

Fundraising Association of New Horizons School

Meeting Minutes

October 02, 2024

Meeting Called to Order: 8:03 PM

Meeting Adjourned: 9:03 PM

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

Attendees:

FANHS Executive: Rebecca Koziak, Amanda Bullion*, Julie Jackson, Eeksha Kohli-Kakkan, Denette Leask

NHS Staff: Terry Moghrabi, Lori Vigfusson, Michelle Stephens

Society Members: Raman Brar, Brianne Davio, Sarah-Jane Lovgren, Leah McCoy, Anita Sanderson, Stacey Stang-Sass

**indicates virtual attendance*

1. Meeting Called to Order: 8:03 PM.

Rebecca Koziak as Meeting Chair.

2. Determination of Quorum

Quorum was met with more than 50% of the FANHS Executive present at the meeting.

3. 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.

4. Approval of Minutes

September 04, 2024.

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

Seconded by Rebecca Koziak. Motion Carried.

5. Reports

5.1. President/Vice President Report

5.1.1. Meet the Teacher Event.

FANHS is grateful for the invitation from Administration for the opportunity to participate in September's Meet the Teacher evening. We took a moment to

provide an introduction of our full Executive, as well as highlight who we are as a Society and what our purpose is. We intentionally chose not to use the evening to advertise specific fundraisers. Instead, we approached the community welcome night as a moment to share our gratitude for NHS community's support of our fundraising initiatives through monetary support, sharing our campaigns, and volunteering with FANHS. Alongside School Council, we hosted a welcome table where we were able to say hello, answer questions, and increase the Volunteer Community. Our focus this year is gratitude for everyone's contributions and increased visibility of how fundraising profits are utilized. As introduced in 2023/2024, Bottle Collection was the only fundraising activity — whenever a large attendance of families is anticipated at the school, you can expect bottle collections to take place. FANHS is looking forward to another dynamic year with continued growth and the future of our Society in mind, while ensuring to balance the frequency of asks with continued gratitude.

5.1.2. Transition to Google Workspace — @fanhs.ca.

FANHS has successfully transitioned all Executive accounts to “@fanhs.ca” or as otherwise necessary. Contact information has been updated on the website and in communications as required. Secondary accounts are a work in progress. Google Workspace is an organization tool that will provide ease of workflow, provide us with a way to collaborate more effectively, and limit risk of loss of historic documents. With the continued growth and future of FANHS in mind, as well as succession planning, accounts are more secure and will be easily transferred as required. We have also successfully updated our banking and redirected auto-deposit activities to fanhs.ca. Emails sent to the old gmail accounts will be automatically redirected to the new accounts.

5.1.3. Casino — request for volunteers.

Additional volunteers are required for the Casino taking place on October 23 & 24, 2024 in Camrose. Shifts are available from 3:00 PM - 12:45 AM or 9:00 PM - 12:45 AM. We require 5 volunteers per day. It is critical we have adequate volunteer support or we will be at risk of losing our Casino opportunity — this is about \$20,000. The Casino Angel program is unavailable to us in Camrose, so we must find our own group of volunteers. Supporting the Casino ensures FANHS continues to financially support the purchase of technology including iPads and Chromebooks for NHS students. Additional communication will go out via our Communications Team and Volunteer Coordinator, as well as directly through NHS communications.

5.1.4. Correspondence with School Council regarding meeting schedule.

At September's Meeting, it was determined that those who wish to be present for both SC & FANHS meetings may benefit from continuing to hold our meetings back to back on early dismissal days; however, it was proposed to make an adjustment in times with FANHS meetings running from 6:30PM - 7:30PM with SC to commence at 7:30PM. This request was submitted to SC and was discussed at this evening's SC meeting. After discussion with School Council, there was still unanimous consent to have FANHS' meeting earlier than School Council's meeting; however, SC has decided to continue with a 7:00PM

start. As such, FANHS has determined that for November's meeting, FANHS will hold our meeting from 6:00PM - 7:00PM. We will trial this timing for November. As per Bylaws, FANHS is required to give 1 week notice before a regular meeting, thus giving us the flexibility to move away from a fixed annual calendar and bring more agility to the process by planning month to month.

