

# Fundraising Association of New Horizons School

## Meeting Minutes

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January 08, 2025  
Meeting Called to Order: 6:15 PM  
Meeting Adjourned: 6:57 PM  
Virtual Meeting

Attendees:

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

**NHS Staff:** Lori Vigfusson

**Society Members:** Raman Brar, Beverly Doucette, Brianne Davio, Paul Jackson, Adam Koziak, Sarah-Jane Lovgren, Anita Sanderson, Dianne Blanche Villacura

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**1. Meeting Called to Order: 6:15 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: Eeksha Kohli-Kakkan moved to adopt the Agenda as posted.**

**Seconded by Denette Leask. Motion Carried.**

**4. Approval of Minutes**

November 06, 2024.

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

**Seconded by Denette Leask. Motion Carried.**

**5. Reports**

**5.1. President/Vice President Report**

**5.1.1. Gratitude — September - December 2024.**

From September - December 2024, in addition to our ongoing partnerships (13), we ran 3 standalone campaigns, our Back to School Campaign with two profit sources, and one fundraising event — the Halloween Dance with 8 profit

sources. Thank you to all who participated in various capacities to ensure a successful start to our fundraising efforts this year.

**5.1.2.** Forecast - January to June 2025

In addition to supporting the Grade 9 Adventure Trip team with their upcoming concessions — by providing concession inventory — we're looking forward to launching our fundraiser with Sherwood Park Soups. We're hopeful for additional collaboration opportunities with School Council in the coming months. We will revisit items pertaining to Spring such as Kick Ass Caramels and Every Last Crumb at our next meeting, as well as additional fundraising opportunities. As always, FANHS welcomes fundraising ideas — folks are welcome to submit ideas via email and are in no way obligated to volunteer or Chair, nor is there a guarantee that they'll run.

**5.1.3.** Member's Perspectives.

Nothing to report.

**5.1.4.** Addition(s) to Agenda (if required) — motion required.

Nothing to report.

**5.2. Treasurer Report**

**5.2.1.** Month End Reports: October, November, December 2024.

Including fundraiser profits, attached as addendum to this document. FANHS profited approximately \$11,400.

**5.2.2.** Servus Credit Union — fee change, effective January 1, 2025.

Previously had 30 free incoming EFT transactions per month. This has been reduced to 15 free incoming EFT transactions per month. The fee per incoming EFT transaction is \$0.85 and given the substantial use of etransfers, we'll be reviewing all options.

**5.2.3.** Casino — news/update from AGLC.

We are expecting funds from the October 23/24, 2024 Casino in February which will be reported in March.

**5.2.4.** Hot Lunch — chargebacks.

Chargebacks are Credit Card company refunds to clients. We have been notified of about 3-4 chargebacks in the amount of roughly \$300 as associated with Hot Lunch. This can be due to users notifying their Credit Card company of a billing discrepancy. Treasurer was made aware via email notification from Worldline; however, Hot Lunch Chair did not receive information from Worldline. Further discussion between FANHS Treasurer and Hot Lunch Chair to take place regarding affected orders. Recommendation to have Communications share a reminder on socials on how the Hot Lunch charges will appear on the credit card statements to create awareness.

**5.2.5.** FANHS Domain Renewed.

[www.fanhs.ca](http://www.fanhs.ca) has been renewed for five years.

**5.2.6.** Audit.

The 2023/2024 Audit was complete with results shared at our SGM from 6:00 PM - 6:15 PM this evening. As discussed in the SGM, recommendation from Auditor to use Accounting Software QuickBooks. Recommendations shared in

the SGM will be taken into consideration, researched, and will be brought forward at a regular FANHS meeting. Upon initial investigation, Quickbooks would cost approximately \$300/per year. Treasurer will research alternatives and costs; however, from previous experience, this is user friendly software, generally a cost effective option for non-profits and small businesses. Full conversation and presentation to take place at February's meeting where motion to move forward will be presented if deemed suitable.

