

**Fundraising Association of New Horizons School  
Meeting Agenda**

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**June 4, 2025  
6:40PM - 8:00PM  
Hybrid In-Person (New Horizons School) / Virtual Meeting  
Link posted at [www.fanhs.ca](http://www.fanhs.ca)**

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- 1. Meeting Called to Order(6:40PM)**
- 2. Determination of Quorum (6:41PM)**  
Bylaw 5.5.b.: The Association defines quorum at Regular Meetings as fifty (50) percent of the Executive.
- 3. Adoption of Agenda (6:42PM)**  
Addition(s) to Agenda (if required) — motion required.
- 4. Approval of Minutes (6:43PM)**  
May 7, 2025
- 5. Reports (6:44PM)**
  - 5.1 President/Vice President Report**
    - Report to the NHCSS Board (May 21, 2025).
    - Gratitude.
    - Grade 9 Adventure Trip.
  - 5.2 Treasurer Report (6:49PM)**
    - Month End Report: May 2025.
  - 5.3 Principal's Report (6:52PM)**
  - 5.5 Current Fundraising Chairpersons' Reports — Ongoing Fundraisers (7:02PM)**
    - (A) Hot Lunch Program | Chair: Brianne Davio.**  
Year End Report and motion required for the Hot Lunch Program to continue as it has been at the discretion of the Hot Lunch team and the School.
    - (B) Ongoing Fundraiser Communication**  
Ongoing partnerships and communication to continue.
  - 5.6 Current Fundraising Chairpersons' Reports — Events (7:07PM)**
    - (A) Event Collaboration with School Council | Sunshine Social**

**(renamed/former Spring Carnival, May 24, 2025)**

- Splash the Staff.

**5.7 Current Fundraising Chairpersons' Reports — Standalone Fundraiser (7:08PM)**

**(A) Community Sale | Chair: Rebecca Koziak**

**(B) Indeygo | Chair: Amanda Bullion**

**5.8 Motion to Accept Reports (7:13PM)**

**6. New Business | Fundraiser Proposals (7:14PM)**

**6.1 Online Auction**

- Ravenwood Music Festival

**6.2 Back to School Campaign**

- Davison Orchards
- Fiddle Leaf Photography
- Little Caesars

**6.3 Holiday Campaign**

- Art Cards for Kids
- Kernels Popcorn
- Purdys

**6.4 Events**

- Halloween Dance

**7. Fund Allocation for School Council's Initiatives, 2025/2026 (7:25PM)**

**8. Fund Allocation Requests Directly from Administration, 2025/2026 (7:40PM)**

**9. Future Meeting Dates (7:55PM)**

**10. Meeting Adjourned (8:00PM)**

# Fundraising Association of New Horizons School

## Meeting Minutes

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May 07, 2025

Meeting Called to Order: 8:02 PM

Meeting Adjourned: 9:08 PM

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

### **Attendees:**

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

**NHS Staff:** Lori Vigfusson

**Society Members:** Beverly Doucette, Ellen Hanna\*, Paul Jackson\*, Leah McCoy, Raman Brar, Stacey Stang-Saas

**Guests:** none

\*indicates virtual attendance

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### **1. Meeting Called to Order: 8:02 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 Julie Jackson. Motion Carried.**

### **4. Approval of Minutes**

March 05 and April 02, 2025.

**MOTION: Rebecca Koziak moved to adopt the Minutes as posted.**

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

### **5. Reports**

#### **5.1. President/Vice President Report**

- 5.1.1. FANHS has the opportunity to share a report to the NHCSS Board at the meeting to be held on May 21, 2025.

- 5.1.2. Participation in Workshops/Professional Development:
  - 1. Liability and Legal Fundamentals for Nonprofit Boards — Integral Org (April 17, 2025).
  - 2. Nonprofit Facilitator Training: Crafting Your Mission, Vision and Values — ECVO (April 23, 2025).
- 5.1.3. The President flagged that FANHHS Annual General Meeting (AGM) is to be scheduled for June 2025. FANHHS Executives will determine the date for the AGM and will communicate this within the timelines set within our Bylaws.

## **5.2. Treasurer Report**

- 5.2.1. Month End Report: April 2025.  
Including fundraiser profits, attached as addendum to this document.
- 5.2.2. Midway Financial Review  
Auditor, Jennifer Michaud, conducted the midway financial review. No concerns.
- 5.2.3. A question was received on email on why the current month's report cannot be shared in the agenda package for transparency. Treasurer responded that since the agenda has to be posted a week in advance of the meeting, this usually falls before the month end. The financial report is typically ready a week after month end, hence it is not available for publishing at the time of agenda posting. As a result, the process has been for a verbal report to be shared in meetings followed by the financial report to be published in minutes. The treasurer offered that in months when the report is ready on the day of the meeting, a draft can be shared on the screen for discussion during the meeting.