5.1.5. Member's Perspectives.

Nothing to report.

5.2. Treasurer Report

5.2.1. September's Month End Report including fundraiser profits, attached as addendum to this document. FANHS profited approximately 5k in the month of September from Hot Lunch Cycle 1, Davison Orchards, and Little Caesars.

5.2.2. High Interest June-August 2024: \$223.65.
Annual profits from investments support FANHS' administration costs including insurance, banking fees, incidentals and other transaction fees.

5.3. Communication Officer's Report

Communication calendar is prepared with content for ENEWS and socials organized and planned greater than one month into the future.

5.4. Current Fundraising Chairpersons Reports

(A) Hot Lunch Program | Chair: Brianne Davio.

Nothing to report.

(B) Bottle Collection | Chair: Rebecca Koziak.

October's collection dates have been updated on the website to reflect Parent/Teacher Interviews and the Halloween Dance as collection opportunities.

(C) Forage Online Farmer's Market | Chair: Rebecca Koziak.

In 2023/2024, this was the least profitable of our ongoing campaigns. FANHS will communicate with the company to review additional advertising opportunities and will revisit success at the end of 2024 — results may determine if we choose to continue this ongoing partnership or what our options may be moving forward.

(D) Salisbury Greenhouse | Chair: Rebecca Koziak.

Discussion regarding Holiday Campaign promotion or Spring — determined as a highlight in an upcoming ENEWS, as well as the beginning of 2025, not the Holiday Campaign.

(E) Save-On-Foods | Chair: Amanda Bullion

Receipts have been collected from the mailbox and delivered.

(F) Summit Sourdough | Co-Chairs: Rebecca Koziak & Sarah-Jane Lovgren.

We have an opportunity to transition to online sales and use Summit's online shop for orders. This opens the option to purchase additional items from the vendor as part of the fundraiser with 15% of purchase subtotals returned to FANHS. Orders will continue to be delivered to NHS for distribution.

MOTION: Rebecca Koziak motioned to transition to online sales for this fundraiser. Julie Jackson moved to accept. Seconded by Sarah-Jane. Motion Carried.

(G) Code Ninjas Sherwood Park | Chair: Eeksha Kakkan.

The code model is available for all PD Days and school breaks. FANHS will add communication to ENEWS and socials about the Code Ninja discounts and fundraiser before every PD Day and in advance of Fall & Winter Break. We will explore if the partnership can extend to other offerings with the vendor i.e. Birthday Parties.

(H) Unbelts | Chair: Rebecca Koziak.

Nothing to report.

5.5. Current Fundraising Chairpersons' Reports — Standalone Fundraisers

(A) Art Card by Kids | Chair: Carol Slukynski.

This fundraiser will take place with a Winter theme with Ms. MacKinnon and Ms. Stephens as the staff liaisons for this project. The package with the art sheets has been received and artwork is expected to be completed by the end of October. The expected schedule accommodates a 2 week window each for both art completion and orders.

(B) Casino | Chair: Ada Frederick.

Discussed in the President's report section 5.1.3. Volunteers are required. Additional communication will be sent immediately.

5.6. Current Fundraising Chairpersons' Reports — Campaigns

(A) Autumn 2024 Back to School: Fiddle Leaf Photography | Chair: Rebecca Koziak

NHS Administration has directly booked this vendor for school-wide 2024/2025 school photos. The fundraising partnership will continue through FANHS on orders generated; however, since Administration has been directly involved with this partnership, FANHS has suggested that this would be an ideal targeted fundraiser.

MOTION: Through conversations with Administration and with an understanding of where funds are required to better support the whole NHS community, Rebecca Koziak motioned to make this a targeted fundraiser towards "Social Emotional Learning Supports." With the intention to support all students each year — as well as recognizing that school photos take place annually — this target will ensure that all classrooms reap the benefits of this partnership (i.e. wobble stools, rocking chairs, fidgets, etc).

Julie Jackson moved to adopt the motion as presented.

Seconded by Denette Leask. Motion Carried.