**5.2.7. Investment — GIC.**

FANHS is looking at GIC options. The most profitable option is a 1 year locked in agreement where we can receive 3.5% back instead of 1.6% interest on our current high interest savings account. An refundable GIC would have a return of 2.6%. The increase in earnings will offset some of the administrative expenses we incur annually (e.g. EFT fees from Servus). With \$88,000 in the high interest savings account, and in consideration of leaving funds accessible for the upcoming year, it is recommended that we move \$50,000 into a GIC for 1 year. Full conversation and presentation to take place at February's meeting where motion to move forward will be presented if deemed suitable.

**5.2.8. FANHS Operating Expenses, budget.**

Having reviewed additional historical data from FANHS, we can see that the budget for operating expenses has been as high as \$800 and has been set as \$500 for the majority of the last ten years. Recommendation to increase the annual budget for 2025/2026 academic year by \$200 going forward (in consideration of inflation). Currently the budget is \$500 and recommendation is to increase to \$700. This is for information only and will be brought forward to motion in next year's planning.

**5.2.9. Shred 2015/2016 files — motion required.**

Having presented our audited financials for 2023/2024 at this evening's SGM, FANHS can now shred files from the 2015/2016 academic year. These documents have been digitized and stored.

**MOTION: Julie Jackson motioned to shred files from school year 2015/2016  
Denette Leask moved to accept.**

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

**5.3. Communication Officer's Report**

Upcoming ENEWS to be sent January 14, 2025 and will include new topics such as a Jr. High section making note of the NHS Jr. High and County's High School Open Houses as well as "The Village" — an upcoming series where the parent community is invited to share resources, organizations, and podcasts etc. that have helped them in their parenting journey. Superintendent Moghrabi sent the school community an email on behalf of the Board of Directors regarding the upcoming Stakeholder Forum. As this discussion directly impacts the path forward for potential High School planning, while the Communications Team does not communicate on behalf of the Board, we'd like to use this as an opportunity to collaborate in communications efforts. ENEWS content deadline remains the same — end of day the Thursday before it goes out. The coffee card incentivization at the footer of the SC/FANHS ENEWS has gone well — hard to

measure success or truly gauge participation, but can report that each time, we've had a new winner. Report will be shared at the SC meeting to follow where discussion will take place regarding continuation of the coffee card initiative.

#### **5.4. Current Fundraising Chairpersons Reports - Ongoing Fundraisers**

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

Report shared by: Rebecca Koziak

Cycle 3 lunches go out this week. This order cycle was our first time targeting profits from a specific lunch date to a specific purpose. Profits from the selected date targeted to the Grade 9 Adventure Trip are \$507.81.

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

As always, we'll continue to advertise on any opportunity when families are coming into the school; however, the Jr. High group collects bottles throughout the school on a weekly basis, so bottles are always welcome.

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

Nothing to report.

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

One order was received ahead of the holidays. As we look towards Spring, we'll promote outside of when Salisbury offers their own gift card promotions.

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

Report shared by: Rebecca Koziak

Continues to be successful. We anticipate additional receipts this month, following the holiday season.

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

The shift to direct orders is going well with folks accessing items beyond the sourdough starter.

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

Nothing to report.

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

We continue to remain on pause with this vendor following an inventory shortage.

##### **(I) Concessions | Chair: Rebecca Koziak.**

FANHS has inventory for ongoing concession opportunities. The Jr. High team has organized a number of concessions and will utilize some of our inventory. Some dates include January 21 and January 28, with more anticipated.

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

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

Report shared by: Rebecca Koziak

The holiday run went well and was more profitable than the Spring run last year. We're grateful for the feedback received from NHS staff and parents following the Spring run, so we could implement a longer completion window and longer order window to ensure the success of this campaign. After receiving feedback from NHS staff, we'd like to continue to run this fundraiser annually and will review alternative vendors for comparisons to be presented at a future meeting where a motion to move forward will be presented.

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

Covered in Treasurer's report. No further comments.