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

Upcoming communication will include information on upcoming fundraisers till the end of school year, as well as gratitude and reports of this year's success.

## **5.4. Principal's Report**

Principal Vigfusson shared that conversations around funding requests for the next fiscal year are underway amongst school Administration. This may include requests such as funds to support the school's 30th anniversary celebrations. Principal will email FANHHS Executives with details of any immediate funding requests ahead of June's meeting.

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

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

Report shared by: Rebecca Koziak

Tokyo Express Hot lunch encountered an issue and the delivery was quite delayed. Chair Brianne Davio negotiated a refund of \$216.56 from the vendor Tokyo Express.

Conversations between Fundraiser Chair Davio and Principal Vigfusson determined an appropriate reallocation of this refund would be to support the Hot Lunch Program and Forgotten Lunches.

**Motion to direct the refund money towards Hot Lunch Expenses and Forgotten Lunches.**

**MOTION: Julie Jackson moved to adopt the motion as posted.**

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

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

Bottle collection has been done weekly and throughout the school by the Jr. High group. At the request of NHS Administration, the last date of bottle collection for the benefit of this year's Grade 9 Adventure Trip will be the Sunshine Social on May 24, 2025. This will allow NHS Administration to complete the calculations and properly bill parents for this year's Adventure Trip.

**Motion to request that funds from all bottle collections done after May 25, 2025 and during the 2025/2026 school year be directed towards the Grade 9 Adventure Trip in 2025/2026.**

**MOTION: Julie Jackson moved to adopt the motion as posted.**

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

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

Salisbury is no longer mailing physical gift cards. Going forward, physical gift cards can be collected at the greenhouse or digital gift cards are now available.

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

A cheque is expected to come this month.

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

Report shared by: Rebecca Koziak

This has been a quiet fundraiser with limited orders since the holiday season. There was 1 order in April. This fundraiser pays at 15% payout. This fundraiser can remain open through the summer months with orders available for pick up at the vendor's location in Sherwood Park. Shipping is not available for orders made with our code. Alternatively, orders can be held for pickup at the school in September.

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

Code Ninjas Sherwood Park has proposed a Long-Term Fundraising Partnership.

To build on the current partnership and make it more impactful long-term, Code Ninja would like to introduce a standing offer:

- 5% Donation on Enrolments: For every new student from New Horizons School who enrolls in Code Ninjas' regular out-of-school programs (JR or CREATE), 5% of their monthly fees will be donated to FANHs. To activate this bonus, parents simply need to email Code Ninjas after enrolment, indicating that they are from NHS.
- 5% Donation on Events + Discount for Parents: For one-time events such as Camps and Parent Nights Out, parents can use the discount code

NEWHORIZONS at checkout. This not only gives you a special discount, but Code Ninjas will also donate 5% of that event's revenue to FANHHS.

**Motion to accept the new offerings from Code Ninja as a part of our ongoing Fundraisers**

**MOTION: Julie Jackson moved to adopt the motion as posted.**

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

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

Track and Field concessions completed today May 02, 2025. This was not done through FANHHS as a Grade 9 Adventure Trip Concession; however, NHS was able to purchase some of our concession inventory to decrease our inventory before summer. The last opportunity to set up concessions for this year's Adventure Trip will be at the Sunshine Social on May 24, 2025.

**Motion to request that funds from all concessions done after May 25, 2025 and during the 2025/2026 school year be directed towards the Grade 9 Adventure Trip in 2025/2026.**

**MOTION: Julie Jackson moved to adopt the motion as posted.**

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

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

**(A) Event Collaboration with School Council | Sunshine Social (renamed/former Spring Carnival, May 24, 2025)**

FANHHS received an email request from School Council via Council Chair, Elizabeth Macve, regarding the Splash the Staff at the Sunshine Social (formerly, Spring Carnival). This is shared in Appendix B. The request was read out for the benefit of the members present. School Council proposes that Splash the Staff be the only event associated with a fundraising activity at the Sunshine Social, with the exception of the Jr. High Concession which was already agreed upon by the Committee. Proceeds will be directed exclusively toward a tangible, staff-facing initiative — funding the Kindness Cart (to be renamed Wellness Cart) within the Staff Appreciation bucket for the 2025/2026 year. It was a unanimous agreement between the members present that this is a good initiative and should be a targeted fundraiser for this purpose.