(B) Autumn 2024 Back to School: Davison Orchards Apples | Chair: Rebecca Koziak

We received about 80 orders, meeting the goal and minimum requirement. There was a slight drop compared to last year. Members discussed the challenges of running multiple food based fundraisers at the same time. As per communication during sales, delivery and distribution will take place on October 16, 2024.

(C) Autumn 2024 Back to School: Little Caesars Pizza | Chair: Raman Brar.

This campaign saw significantly lower orders when comparing campaigns in 2022 and 2023. Based on feedback, running more than 1 food based fundraiser simultaneously may generate less interest. As per FANHS' Meeting Minutes from September 6, 2023, "Due to its nature as a consumable and the fact that it takes up freezer space, it would be suitable to offer this fundraiser multiple times a year." Chair Raman Brar would like to evaluate if running this twice a year — Back to School & early Winter — may generate more interest. Unanimous decision to conduct an interest poll in early 2025 prior to making this decision. Based on the interest poll results, we will decide on the cadence of this fundraiser. There is no financial risk or minimum sales/revenue requirement.

(D) Campaign | Autumn 2024 Back to School: Every Last Crumb

Suggestion to disperse this fundraising opportunity to later in order to avoid crowding campaigns in September - December 2024. Chair to determine appropriate next steps. This conversation will be tabled until early 2025.

Source: Flyer

Report shared by: Rebecca Koziak

Chair: VACANT

(E) Timing TBD | Sherwood Park Soups | Chair: Amanda Bullion.

Chair Amanda Bullion shared that the preference is to run this fundraiser after Christmas, in the January - February 2025 timeframe. As per September 4, 2024, there was unanimous consent to continue with this ongoing partnership; therefore, Chair to determine appropriate next steps.

5.7. Current Fundraising Chairpersons' Reports — Events

(A) Halloween Dance (Admissions, Online Auction, Silent Auction, Raffle, 50/50) | Chair: Rebecca Koziak.

Members of the Committee have been soliciting donations — we have some new commercial donors, as well as some repeat donors, and have received generous donations from NHS families. There's still room for additional donor support. Admissions will remain \$15/family (as per 2022 & 2023 admissions rates) with a caveat that should a family find the event cost prohibitive, they are welcome to email Principal Vigfusson to have the admission fee waived (anonymity will be respected). It is important that this event is inclusive to all families who wish to participate. We will continue the ongoing practice to waive the entry fees for NHS staff, NHCSS Board, SC Executive, FANHS Executive, and the Halloween Dance Committee.

MOTION: to approve \$500 for fundraiser expenses.

**Julie Jackson moved to adopt the motion as presented.
Seconded by Denette Leask. Motion Carried.**

As per FANHS' Meeting on September 04, 2024, a concession will be held at the Halloween Dance – FANHS will purchase inventory for the concession hosted by Jr. High (volunteers), with profits targeted for Jr. High. This will be advertised as supporting the Grade 9 Adventure Trip. In an effort to be mindful of inventory, FANHS will keep remaining inventory in our possession.

MOTION: FANHS will sell remaining concession inventory after the event, at their discretion.

**Julie Jackson moved to adopt the motion as presented.
Seconded by Sarah-Jane Lovgren. Motion Carried.**

5.8. Committee Reports

(A) Policies, Guidelines, and Bylaws Committee.

Nothing to report.

6. Follow Ups / Fundraiser Proposals

6.1. Campaign | Autumn 2024 Back to School: Team Fund Bacon & Fill your Freezer

Source: Flyer

Report shared by: Rebecca Koziak

Chair: VACANT

Distribution concerns were presented at September's meeting, following which, it was confirmed that the vendor will not leave the freezer truck in the school parking lot during distribution. This presents a logistical challenge to successfully run this campaign in a safe and hygienic manner. It was a unanimous decision to not move forward with this campaign.

6.2. Event | Fundraiser Concert

Source: Rebecca Koziak

Report shared by: Rebecca Koziak

Chair: Rebecca Koziak & Carol Slukynski

Tabled for further discussion in November.

6.3. Timing TBD | Kick Ass Caramels

Source: Parent Perspectives

Report shared by: Rebecca Koziak

Chair: VACANT

There is no financial risk or minimum sales/revenue requirement and run time is flexible.