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

Report shared by: Rebecca Koziak

Launch: January 14, 2025

Close: January 28, 2025

Distribution anticipated: February 11, 2025

**(D) Kernels Popcorn | Chair: Amanda Bullion.**

Report shared by: Rebecca Koziak

After receiving feedback from NHS staff, we'd like to continue to run this opportunity annually which raises minimal funds and acts mostly as a cost recovery. It's simple to run and the timing is enjoyed by many. A motion to continue will be presented at a later date.

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

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

Report shared by: Rebecca Koziak

Thank you to Leah McCoy and her team of additional volunteers for running a successful campaign with Purdys. The process was efficient and profits are anticipated later this month. A full report will be shared in February.

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

**(A) Charitable Community run**

Nothing to report.

**5.8. Committee Reports**

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

In an effort to ensure all anticipated amendments to the Bylaws are reviewed and presented at the AGM, FANHS will work section by section in the coming months so that the amendment is submitted in its entirety. Membership is a priority.

**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.

**7. New Business | Fundraiser Proposals**

**7.1. Standalone Fundraiser | Holiday Gift Wrapping (information only)**

Report shared by: Rebecca Koziak

Over the holiday season, another fundraising organization teamed up with a mall in the city to provide gift wrapping services with 100% of donations benefiting the foundation. This may be worth exploring for next year either at our local mall or at the school; however, in the meantime, the transparency shared could be good inspiration in our communications efforts. The organization shared “where your donation goes” and included a dollar value associated with expenses i.e. \$ amount = book for a classroom library, \$ amount = nutrition, \$ amount = technology etc.

**8. Future Meeting Dates**

February 05, 2025 at 6:00 PM.

**9. Meeting Adjourned: 6:57 PM.**

**Appendix A: Month End Reports: October, November, December 2024.**

<b>FANHS Treasurer Report for the month of October 2024</b>		Liabilities +	Fundraised
	Income	Disbursements	Net
<b>Income - General</b>			
Bottle Returns	\$70.70	0.00	\$70.70
Concession, Jr High (in support of adventure trip)	\$679.91	(75.00)	\$604.91
Davison Apples	\$987.00	(2,353.99)	(\$1,366.99)
Halloween 50/50	\$250.00	(50.00)	\$200.00
Halloween Door Tickets	\$1,600.00	(50.00)	\$1,550.00
Halloween Online Auction	\$3,070.00	0.00	\$3,070.00
Halloween Silent Auction	\$3,035.50	0.00	\$3,035.50
Halloween Raffle	\$925.00	(50.00)	\$875.00
Hot Lunch Program	\$12,045.69	(8,266.87)	\$3,778.82
Inventory (concessions)	\$396.34	(157.50)	\$238.84
Little Caesars	\$0.00	0.00	\$0.00
No-Fuss Fundraiser	\$99.75	0.00	\$99.75
Salisbury Gift Cards	\$0.00	0.00	\$0.00
Save - On Receipts	\$0.00	0.00	\$0.00
Bank - Savings Interest Gained	\$87.74	0.00	\$87.74
<b>Total Income - General</b>	<b>\$23,247.63</b>	<b>(\$11,003.36)</b>	<b>\$12,244.27</b>
<b>Income - Casino</b>			
Oct 23-24 Casino chq from Camrose	\$1,575.00		
Halloween 50/50 & raffle proceeds	\$1,075.00		
<b>Total Income - Casino/ Raffle</b>	<b>\$2,650.00</b>		
<b>Total Income (General + Casino)</b>	<b>\$25,897.63</b>		
<b>Disbursements - General</b>			
SC: School Support (\$22,750)	(634.73)		
SC: Classroom Support (\$3,900)	(108.10)		
SC: Comm. Bldg/Parent Support (\$3,200)	(35.00)		
SC: Administration (\$150)	0.00		
BD - Athletic Director (\$250)	0.00		
BD - Technology (\$10,000)	0.00		
BD - Learning Supports (\$8,800)	(244.49)		
BD - Operating Expenses (\$500)	(99.15)		
<b>Total Disbursements - General</b>	<b>(\$1,121.47)</b>		
<b>Disbursements - Casino</b>			
Clearing Cheque - Brenda Doupe (Casino advisor)	(787.50)		
<b>Total Disbursements - Casino</b>	<b>(\$787.50)</b>		
<b>Total Disbursements (General + Casino)</b>	<b>(\$1,908.97)</b>		
<b>Assets</b>			
General Bank Account (as of Oct 31, 2024)	\$24,467.38		
Business High Yield Savings (as of Oct 31, 2024)	\$66,720.53		
Casino Account (as of Oct 31, 2024)	\$8,219.07		
<b>Total Assets</b>		<b>\$99,406.98</b>	
<b>Liabilities</b>			
Liabilities - SC Approved Budget (\$30,000)	\$26,695.42		
Liabilities - Post Dated Hot Lunch Cheques	\$16,263.09		
Liabilities - Bank Fees (\$0.85 /transaction over 30)	\$107.95		
<b>Total Liabilities</b>		<b>\$43,066.46</b>	
Outstanding Cheques (as of October 31, 2024)	5	\$931.41	
<b>Fundraising Dollars Available</b>		<b>\$55,409.11</b>	
Less the Contingency Fund for 2024-2025	\$37,500.00		
<b>Total Fundraising Dollars (less contingency)</b>		<b>\$17,909.11</b>	

