

Fundraising Association of New Horizons School

Meeting Minutes

June 12, 2024

Meeting Called to Order: 10:01 PM

Meeting Adjourned: 10:45 PM

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

Attendees: Rebecca Koziak, Amanda Bullion, Julie Jackson, Eeksha Kohli-Kakkan, Denette Leask, Lori Vigfusson, Elizabeth Macve, Sarah-Jane Lovgren, Ellen Hanna, Anita Sanderson, Raman Brar, Brianne Davio, Beverly Doucette, Paul Jackson, Leah McCoy, Erin Thomas

1. Meeting Called to Order: 10:01 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 Amanda Bullion. Motion Carried.

3. Approval of Minutes

May 01, 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

- Update to the NHCSS Board. See attachment 1.

4.2 Treasurer Report

- May Treasurer's Report - we have \$49,485.20 after all liabilities for future years' spending.
- May's Month End Report including fundraiser profits:
 - (a) 8 Acres Coffee : \$310.00,
 - (b) Medicine Hat Meat Traders - expenses to come in June,
 - (c) Save-On : \$201.11,
 - (d) Spring Carnival - Admissions: \$1,165.00,
 - (e) Spring Carnival - Concessions: \$38.87,
 - (f) Spring Carnival - Splash the Staff : \$622.00,
 - (g) Summit Sourdough : \$9.50,

- (h) Unbelts : \$63.62,
- (i) Bank fees : \$(-39.10),
- (j) Bank High Interest : \$88.46
- (k) FANHS Operating Expense : (-\$21.79) (purchase of two cash boxes)

- FANHS is committed to fund School Council and Administration's needs for the 2024/2025 academic year. FANHS Treasurer requests an additional meeting to evaluate FANHS ability to sustainably fund the proposed budget request. This meeting will be on June 19, 2024 at 6:00PM and will be held virtually. See Attachment 2 for the Fund Allocation Request from School Council.

4.3 Communication Officer's Report

- Nothing to report.

4.4 Current Fundraising Chairpersons Reports

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

This was a very successful year. The Hot Lunch program has five (5) committed volunteers which helps in streamlining the process and process efficiency. Gr6 students, along with Jr High, also help in the distribution. Key points:

- We are averaging close to 300 orders. This is an increase compared to ~200 in the previous years.
- We added some new vendors this year - Italian Centre Shop, Dairy Queen, and Tokyo Express to name a few.
- We are open to suggestions for adding new vendors; however, the nominated vendor will be assessed against a checklist to vet and approve the vendor's suitability. Some key elements on the checklist are - commitment, communication, labeling, cost (the intention is to keep the cost less than \$10/meal).

With unanimous consent, the Hot Lunch Program will continue on Thursdays — and occasional Fridays — in the 2024/2025 academic year. Gratitude shared for the Hot Lunch team of parent volunteers and student volunteers and all who participate in this profitable fundraiser.

Total revenue: \$80,639

Profit: \$17,985

B. Ongoing: Bottle Drive, Rebecca Koziak.

Nothing to report.

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. People can bulk stack their receipts over summer and bring them in after school opens. Current Chair, Ellen Hanna, withdraws from position, Julie Jackson has offered to Chair this fundraiser until a replacement is found.

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

This fundraiser is going great. We are exploring an option to potentially order directly from the vendor's website. Details to come in September.

G. Art Card by Kids, Carol Slukynski.

Art Card orders were received and this first cycle was quite successful, considering the short run. It was a small order that generated \$850 profit. School staff have requested to run this again in fall with a Holiday theme in mind. Ms. MacKinnon and Ms. Stephens have offered to be the staff liaison for this project.

Following this run, feedback received and to be considered for future runs:

Staff — 2 week completion window.

Parents — 2 week order window. Ensure the order window does not fall during school closures (i.e. holidays/PD Days) to ensure ample order time and reminders.

With unanimous consent, this fundraiser will take place with the support of NHS staff.

H. Code Ninjas Sherwood Park, Eeksha Kakkan.

Code utilization model implemented for future collaboration. Profits from PD Day Camp enrollments expected in June end. Profits from Summer Camp enrollments are expected to come in September 2024.