The only potential cost is shipping, unless we choose to collect from Stony Plain. The recommendation is to move this to January's Agenda with the aim to run this in the Spring (i.e. with Easter in mind).

7. New Business | Fundraiser Proposals

7.1. Campaigns | Holidays | Purdys

Source: Annual Campaign
Report shared by: Rebecca Koziak
Chair: VACANT

Since the 2011/2012 academic year, FANHS has run this campaign 11 times and this has consistently generated revenue in the range of \$3,000 - \$6,000. Historically, this campaign package is distributed ahead of Thanksgiving weekend. With unanimous consent, there is interest in continuing this annual campaign. There was discussion regarding the significance of incentivization for the Purdys campaign and why this was done in previous years. Recognizing the value of incentivizing Purdys, FANHS will review inventory, as well as determine what donations may be sourced as incentives prior to setting a fundraiser budget.

MOTION: Rebecca Koziak motioned to continue with annual Purdys fundraiser
Julie Jackson moved to adopt the motion as presented.
Seconded by Denette Leask. Motion Carried.

Leah McCoy offered to Chair this campaign. **Unanimous consent to accept Leah McCoy as the new Chair.**

8. Future Meeting Dates

November 06,2024 at 6:00pm

9. Meeting Adjourned: 9:03PM.

Addendum

BUDGETED	Year	2024/25
Fund	Leger Entry Catalogue	9,550.00
Staff Support: Athletic Director	BD- Staff Support	250.00
Learning Resources : 2024/2025, one time purchase	BD- Learning Resources	8,800.00
Operating expenses	BD- Operating Expenses	500.00

FANHS Treasurer Report for the month of September 2024		Liabilities +	Fundraised
	Income	Disbursements	Net
Income - General			
Bottle Returns	\$130.55	\$0.00	\$130.55
Davison Apples	\$2,021.00	\$0.00	\$2,021.00
Hot Lunch Program	\$17,973.87	-\$3,503.94	\$14,469.93
Little Caesars	\$117.00	\$0.00	\$117.00
Mabel's Labels	\$165.44	\$0.00	\$165.44
Salisbury Gift Cards	\$0.00	-\$160.00	(\$160.00)
Save - On Receipts	\$641.18	\$0.00	\$641.18
OC - Bank - Savings Interest Gained	\$68.40	\$0.00	\$68.40
Total Income - General	\$21,117.44	(\$3,663.94)	\$17,453.50
Income - Casino			
Total Income - Casino/ Raffle	\$0.00		
Total Income (General + Casino)	\$21,117.44		
Disbursements - General			
SC: School Support (\$22,750)	-\$61.10		
SC: Classroom Support (\$3,900)	-\$101.84		
SC: Comm. Bldg/Parent Support (\$3,200)	-\$316.61		
SC: Administration (\$150)	-\$15.64		
BD - Athletic Director (\$250)	\$0.00		
BD - Technology (\$10,000)	\$0.00		
BD - Learning Supports	\$0.00		
BD - Operating Expenses (\$500)	\$0.00		
Total Disbursements - General	(\$495.19)		
Disbursements - Casino			
Total Disbursements - Casino	\$0.00		
Total Disbursements (General + Casino)	(\$495.19)		
Assets			
General Bank Account (as of Sept 30, 2024)	\$29,615.27		
Business High Yield Savings (as of Sept 30, 2024)	\$51,648.37		
Casino Account (as of Sept 30, 2024)	\$5,569.07		
Total Assets		\$86,832.71	
Liabilities			
Liabilities - SC Approved Budget (\$30,000)	\$29,504.81		
Liabilities - Post Dated Hot Lunch Cheques	\$10,386.24		
Liabilities - est. Bank Fees (\$0.85 /transaction over 30)	\$0.00		
Total Liabilities		\$39,891.05	
Outstanding Cheques (as of Sept 30, 2024)	2	\$108.16	
Fundraising Dollars Available		\$46,833.50	
Less the Contingency Fund for 2024-2025	\$37,500.00		
Total Fundraising Dollars (less contingency)		\$9,333.50	