

# Fundraising Association of New Horizons School

## Meeting Minutes

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February 05, 2025

Meeting Called to Order: 6:10 PM

Meeting Adjourned: 7:04 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:** Lori Vigfusson

**Society Members:** Raman Brar, Ellen Hanna, Paul Jackson, Adam Koziak, Sarah-Jane Lovgren, Anita Sanderson

**Guests:** Brianne Davio, Carol Slukynski

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**1. Meeting Called to Order: 6:10 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: Amanda Bullion moved to adopt the Agenda as posted.**

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

**4. Approval of Minutes**

January 08, 2025.

**MOTION: Denette Leask moved to adopt the Minutes as presented.**

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

**5. Reports**

**5.1. President/Vice President Report**

**5.1.1. Member's Perspectives.**

Member, Ellen Hanna, questioned current FANHS Membership numbers during

tonight's SGM to which the Executive affirmed quorum has been met. Following some discussion, recommendation by Executive to put on Agenda for March.

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

a) Treasurer motioned to add an increase in budget for Operating Expenses as 5.2.6.

**MOTION: Rebecca Koziak moved to adopt Addition to Agenda as presented.**

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

b) President motioned to add a fundraiser proposal for a Book Collection/Book Sale as 7.4.

**MOTION: Amanda Bullion moved to adopt Addition to Agenda as presented.**

**Seconded by Julie Jackson. Motion Carried.**

**5.2. Treasurer Report**

**5.2.1.** Month End Report: January 2025.

Including fundraiser profits, attached as addendum to this document.

**5.2.2.** Accounting Software cost — QuickBooks.

As a reminder, QuickBooks was recommended by the Auditor of the 2023/2024 financials and it is strongly recommended by the Treasurer that FANHS move forward with this tool to ensure more efficient accounting moving forward. Through cloud storage and ease of use, this system would work well in FANHS goal towards succession planning. Anticipate cost is about \$24/month or \$288/year. Following discussion, it was with unanimous agreement that FANHS move forward with acquiring QuickBooks.

Treasurer motioned to purchase QuickBooks as a financial tool as an annual expense.

**MOTION: Amanda Bullion moved to adopt motion as presented.**

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

**5.2.3.** Investment — GIC.

Treasurer presented potential GIC options including recommendation for maximum amount locked in as a non-redeemable for 18 months for greatest Interest which is substantially larger than High Interest earnings. Discussion followed regarding cash flow and projected future. Agreement that this item may not be actionable until May/June 2025 once financial considerations are made by Administration and School Council.

**5.2.4.** Shredded 2015/2016 files per January 8, 2025 motion — information only.

Completed February 4, 2025 after scanning all documents for digital files.

**5.2.5.** 2023/2024 Documentation sent to government per Bylaws – information only.  
Sent out February 3, 2025.

**5.2.6.** Operating Budget increase.  
FANHS current annual budget for Operating Expenses is \$500; however, additional funds are required to cover insurance, cheques, and any further incidentals.

Treasurer motioned to increase the Operating Expense budget by an additional \$400 making the 2024/2025 budget \$900.

**MOTION: Amanda Bullion moved to adopt motion as presented.  
Seconded by Eeksha Kohli-Kakkan. Motion Carried.**

**5.3. Communication Officer’s Report**

Nothing to report.

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

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

Report shared by: Brianne Davio

Cycle 4 orders open this month.

*Principal Vigfusson advised that once the NHCSS Board approves the 2025/2026 academic calendar, the Hot Lunch team may be required to make considerations for the upcoming year for suitable lunch dates etc.*

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

Report shared by: Rebecca Koziak

Upcoming bottle collection dates include February 28 (Movie Night) and March 18 & 19 (Student-Led Conferences) as these are dates families are anticipated at the school.

**(C) Salisbury Greenhouse | Chair: Rebecca Koziak.**

Report shared by: Rebecca Koziak

Recommendation to highlight this ongoing fundraiser while specifically focusing on seeds since Spring is coming; however, pause communications during Salisbury’s own Spring campaign.

