

Fundraising Association of New Horizons School

Meeting Minutes

May 01, 2024

Meeting Called to Order: 8:28 PM

Meeting Adjourned: 8:45 PM

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

Attendees: Rebecca Koziak, Amanda Bullion, Julie Jackson, Eeksha Kakkan, Denette Leask, Sarah-Jane Lovgren, Anita Sanderson, Ellen Hanna, Lori Vigfusson, Rhiannon Adams, Raman Brar, Whitney Exton-Burwash, Shannon Kurie, Chelsea Ladouceur, Leah McCoy, Dana Murenbeeld, Carol Slukynski, Stacey Stang-Sass, Dianne Blanche Villacura

1. Meeting Called to Order: 8:28 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 Denette Leask. Motion Carried.

3. Approval of Minutes

April 03, 2024

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

Seconded by Ellen Hanna. Motion Carried.

4. Reports

4.1 President/Vice President Report

- Update to the NHCSS Board will be presented on May 15, 2024.
- As per Bylaw 5.3 a) The Association shall hold an Annual General Meeting (AGM) on or before June 30th of each year. As per our Bylaws, we are required to provide members 21 days notice.
- 2024/2025 Budget Meeting in preparation of the Fund Allocation Plan with School Council and Administration to ensure vision aligns with the school's needs.
- Casino Update: FANHS' Casino date has moved up to the last quarter of 2024. Volunteers will be required for this fundraising event taking place on October 23 & 24, 2024. All NHS Family and friends can volunteer. More details will be shared as they are made available from our Casino Chair via the Communications Team.

4.2 Treasurer Report

- April Treasurer's Report - we have 48.7k after all liabilities for future years' spending.
- April's Month End Report including fundraiser profits:
 - (a) Hot lunch Cycle 5 - \$4,144.00,
 - (b) Mother's Day - \$1,031.78 (cost recovery event — expenses coming in May)
 - (c) Save-On-Foods - \$302.11
 - (d) Sherwood Park Soups - \$768.00
 - (e) Unbelts (waiting on invoice),
 - (f) Bank fees \$-13.60,
 - (g) Bank High Interest \$83.40

4.3 Communication Officer's Report

- Nothing to report

4.4 Current Fundraising Chairpersons Reports

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

Session 5 ordering opened during April 15th - 24th. Ordering for lunches in May and June is completed. This year, Hot Lunch has seen a huge boost on utilization and the feedback has been very positive.
- B. Ongoing: Bottle Drive, Rebecca Koziak.**

FANHS has no active Bottle Drives. The Jr. High Adventure Trip students were offered an opportunity to collaborate and host a bottle drive at the Spring Carnival; however, they have opted for an earlier date. As such, communications will go out following their event regarding a FANHS Bottle Drive at the Spring Carnival.
- C. Ongoing: Forage Online Farmer's Market, Rebecca Koziak.**

Nothing to report.
- 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.**

Nothing to report
- G. Art Card by Kids, Carol Slukynski.**

Art packages were shipped this week to vendor. The Art Cards are expected to be shipped out in the 3rd week of May.

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

Code utilization model implemented for future collaboration. Going forward we will use code **NEWHORIZONS** for all fundraising with Code Ninjas.

- For each Summer Camp enrollment using code NEWHORIZONS, parents will get a discount of \$10 & Code Ninja will donate \$10 to FANHS.
- For each PD Day Camp enrollment made using code NEWHORIZONS, parents will get a \$5 discount, and \$5 will be passed on to FANHS.
- For each Parent Night Out (PNO) enrollment using the discount code NEWHORIZONS, parents will receive a \$1 discount on each booking, and Code Ninjas will donate \$10 to FANHS.

I. **Spring Campaign: FaBLOOMosity, Rebecca Koziak.**

There was 1 order resulting in a profit of \$12. An inquiry has been made to see if this business would like to partner as an ongoing fundraising partner giving people the opportunity to purchase when suitable.

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

Nothing to report.

K. **Unbelts, Rebecca Koziak.**

Communications on this fundraiser have been released in April newsletters.

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

Registrations are now closed for the Mother's Day Art Event with Red Poppy Art + The Art of Cake. All processes are in motion for this event to take place on Friday May 10.

M. **Spring Carnival, School Council.**

Spring Market vendors:

- **Arrow Mountain Boutique, Denette Leask.**
Nothing to report.
- **Forage, Rebecca Koziak.**
Forage has been asked to bring their display cart. Should they have staff available to do so, they will bring it.
- **Medicine Hat Meat Traders, Denette Leask.**
- **Unbelts, Rebecca Koziak.**
As an ongoing partner, as per April's meeting, Unbelts suggested all vendors provide display kits for the Market. Unbelts will provide a selection of belts and other goods in addition to the bags for sale — details to be confirmed; however, with no minimum order requirements and due to the ongoing partnership, unanimous consent to proceed.
- **Summit Sourdough, Rebecca Koziak.**
As an ongoing partner, Summit will provide starter packs for display and may provide additional items for sale — details to be confirmed; however, with no minimum order requirements and due to the ongoing partnership, unanimous consent to proceed.