I. Spring Campaign: FaBLOOMosity, Rebecca Koziak.

1 order. \$12 profit. Following this run, it has been determined that FANHS receives greater profit from one-time donations from this vendor (i.e. an auction prize).

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

Nothing to report regarding the Spring Campaign; however, Administration has booked Fiddle Leaf for the school-wide 2024/2025 school photos. Ellen Hanna withdraws from Chair position.

K. Unbelts, Rebecca Koziak.

Order has been delivered. Plan to revisit this in September.

L. Spring Carnival, Elizabeth Macve & School Council Carnival Committee.

Spring Market vendors:

- **8 Acres Coffee Roastery, Denette Leask – when asked about a continuous relationship, conversation tabled to September.**
- **Forage, Rebecca Koziak.**
- **Medicine Hat Meat Traders, Denette Leask.**
- **Summit Sourdough, Rebecca Koziak.**
- **Unbelts, Rebecca Koziak.**
- **FANHS Concession, Denette Leask.**

Nothing to report.

M. Sherwood Park Soups, Amanda Bullion.

Tabled.

N. Stanley Cup Playoffs, Oilers Watch Party Concession.

Motion to set up concessions at the Oilers Watch Party on Saturday June 15, 2024 at the school. NHS family and friends are invited. This will be offered as a blow out of remaining inventory at \$1/item..

**MOTION: Sarah-Jane Lovgren moved to accept the proposal as presented.
Seconded by Denette Leask. Motion Carried.**

O. Autumn 2024 Back to School:

- Davison Orchards Apples, Chelsea Ladouceur.

Davison Orchards has reached out to the Chair with delivery scheduled for October 16, 2024. The fundraiser will run the same as last year with sales launching in September.

- Little Caesars Pizza, Ellen Hanna.

As per May's meeting, we will launch this fundraiser in September. Chair, Ellen Hanna, withdraws from position, a replacement will need to be found to ensure efficient launch. In the meantime, FANHS Executive will step in as required.

5. New Business / Fundraiser Proposals

5.1 Halloween Dance (Admissions, Online Auction, Silent Auction, Raffle, 50/50), Rebecca Koziak

As per prior SC Meeting, the date has been confirmed as October 26, 2024..

Rebecca Koziak motions to continue this event in collaboration with School Council as a Fundraiser with funds raised through Admissions, Online Auction, Silent Auction, Raffle, and 50/50.

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

5.2 Date Night – collaboration with School Council.

Since this item has been consistently tabled, it will be omitted from the next Agenda.

5.3 Autumn 2024 Back to School: Every Last Crumb, Rebecca Koziak.

Flyer received by FANHS. 40% return on bags of pancake mix. \$15/bag. No minimum order requirement. Further discussion tabled to September.

5.4 Autumn 2024 Back to School: Team Fund Bacon, Rebecca Koziak.

Flyer received by FANHS. Variety of fundraising options through Team Fund; however, without interested Chair(s), we cannot run this. Team Fund Bacon earns an average of 20% on sales. Tabled until further interest.

5.5 Autumn 2024 Back to School: Indeygo Fundraising, Amanda Bullion.

Indeygo works with local farms to provide Farm to School fundraising opportunities. They offer a Farmhouse veggie bundle campaign in September and offer three options including Farmhouse, Rainbow, and Food Bank — the latter providing your purchase to your local food bank. There may be add on options too. Target delivery is mid-October. There is a requirement of a minimum of 100 orders for free delivery to the school, otherwise there's a \$25 delivery fee. We are awaiting more details on the profit share percentage (%) return. Final details, including prices, profits, and campaign time will be available in September.

5.6. Fund Allocation for School Council's Initiatives.

As per 4.2 Treasurer Report, an additional meeting is scheduled for June 19, 2024 at 6:00PM. This meeting will be held virtually with the intent to approve a Fund Allocation for SC for the 2024/2025 academic year.

6. Future Meeting Dates

- September 4, 2024

There was discussion surrounding meeting scheduling. FANHS will release a meeting schedule. Fanhs meetings may not happen on the same night as School Council. (Discussion, Resolution, Action)

7. Meeting Adjourned: 10:45 PM.

Attachment 1 : FANHS Interim President's update to the NHCSS Board

Attachment 2 : Fund Allocation Request from School Council submitted June 12, 2024.