<b>FANHS Treasurer Report for the month of November 2024</b>		Liabilities +	Fundraised
<u>Income - General</u>	<u>Income</u>	<u>Disbursements</u>	<u>Net</u>
Bottle Returns	\$0.00	0.00	\$0.00
Code Ninjas	\$205.00	0.00	\$205.00
Concession, Jr High (in support of adventure trip)	\$0.00	0.00	\$0.00
Davison Apples	\$0.00	0.00	\$0.00
Fiddle Leaf Photography	\$1,495.15	0.00	\$1,495.15
Halloween 50/50	\$0.00	0.00	\$0.00
Halloween Door Tickets	\$0.00	0.00	\$0.00
Halloween Online Auction	\$0.00	0.00	\$0.00
Halloween Silent Auction	\$0.00	0.00	\$0.00
Halloween Raffle	\$0.00	0.00	\$0.00
Hot Lunch Program	\$8,186.91	(5,277.85)	\$2,909.06
Inventory (concessions)	\$0.00	(34.06)	(\$34.06)
Little Caesars	\$225.00	0.00	\$225.00
No-Fuss Fundraiser	\$0.00	0.00	\$0.00
Salisbury Gift Cards	\$0.00	0.00	\$0.00
Save - On Receipts	\$644.04	0.00	\$644.04
Summit Sourdough	\$2.25	0.00	\$2.25
Bank - Savings Interest Gained	\$87.74	0.00	\$87.74
<b>Total Income - General</b>	<b>\$10,846.09</b>	<b>(\$5,311.91)</b>	<b>\$5,534.18</b>
<b>Income - Casino</b>			
Total Income - Casino/ Raffle	\$0.00		
<b>Total Income (General + Casino)</b>	<b>\$10,846.09</b>		
<b>Disbursements - General</b>			
SC: School Support (\$22,750)	(1,598.88)		
SC: Classroom Support (\$3,900)	0.00		
SC: Comm. Bldg/Parent Support (\$3,200)	0.00		
SC: Administration (\$150)	0.00		
BD - Athletic Director (\$250)	0.00		
BD - Technology (\$10,000)	0.00		
BD - Learning Supports (\$8,800)	0.00		
BD - Operating Expenses (\$500)	(39.86)		
<b>Total Disbursements - General</b>	<b>(\$1,638.74)</b>		
<b>Disbursements - Casino</b>			
Clearing Cheque - Nicole Dotzlaf (Casino advisor)	(787.50)		
<b>Total Disbursements - Casino</b>	<b>(\$787.50)</b>		
<b>Total Disbursements (General + Casino)</b>	<b>(\$2,426.24)</b>		
<b>Assets</b>			
General Bank Account (as of Nov 30, 2024)		\$28,275.08	
Business High Yield Savings (as of Nov 30, 2024)		\$66,808.27	
Casino Account (as of Nov 30, 2024)		\$6,644.07	
<b>Total Assets</b>		<b>\$101,727.42</b>	
<b>Liabilities</b>			
Liabilities - SC Approved Budget (\$30,000)		\$26,695.42	
Liabilities - Post Dated Hot Lunch Cheques		\$8,275.49	
Liabilities - Bank Fees (\$0.85 /transaction over 30)		\$0.00	
<b>Total Liabilities</b>		<b>\$34,970.91</b>	
Outstanding Cheques (as of November 30, 2024)	3	\$2,311.18	
<b>Fundraising Dollars Available</b>		<b>\$64,445.33</b>	
Less the Contingency Fund for 2024-2025	\$37,500.00		
<b>Total Fundraising Dollars (less contingency)</b>		<b>\$26,945.33</b>	