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

Report shared by: Amanda Bullion

The campaign runs efficiently with receipts delivered frequently and cheques received regularly.

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

Report shared by: Rebecca Koziak

Nothing to report.

**(F) Code Ninjas Sherwood Park | Chair: Eeksha Kohli-Kakkan.**

Report shared by: Eeksha Kohli-Kakkan

From the 2024 Fall Break camp offer, a total of 41 camps were booked using the NHS promotional code, resulting in a fundraising amount of \$205. We have advertised for upcoming PD Day camps and Spring Break camps as part of our continued partnership.

**(G) Concessions | Chair: Rebecca Koziak.**

Report shared by: Rebecca Koziak

The Jr. High concessions have been organized directly by the Jr. High staff and Grade 9 Adventure Trip students with FANHS facilitating inventory, as well as incoming and outgoing funds. The next anticipated concession will be held at School Council's Family Movie Night on February 28, 2025; however, additional dates can be determined at the discretion of the Jr. High team at any time.

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

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

Report shared by: Amanda Bullion

Limited sales with limited profit. This is an easy fundraiser to run; however, there may be little interest from the community.

Feedback received: this product is readily available for purchase at the same price locally, so customers may be inclined to purchase from grocers instantly as opposed to waiting for distribution.

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

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

Report shared by: Rebecca Koziak

The Holiday Campaign was successful with a total of \$12,755 worth of product sold resulting in a profit of \$3,188.98 with an additional bonus cheque anticipated this month. The campaign ran for a total of 6 weeks with weekly draws – everyone who participated was automatically entered into a draw for a \$20 Purdys Gift Card from FANHS inventory. Two grand prize golf theme packages were procured and drawn for at the end of the campaign. Purdys also gifted us a box of chocolates which were given to the front office to show gratitude for supporting the distribution of weekly draw items.

Feedback received: the longer campaign run typically works well for Purdys as starting as early as possible generally generates more interest leading up to the holiday season while capturing audiences ahead of other sellers within the community (i.e. sports teams etc.). Traditionally – at least the last 3 seasons – the campaign has launched around Thanksgiving. Suggestion to try launching as early as September.

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

**(A) Charitable Community run | Chair: Rebecca Koziak (FANHS Representative) / Ms. Eccles & Ms. Sweetman (NHS Representatives).**

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

Nothing to report.

**7. New Business | Fundraiser Proposals**

**7.1. Standalone Fundraiser | Purdys, Spring Campaign (Correspondence Received)**

Report shared by: Rebecca Koziak

Purdys has reached out to see if we are interested in running a Spring Campaign. If there is interest, Leah McCoy has agreed to continue as Chair. It is our understanding that FANHS has no prior history of running Purdys in the Spring; however, in recent years have attempted Spring sales of other edible items. Discussion followed regarding potential profit and profit margins of prior Spring Campaigns, potential interest in other companies, and overall brand recognition of Purdys. Since there's no minimum revenue/sales requirement, there's no risk. Unanimous consent to try Purdys and allow Chair to determine appropriate timeline ensuring distribution prior to Easter.

**MOTION: Julie Jackson moved to adopt motion as presented.**

**Seconded by Rebecca Koziak. Motion Carried.**

**7.2. Standalone Fundraiser | Little Caesars (Correspondence Received)**

Report shared by: Rebecca Koziak

Little Caesars has reached out to see if we are interested in running a Spring Campaign. Due to minimums and logistics, agreement that it is better to run this campaign once annually if there is interest.

**7.3. Miscellaneous Fundraiser Ideas**

Tabled.

**7.4. Book Collection/Book Sale**

Source: Carol Slukynski

Report shared by: Carol Slukynski

Chair: Carol Slukynski

Proposal for a Book Collection/Book Sale where donations of books would coincide with a House Teams initiative. Books collected could either be sold to somewhere such as Once Upon a Child or a Used Book Store, or at an in-school book sale depending on date and time constraints and other logistical considerations. Leftover books could potentially be donated to a local library.