**Motion that Splash the Staff be a targeted fundraiser and funds will be directed towards the Kindness Cart (to be renamed Wellness Cart) within the Staff Appreciation bucket for the 2025/26 year. This overrides the motion 5.6.(A) from the April 2025 meeting on the same subject.**

**MOTION: Rebecca Koziak moved to adopt the motion.**

**Seconded by Beverly Doucette. Motion Carried.**

*As FANHS looks toward to establishing future targets, the administrative steps for diverting, using, and holding targeted funds will be discussed and determined by the Treasurer in future meetings.*

Student Led Games: The newly formed Student Council has requested to organise student led games at the Sunshine Social. There is a request to include a “pay what you wish” jar, as determined by the NHS Staff Lead with further details TBD. Should they wish to proceed with money collection, funds would be held by FANHS for Student Council initiatives.

**Motion to consider the request to set up Student Led games as a targeted fundraiser (pay as you wish) for Student Council. FANHS will hold the funds for Student Council initiatives.**

**MOTION: Julie Jackson moved to adopt the motion.**

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

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

No support from FANHS is required at this time.

#### **5.7. Current Fundraising Chairpersons' Reports — Standalone Fundraiser**

##### **(A) Community Sale | Chair Rebecca Koziak**

The NHS Staff Lead for this initiative is Vice Principal Watson. Because this is a School initiative, the School will take ownership of organizing and communications. FANHS will facilitate receipt and hold of funds. Table rentals will be available for \$20/ table, with the first opportunity to register to NHS families — after which, tables will be made available to the general public. This event will be advertised in NHS and SC/FANHS communications, as well as neighbourhood news such as Sherwood Park News, social media, and public spaces. Advertisements will run in the coming weeks. Patrons can sell products of choice, and manage their own sales and profits, and will be responsible for taking back any inventory that is unsold. NHS will sell furniture, items from the school's garage, and unnecessary items. There may be a book sale component. The event will run rain or shine, taking place in the gym or the parking lot depending on weather.

It was discussed that if Jr. High group chooses, this may be an opportunity to hold a concession stand in support of next year's Adventure Trip.

It was also suggested that NHS considers offering tables to students at no cost. Principal Vigfusson will take this into consideration and will communicate if this is to move forward.

With unanimous consent, the funds generated will be considered as general fundraiser.

#### **5.8. Committee Reports**

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

Nothing to report.

## **6. Follow Ups / Fundraiser Proposals**

### **6.1. Miscellaneous Fundraisers**

- Every Last Crumb
- Kick Ass Caramels

There has been no interest from the parent community to Chair these fundraisers. It was suggested that in the upcoming newsletters, we reach out to the parent community to seek interest for Chairing new fundraisers in the new school year and determine if there are specific fundraisers that pique their interest.

## **7. New Business | Fundraiser Proposals**

### **7.1. Standalone Fundraiser | Indeygo**

Source/Proposal shared by: Amanda Bullion

This is a Farm to School Veggie fundraiser from Indeygo where fresh, organic, locally grown and sustainably farmed veggie bundles are available for purchase.

- Farmhouse Bundle
- Food Bank Bundle: option gives purchasers the opportunity to purchase a bundle for donation to the local food banks.
- Rainbow Bundle

This can be a Back to School Fundraiser. The order window will have a tight timeline, with an intent for delivery before the Thanksgiving holidays. There is no minimum order requirement and no cost to FANHS. Delivery is at no charge if more than 10 bundles are purchased. Amanda Bullion has volunteered to Chair this fundraiser. More information and details will be made available in the June meeting.

**With no foreseeable risks or concerns and limited spots available, motion to proceed with this fundraiser as proposed.**

**MOTION: Rebecca Koziak moved to adopt the motion.**

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

## **8. Future Meeting Dates**

AGM and June meeting date to be communicated at a later date.

Update: AGM meeting date and June meeting date and time was agreed after email consultation with all FANHS Executives and in consideration of all FANHS' Executives' availability to participate, as well as Principal Vigfusson. The AGM and June meetings will be held on June 04, 2025 with the AGM at 6.30PM followed by the regular June meeting at 6:40PM. Date and time were communicated via the school calendar, as well as on the website and through communications in the SC/FANHS newsletter and on socials.

