser Proposals

5.1 Sherwood Park Soups: One parent has expressed an interest in 50-75 soup orders. Due to this high demand Amanda Bullion proposed to re-open Sherwood Park Soups fundraiser for a short cycle of 1 week in April.

**MOTION: Julie Jackson moved to accept the proposal as presented.
Seconded by Eeksha Kohli-Kakkan. Motion Carried.**

5.2 Date Night — collaboration with the School Council. Can consider doing a cafe music pop up event. Details tabled for next meeting.

5.3 Parent Participation in FANHS and School Council Meetings: The members present discussed various ideas to encourage more attendance and parent participation at the monthly School Council and FANHS meetings. It was proposed that at the May meeting popcorn from FANHS' inventory be offered as a snack to those attending the meeting in person.

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

6. Future Meeting Dates

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: 8:57 PM.

APPENDIX A

FANHS Treasurer Report for the month of March 2024				
			Liabilities +	Fundraised
<u>Income - General</u>	<u>Income</u>		<u>Liabilities + Disbursements</u>	<u>Net</u>
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	\$3,643.15		-\$4,045.99	(\$402.84)
FR - Jacek	\$0.00		\$0.00	\$0.00
FR - Kernels Popcorn	\$0.00		\$0.00	\$0.00
FR - Little Caesars Pizza	\$0.00		\$0.00	\$0.00
FR - Mabel's Labels	\$0.00		\$0.00	\$0.00
FR - Movie Night Concessions	\$0.00		\$0.00	\$0.00
FR - No Fuss Fundraiser	\$200.00		\$0.00	\$200.00
FR - Oonnie's Online Farmer's Market	\$0.00		\$0.00	\$0.00
FR - Purdy's Chocolates	\$0.00		\$0.00	\$0.00
FR - Salisbury Giftcards	\$200.00		\$0.00	\$200.00
FR - Save On's Receipts	\$0.00		\$0.00	\$0.00
FR - Sherwood Park Soups	\$0.00		\$0.00	\$0.00
FR - Summit Sourdough	\$40.00		-\$84.00	(\$44.00)
FR - Unbelts	\$40.00		\$0.00	\$40.00
OC - Bank - Savings Interest Gained	\$88.21		\$0.00	\$88.21
OC - Bank - Interest Gained	\$0.00		\$0.00	\$0.00
Total Income - General	\$4,421.36		(\$4,129.99)	\$203.16
<u>Income - Casino</u>				
Total Income - Casino/ Raffle	\$0.00			
Total Income (General + Casino)	\$4,421.36			
<u>Disbursements - General</u>				
SC: School Support (\$17,368)	-\$900.90			
SC: Classroom Support (\$4,282)	\$0.00			
SC: Comm. Bldg/Parent Support (\$750)	\$0.00			
SC: Administration (\$100)	\$0.00			
FANHS Operating Expenses (\$500)	-\$106.55			
FANHS Operating Costs (bank int/fees, ins)	-\$12.50			
Total Disbursements - General	(\$1,019.95)			
<u>Disbursements - Casino</u>				
Total Disbursements - Casino	\$0.00			
Total Disbursements (General + Casino)	(\$1,019.95)			
<u>Assets</u>				
General Bank Account (as of March 31, 2024)		\$18,364.22		
Business High Yield Savings (as of March 31, 2024)		\$61,184.46		
Casino Account (as of March 31, 2024)		\$5,569.07		
Total Assets			\$85,117.75	
<u>Liabilities</u>				
Liabilities - SC Approved Budget (\$29,500)		\$23,140.50		
Liabilities - Post Dated Hot Lunch Cheques		\$6,869.17		
Liabilities - Bank Fees (\$0.85 /transaction over 30)		\$0.00		
Total Liabilities			\$30,009.67	
Outstanding Cheques (as of March 31, 2024)		1	(\$1,587.38)	
Fundraising Dollars Available			\$56,695.46	
Less the Contingency Fund for 2024-2025		\$10,000.00		
Total Fundraising Dollars (less contingency)			\$46,695.46	