<b>FANHS Treasurer Report for the month of December 2024</b>			<b>Liabilities +</b>	<b>Fundraised</b>
	<b>Income</b>		<b>Disbursements</b>	<b>Net</b>
<b>Income - General</b>				
Art Cards by Kids	\$1,134.85		(43.45)	\$1,091.40
Hot Lunch Program	\$17,015.29		(8,620.98)	\$8,394.31
Inventory (concessions)	\$0.00		(257.94)	(\$257.94)
Kernels Popcorn	\$560.00		(436.96)	\$123.04
Salisbury Gift Cards	\$200.00		0.00	\$200.00
Save - On Receipts	\$0.00		0.00	\$0.00
Summit Sourdough	\$9.23		0.00	\$9.23
Bank - Savings Interest Gained	\$106.61		0.00	\$106.61
<b>Total Income - General</b>	<b>\$19,025.98</b>		<b>(\$9,359.33)</b>	<b>\$9,666.65</b>
<b>Income - Casino</b>				
Total Income - Casino/ Raffle	\$0.00			
<b>Total Income (General + Casino)</b>	<b>\$19,025.98</b>			
<b>Disbursements - General</b>				
SC: School Support (\$22,750)	(343.60)			
SC: Classroom Support (\$3,900)	(89.08)			
SC: Comm. Bldg/Parent Support (\$3,200)	0.00			
SC: Administration (\$150)	0.00			
BD - Athletic Director (\$250)	0.00			
BD - Technology (\$10,000)	0.00			
BD - Learning Supports (\$8,800)	(54.19)			
BD - Operating Expenses (\$500)	(100.89)			
<b>Total Disbursements - General</b>	<b>(\$587.76)</b>			
<b>Disbursements - Casino</b>				
	0.00			
<b>Total Disbursements - Casino</b>	<b>\$0.00</b>			
<b>Total Disbursements (General + Casino)</b>	<b>(\$587.76)</b>			
<b>Assets</b>				
General Bank Account (as of Dec 31, 2024)		\$17,247.36		
Business High Yield Savings (as of Dec 31, 2024)		\$86,964.88		
Casino Account (as of Dec 31, 2024)		\$6,644.07		
<b>Total Assets</b>			<b>\$110,856.31</b>	
<b>Liabilities</b>				
Liabilities - SC Approved Budget (\$30,000)		\$26,695.42		
Liabilities - Post Dated Hot Lunch Cheques		\$13,629.67		
Liabilities - Bank Fees (\$0.85 /transaction over 30)		\$0.00		
<b>Total Liabilities</b>			<b>\$40,325.09</b>	
Outstanding Cheques (as of December 31, 2024)		12	\$9,536.49	
<b>Fundraising Dollars Available</b>			<b>\$60,994.73</b>	
Less the Contingency Fund for 2024-2025		\$37,500.00		
<b>Total Fundraising Dollars (less contingency)</b>			<b>\$23,494.73</b>	