Following discussion, there's greater interest in selling at an in-school book sale as the first sale opportunity. Timing and logistics would be at the discretion of the school. Chair to reach out to aforementioned shops to determine types of books and rates should we choose to sell here, as well as determine if the local library would be interested in books we cannot/do not sell.

Item to be revisited in March before moving forward.

**8. Future Meeting Dates**

March 5, 2025 at 6:00 PM.

**9. Meeting Adjourned: 7:04 PM.**

**Appendix A: Month End Reports: January 2025.**

FANHS Treasurer Report for the month of January 2025		Liabilities +	Fundraised
	Income	Disbursements	Net
<b>Income - General</b>			
Art Cards by Kids	\$0.00	0.00	\$0.00
Bottle Returns	\$0.00	0.00	\$0.00
Code Ninjas	\$0.00	0.00	\$0.00
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	\$0.00	0.00	\$0.00
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	\$0.00	(7,066.33)	(\$7,066.33)
Inventory (concessions)	\$0.00	0.00	\$0.00
Kernels Popcorn	\$0.00	0.00	\$0.00
Little Caesars	\$0.00	0.00	\$0.00
No-Fuss Fundraiser	\$0.00	0.00	\$0.00
Salisbury Gift Cards	\$0.00	(160.00)	(\$160.00)
Save - On Receipts	\$0.00	0.00	\$0.00
Sherwood Park Soup	\$496.00	0.00	\$496.00
Summit Sourdough	\$8.25	0.00	\$8.25
Bank - Savings Interest Gained	\$118.18	0.00	\$118.18
<b>Total Income - General</b>	<b>\$622.43</b>	<b>(\$7,226.33)</b>	<b>(\$6,603.90)</b>
<b>Income - Casino</b>			
Total Income - Casino/ Raffle	\$0.00		
<b>Total Income (General + Casino)</b>	<b>\$622.43</b>		
<b>Disbursements - General</b>			
SC: School Support (\$22,750)	(2,315.65)		
SC: Classroom Support (\$3,900)	(16.97)		
SC: Comm. Bldg/Parent Support (\$3,200)	(54.19)		
SC: Administration (\$150)	0.00		
BD - Athletic Director (\$250)	0.00		
BD - Technology (\$10,000)	0.00		
BD - Learning Supports (\$8,800)	(48.12)		
BD - Operating Expenses (\$500)	0.00		
BD - Hot Lunch Expenses (\$500)	0.00		
<b>Total Disbursements - General</b>	<b>(\$2,434.93)</b>		
<b>Disbursements - Casino</b>			
Total Disbursements - Casino	0.00		
<b>Total Disbursements (General + Casino)</b>	<b>(\$2,434.93)</b>		
<b>Assets</b>			
General Bank Account (as of Jan 31, 2025)	\$8,363.10		
Business High Yield Savings (as of Jan 31, 2025)	\$87,083.06		
Casino Account (as of Jan 31, 2025)	\$6,644.07		
<b>Total Assets</b>		<b>\$102,090.23</b>	
<b>Liabilities</b>			
Liabilities - SC Approved Budget (\$30,000)	\$24,308.61		
Liabilities - Post Dated Hot Lunch Cheques	\$5,939.25		
Liabilities - Bank Fees (\$0.85 /transaction over 30)	\$0.00		
<b>Total Liabilities</b>		<b>\$30,247.86</b>	
Outstanding Cheques (as of January 31, 2025)	10	\$7,796.81	
<b>Fundraising Dollars Available</b>		<b>\$64,045.56</b>	
Less the Contingency Fund for 2024-2025	\$37,500.00		
<b>Total Fundraising Dollars (less contingency)</b>		<b>\$26,545.56</b>	