-
- **8 Acres Coffee Roastery, Denette Leask.**
This vendor has been booked for the Spring Carnival (SC Spring Carnival Committee); however, they have also provided an opportunity for FANHS. A custom “Nighthawk” blend of coffee beans will be made specifically for the Spring Carnival. There is no minimum; however, there is a maximum of 350 bags that the vendor can offer. Our cost will be \$10/bag — recommendation to charge \$20/bag.

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

- **FANHS Concession**
FANHS will run concession stand to sell off inventory of popcorn and water, as well as chips and freezies at accessible price points to all.
**MOTION: Julie Jackson moved to accept the proposal as presented.
Seconded by Ellen Hanna. Motion Carried.**

5. New Business / Fundraiser Proposals

5.1 Date Night — collaboration with School Council.

Tabled for next meeting.

5.2 Stanley Cup Playoffs

Motion to organize an Oilers Watch Party plus Concessions at the school and invite NHS family and friends.

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

5.3 Autumn 2024 Back to School Fundraisers:

(a) Davison Orchards Apples, Chelsee Ladouceur.

This fundraiser was well received last year and the proposal is to continue with this fundraiser in Autumn 2024. This fundraiser requires a minimum order of 80 boxes.

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

(b) Every Last Crumb, Rebecca Koziak.

Flyer received by FANHS. Details to come.

(c) Little Caesars Pizza, Ellen Hanna.

Similar to previous years, the proposal is to run this fundraiser in Autumn 2024. The fundraiser will run for a set duration and sales will end by 20th September. The pizza kits will be delivered the week before Thanksgiving in October 2024.

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

(d) Sherwood Park Soups, Amanda Bullion.

Proposal to continue with this fundraiser. Terms and conditions remain the same as in previous fundraising with this vendor. There is no minimum.

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

Seconded by Julie Jackson. Motion Carried.

(e) Team Fund Bacon, Rebecca Koziak.

Flyer received by FANHS. Details to come.

6. Future Meeting Dates

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: 8:45 PM.

APPENDIX A

FANHS Treasurer Report for the month of April 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	\$0.00		\$0.00	\$0.00
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	\$15,530.36		-\$7,379.55	\$8,150.81
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 - Mother's Day	\$1,031.78		\$0.00	\$1,031.78
FR - Movie Night Concessions	\$0.00		\$0.00	\$0.00
FR - Onnie's Online Farmer's Market	\$0.00		\$0.00	\$0.00
FR - Purdy's Chocolates	\$0.00		\$0.00	\$0.00
FR - Salisbury Giftcards	\$0.00		\$0.00	\$0.00
FR - Save On's Receipts	\$302.11		\$0.00	\$302.11
FR - Sherwood Park Soups	\$768.00		\$0.00	\$768.00
FR - Summit Sourdough	\$0.00		\$0.00	\$0.00
FR - Unbelts	\$0.00		\$0.00	\$0.00
OC - Bank - Savings Interest Gained	\$0.00		\$0.00	\$0.00
OC - Bank - Interest Gained	\$0.00		\$0.00	\$0.00
Total Income - General	\$17,632.25		(\$7,379.55)	\$10,252.70
<u>Income - Casino</u>				
Total Income - Casino/ Raffle	\$0.00			
Total Income (General + Casino)	\$17,632.25			
<u>Disbursements - General</u>				
SC: School Support (\$17,368)	-\$837.00			
SC: Classroom Support (\$4,282)	-\$432.61			
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	(\$1,269.61)			
<u>Disbursements - Casino</u>				
Total Disbursements - Casino	\$0.00			
Total Disbursements (General + Casino)	(\$1,269.61)			
<u>Assets</u>				
General Bank Account (as of April 30, 2024)		\$27,333.71		
Business High Yield Savings (as of April 30, 2024)		\$61,267.86		
Casino Account (as of April 30, 2024)		\$5,569.07		
Total Assets			\$94,170.64	
<u>Liabilities</u>				
Liabilities - SC Approved Budget (\$29,500)		\$21,870.89		
Liabilities - Post Dated Hot Lunch Cheques		\$12,134.15		
Liabilities - Bank Fees (\$0.85 /transaction over 30)		\$13.60		
Total Liabilities			\$34,018.64	
Outstanding Cheques (as of April 30, 2024)		1	\$1,392.00	
Fundraising Dollars Available			\$58,760.00	
Less the Contingency Fund for 2024-2025	\$10,000.00			
Total Fundraising Dollars (less contingency)			\$48,760.00	