## **9. Meeting Adjourned: 9:08 PM.**



## Appendix A: Month End Reports: April 2025

FANHS Treasurer Report for the month of April 2025		Liabilities +	Fundraised
Income - General	Income	Disbursements	Net
Bottle Returns (Target - 2025 Adventure Trip)	\$854.20	0.00	\$854.20
Code Ninjas	\$155.00	0.00	\$155.00
Concession, Jr High (Target - 2025 Adventure Trip)	\$494.35	(56.64)	\$437.71
Hot Lunch Program	\$20,266.19	(10,252.29)	\$10,013.90
Salisbury Gift Cards	\$0.00	(40.00)	(\$40.00)
Save - On Receipts	\$110.25	0.00	\$110.25
Bank - Savings Interest Gained	\$104.04	0.00	\$104.04
Total Income - General	<b>\$21,984.03</b>	<b>(\$10,348.93)</b>	<b>\$11,635.10</b>
Income - Casino			
	<b>\$0.00</b>		
Total Income - Casino/ Raffle	<b>\$0.00</b>		
Total Income (General + Casino)			
	<b>\$21,984.03</b>		
Disbursements - General			
SC: School Support (\$22,750)	(1,014.11)		
SC: Classroom Support (\$3,900)	(126.66)		
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)	0.00		
BD - Hot Lunch Expenses (\$500)	(29.12)		
Total Disbursements - General	<b>(\$1,140.77)</b>		
Disbursements - Casino			
	0.00		
Total Disbursements - Casino	<b>\$0.00</b>		
Total Disbursements (General + Casino)			
	<b>(\$11,489.70)</b>		
Assets			
General Bank Account (as of April 30, 2025)	\$25,802.65		
Business High Yield Savings (as of April 30, 2025)	\$87,401.11		
Casino Account (as of April 30, 2025)	\$25,892.22		
Total Assets		<b>\$139,095.98</b>	
Liabilities			
Liabilities - SC Approved Budget (\$30,000)	\$17,167.40		
Liabilities - FANHS Approved Budget (\$19,950)	\$18,944.17		
Liabilities - Targeted, Bottle Collection Adventure Trip 2025 Profits	\$1,274.60		
Liabilities - Targeted, Concession Jr High Adventure Trip 2025 Profits	\$2,164.21		
Liabilities - Targeted, Fiddle Leaf (Social Emotional Learning Supports)	\$1,495.15		
Liabilities - Post Dated Hot Lunch Cheques	\$16,556.46		
Liabilities - Bank Fees (\$0.85 /transaction over 30)	\$11.90		
Total Liabilities		<b>\$57,613.89</b>	
Outstanding Cheques (as of April 30, 2025)	11	<b>\$10,020.12</b>	
Fundraising Dollars Available		<b>\$71,461.97</b>	
Less the Contingency Fund for 2024-2025	\$37,500.00		
Total Fundraising Dollars (less contingency)		<b>\$33,961.97</b>	

## Appendix B: Request email from School Council April 2025

**To: Fundraising Association of New Horizons School (FANHS)**

**From: School Council**

**Date: May 5, 2025**

**Subject: NHS Sunshine Social – Targeted Fundraiser**

School Council proposes that *Splash the Staff* be the only event associated with a fundraising activity at the Sunshine Social. Proceeds will be directed exclusively toward a tangible, staff-facing initiative - funding the Kindness Cart (to be renamed Wellness Cart) within the Staff Appreciation bucket for the 2025/26 year.

An itemized cost estimate for supplying the Wellness Cart has been provided to Ms. Vigfusson for review and approval, reflecting a budget that exceeds previous *Splash the Staff* earnings by 25%. This buffer ensures complete transparency around potential surplus funds, with any overage clearly earmarked for specific needs. The intent is to proactively address any questions regarding the use of additional funds.

Our recommendation includes a caveat in this request to FANHS stating that, should FANHS determine that this model of targeted fundraising is not permissible, the committee will restructure the *Splash the Staff* event to proceed without any payment or fundraising component. Students would be able to participate in the event with non-perishable Food Bank donations.

School Council agrees that fundraising for a general-purpose fund is not necessary at this time and that efforts will be focused solely on initiatives that are clearly defined for donors.

School Council is submitting this request to FANHS for their consideration at the upcoming May 7, 2025 public meeting with the goal of a prompt decision for further event planning.

We look forward to FANHS' response and are keen to work collaboratively to ensure all events remain aligned with the values and policies of New Horizons School.

Respectfully,

*Elizabeth Macve*

Chair, NHS School Council

