

# Fundraising Association of New Horizons School

## Meeting Minutes

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November 06, 2024

Meeting Called to Order: 6:00 PM

Meeting Adjourned: 6:56 PM

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

Attendees:

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

**NHS Staff:** Lori Vigfusson

**Society Members:** Raman Brar, Brianne Davio, Sarah-Jane Lovgren, Anita Sanderson\*

*\*indicates virtual attendance*

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**1. Meeting Called to Order: 6:00 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 Amanda Bullion. Motion Carried.**

**4. Approval of Minutes**

October 02, 2024.

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

**Seconded by Amanda Bullion. Motion Carried.**

**5. Reports**

**5.1. President/Vice President Report**

**5.1.1. Gratitude — Back to School Campaign, Casino, Halloween Family Dance.**

FANHS is incredibly grateful for the support of the NHS community. Over the last two months, we've presented many opportunities to spend or volunteer in support of FANHS through the Back to School Campaign (profit: nearly \$1,000), Casino (profit TBD), and Halloween Family Dance (profit: \$9,345.61). All of these

campaigns have equated to great fundraising profits and we recognize that every dollar earned will make a considerable difference to the NHS community. To those who support us financially or through volunteerism, we are truly grateful.

The Halloween Dance provided an opportunity to collaborate with our colleagues on SC. Thank you to Sarah-Jane Lovgren, School Council Vice-Chair, for co-chairing this event with me for our second year co-chairing together. As per prior budget discussions, SC budget was responsible for the “fun” i.e. DJ, photo booth, décor, and prizes, while FANHS’ budget was allocated towards anything that aligned with “fundraising.” This community focused event provides a wonderful opportunity for families to come together. This year, we saw record attendance, as well as record profits. We also saw greater participation from the Jr. High community and we’re looking forward to collaborating with the Jr. High team on future fundraising initiatives. Thank you to all of the volunteers who ensured the event’s success, as well as all of the families who chose to participate.

<b>Profit Point</b>	<b>Profit</b>
50/50 <i>Profited in AGLC Restricted Account</i>	\$200.00
Admission	\$1,410.00
Auction	\$3,035.50
Bottle Collection <i>Profit allocated to Jr. High Initiatives</i>	\$17.95
Concession <i>Profit allocated to the Grade 9 Adventure Trip</i>	\$604.91
Direct Donations	\$162.25
Raffle <i>Profited in AGLC Restricted Account</i>	\$875.00
Online Auction	\$3,040.00
<b>Total Profit:</b>	<b>\$9,345.61</b>

**5.1.2. Charitable Community Run.**

The Grade 5 teacher team is in discussion to organize an annual Charitable Community Run with its inaugural debut in Spring 2025. This will be a fundraising event with proceeds going to a charity of the team’s choosing. For

2025, the run will be in support of Breast Cancer. The Community Run will include Grade 5 students from neighbouring schools and registration fees would apply — the fundraising efforts for the charity would be made directly on the charity’s website. Registration fees, however, would come directly to FANHS. NHCSS cannot carry over funds from year to year for purposes such as these, therefore, FANHS would support the annual run by managing the money.

**MOTION: Rebecca Koziak motioned to have FANHS handle the finances for the charitable run.**

**Julie Jackson moved to accept.**

**Seconded by Amanda Bullion. Motion Carried.**

**5.1.3.** Meeting schedule.

As per our Bylaws, FANHS is not required to meet monthly: 5.1. a) “There shall be a minimum of three (3) regularly scheduled meetings of the Association during the School year.” The Bylaws also state that a minimum 7 days notice is required. In 2024/2025 we are moving away from a fixed annual calendar and will plan month to month. It was a unanimous decision to not hold a meeting in December 2024. FANHS will meet again in January 2025 with the date and time to be released on the website at least one week before the meeting.

**5.1.4.** Member’s Perspectives.

Nothing to report.

**5.2. Treasurer Report**

**5.2.1.** October’s Month End Report including fundraiser profits will be shared in the next meeting. FANHS profited approximately 15k in the month of October from the Hot Lunch Cycle and Halloween Dance. Some profits will show in November.

**5.2.2.** Casino

The application for the next casino cycle has been completed and submitted.

**5.2.3.** Casino Move.

There is a good possibility of the Casino zone to change in the coming years. We are anticipating receiving more information in the January/February 2025 timeframe. Treasurer will contact AGLC for more details and share a report early 2025.

**5.2.4.** Stripe & Rafflebox.

Members discussed the possibility of registering for a Stripe and Rafflebox account which would make organising a raffle easier and could also be profitable with the potential for greater reach. The money received from raffle ticket purchase can go directly to the account making the process secure. These monies will be in our AGLC (aka. Casino) restricted account.