**Fundraising Association of New Horizons School
Fund Allocation Meeting Minutes**

June 19, 2024

Meeting Called to Order: 6:02PM

Meeting Adjourned: 6:18PM

Virtual Meeting

Attendees: Rebecca Koziak, Amanda Bullion, Julie Jackson, Eeksha Kohli-Kakkan, Denette Leask, Elizabeth Macve, Sarah-Jane Lovgren, Ellen Hanna, Anita Sanderson, Lori Vigfusson, Adam Koziak, Chelsea Ladouceur

1. Meeting Called to Order: 6:02PM.

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 Denette Leask. Motion Carried.

3. Reports

3.1 Treasurer Report

Review of School Council's Fund Allocation Plan for the 2024/2025 academic year.

FANHS has reviewed School Council's Fund Allocation Request of \$33,250 submitted on June 12, 2024. FANHS has approved an allocation of \$30,000 for the 2024/2025 academic year.

FANHS respectfully requests that SC creates a new line item with a \$4,000 allocation for use at the discretion of Administration, without further condition.

MOTION: Amanda Bullion moved to accept the approved budget as presented.

Seconded by Rebecca Koziak. Motion Carried.

4. Meeting Adjourned 6:18PM.

Draft New Horizons School Council Fund Allocation Detailed

For the 2024/2025 School Year

June 2, 2023

	Disbursed in 2022-2023	2023-2024 Allocation of Funds	Total Motioned 2023-2024	Disbursed to date 2023-2024	2024-2025 ask	REVISED 2024-25 Allocation	Potential Projects, Items & Ideas Identified
School Support							
Clubs	\$ 341	\$ 1,700	\$ 507	\$ 104	\$ 1,000		GSA, Casual Chess Club, REACH - research cost of REACH provincial fees, cost for chess boards
Well Being	236	1,000	750	153	1,000		Student Aid Fund, Mental Health Advocacy - busing money for Dream Catcher
Events	2,101	5,000	3,750	2,220	5,500		Halloween Family Dance, Holiday Concert, Spring Carnival, Kinder Grad, Science Fair,
Junior High Events	293	2,000	750	711	2,000		Grade 9 Grad/Farewell, Jr. High Fun Day
Staff Support	744	1,668	1,619	1,562	6,000		Teacher Meals; Interviews, Staff Appreciation Week
Academic Support	844 *	13,000	11,683	4,180	10,000		Artist in Residence, Alternate Learning Environments (maker space and outdoor classrooms)
Total	4,559	24,368	19,059	8,931	25,500		
Classroom Support							
Recess Equipment	627	1,000	\$ 1,000	\$ 279	1,000		General Fund for the Entire School
Classroom Incentives	1,757	3,282	3,282	994	3,400		Student Based Funding at Teacher Discretion (Ex. reward items, special field trip, classroom fun activities/materials, student incentives) (\$6 per student allocated plus \$300 each for music and French)
Total	2,384	4,282	4,282	1,272	4,400		Recess equipment 2021-2022: \$404
School Enhancement							
Major Projects		-					Makerspace, outdoor classroom, solar panels (wish list item)
Total		-	\$ -	\$ -	0		
Community Building / Parent Support							
Guest Speakers	199	500	210	199	500		Guest Speakers - do some research to see if there are any free possibilities
Team / Community Building	500	250	40	25	2,500		Ex. Movie Night; BBQ; Dance; Family Game Night; Potluck; Paint Night, Peanut Scramble; Giving Back Campaign
Public Relations/Hospitality					200		School Based Celebrations; Festival of Trees, Science Fair (after hours); Parent Orientation Night; refreshments
Total	699	750	250	224	3,200		
School Council Administration							
General Admin Expenses		100	50	40	150		Office Supplies; printing
Total		100	50	40	150		
GRAND TOTAL:	\$ 7,642	\$ 29,500	\$ 23,641	\$ 10,467	\$ 33,250		
ASCE Grant		\$ 500			this amt		Alberta School Council Engagement Grant