**5.2.5.** Inventory Update - Purdys’ Gift Cards.

7 - \$19 gift cards from 2019 (total value \$133) remain in FANHS’ inventory  
2 - \$20 gift cards from 2018 (total value \$40) remain in FANHS’ inventory  
6 - \$20 gift cards will be used in the weekly draw for Purdys’ orders organised by Purdys’ Chair, Leah McCoy (total value \$120)

### **5.3. Communication Officer's Report**

Denette Leask has asked Rebecca Koziak to step in to support Communications for the month of November. The communication calendar is prepared and socials are organized and planned for greater than one month into the future. ENEWS content development operates on a bi-weekly basis.

### **5.4. Current Fundraising Chairpersons Reports**

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

Session 1 profits : \$3,671 (after transaction fees)

Session 2 profits : approximately \$4,000 (pending transaction fees)

On average, Hot Lunch receives 300 orders/day. The team is well organised and additional volunteers are not required at this point. Members discussed the opportunity to add an additional Hot Lunch day for Jr. High Pizza Day, where Jr. High students can volunteer with funds raised that day specifically targeted to support the Grade 9 Adventure Trip. Unanimous consent to proceed with a date in Cycle 3 in collaboration with Ms. Araujo and the Adventure Trip students to allocate profits to support the 2024/2025 Grade 9 Adventure Trip students.

#### **(B) Bottle Collection | Chair: Rebecca Koziak.**

There was a suggestion to put a bottle collection bin outside at the school. FANHS will take this under advisement and will review options and logistics with Administration.

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

Nothing to report.

#### **(D) Salisbury Greenhouse | Chair: Rebecca Koziak.**

Salisbury fundraiser will be highlighted in the upcoming ENEWS, as well as in the beginning of 2025.

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

Receipts have been collected from the mailbox and delivered. \$367.00 profit received in the last month.

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

We have successfully transitioned to online sales and are using Summit's online shop for orders. So far, we've received 1 online order. We will promote the fundraiser after the winter break potentially aligning with Sherwood Park Soups i.e. "soup & bread."

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

Nothing to report.

**(H) Unbelts | Chair: Rebecca Koziak.**

Nothing to report. For reference, swimming lessons start in January for Gr 3-5. Chair to follow up with Unbelts regarding potential to re-open promotions for this ongoing partnership as we've been on pause for a few months at the request of the company — supply/inventory limitations etc..

**5.5. Current Fundraising Chairpersons' Reports — Standalone Fundraisers**

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

Artwork was completed and sent — samples will be received and distributed after Fall Break.

**(B) Casino | Chair: Ada Frederick.**

Covered in President's report. No further comments.

**(C) Sherwood Park Soups | Chair: Amanda Bullion.**

This fundraiser will be promoted in January/February 2025 with dates at the discretion of the Chair.

**5.6. Current Fundraising Chairpersons' Reports — Campaigns**

**(A) Campaign | Holiday | Purdys | Chair: Leah McCoy**

The fundraiser is ongoing. Currently we have \$3,525 in Sales, \$1,439 pending, and approx. \$925 in profits.

To promote the campaign, we've been drawing gift cards weekly. Anyone who participates in purchasing has been automatically entered. Suggestion to use other alternative themed ideas to attract kids to participate in the sales and draws since profits seem significantly lower than anticipated based on historical profits, although discussion included comment on history of Purdys' success — typically, most sales are received closer to the deadline. Chair is also coordinating grand prizes.

**5.7. Current Fundraising Chairpersons' Reports — Events**

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

Covered in President's Report 5.1.1.

**5.8. Committee Reports**

**(A) Policies, Guidelines, and Bylaws Committee.**

Nothing to report.

**6. Follow Ups / Fundraiser Proposals**

**6.1. Event | Fundraiser Concert**

Source: Rebecca Koziak

Report shared by: Rebecca Koziak

Chair: Rebecca Koziak & Carol Slukynski

Tabled for further discussion in January.

**7. New Business | Fundraiser Proposals**

**7.1. Standalone Fundraiser | Kernels Popcorn | Chair: Amanda Bullion**

There is interest from NHS staff to host the second annual popcorn party. This was well received last year and the teachers liked the ease with which this can be executed.

**Motion to continue with the second annual popcorn party on Thursday, December 19 and Friday, December 20.**

**Julie Jackson moved to adopt the motion as presented.**

**Seconded by Eeksha Kohli. Motion Carried.**

**7.2. Ongoing Fundraiser | Concessions | Chair: Rebecca Koziak**

**Motion to budget \$500 for expenses for ongoing concession opportunities for 2024/2025.**

**Julie Jackson moved to adopt the motion as presented.**

**Seconded by Amanda Bullion. Motion Carried.**

**8. Future Meeting Dates**

January 2025. Date to be confirmed.

**9. Meeting Adjourned: 6:56 PM.**