

# Fundraising Association of New Horizons School

## Meeting Minutes

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April 02, 2025

Meeting Called to Order: 6:07 PM

Meeting Adjourned: 7:34 PM

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

### **Attendees:**

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

**NHS Staff:** Lori Vigfusson

**Society Members:** Brianne Davio, Beverly Doucette, Ellen Hanna, Adam Koziak, Sarah-Jane Lovgren, Anita Sanderson

**Guests:** Dianne Blanche Villacura

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**1. Meeting Called to Order: 6:07 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, 2025.

President shared that in the spirit of process improvement and full transparency, effective April 2025, FANHS will release the draft minutes within the meeting agenda with a DRAFT watermark. Approved Minutes will be uploaded to the website after the draft minutes have been duly approved during the meeting.

The following sections of the March 05, 2025 minutes were presented for amendment:

- **Section 7.1 Standalone Fundraiser | Community Sale**

**MOTION:** Denette Leask moved to amend the minutes to omit “with funds targeted towards books for the NHS library.”

Discussion followed and the motion for amendment was put to a vote. **Unanimous vote to amend section 7.1 in the minutes. Motion Carried.**

- **Section 7.3 Standalone Fundraiser | Mascot**

The summary of questions and comments recorded in the minutes was highlighted and a concern was raised by Denette Leask that certain parts of the summary did not accurately reflect the proposal presented in its entirety and didn’t fully capture the statements presented in response to the questions raised. Discussion followed on the interpretation and intended changes and it was agreed that this summary will be edited with additional comments from Denette for clarity on the proposal.

Denette also noted that the comment “Funds are in the bank” was not verbatim and hence the use of quotation marks was incorrect. It was agreed to reword this statement and remove quotation marks.

Secretary Eeksha shared that this particular summary was detailed because it was a proposal unlike any other and had generated interest. This led to a discussion about capturing minutes in general, which highlighted that minutes are often our only records to rely on for evidence of discussions and decisions. Therefore, if there’s a fundraising suggestion to share without summaries, FANHS must establish best practice for what notes are shared internally versus externally. The discussion continued to explore different types of minutes, including discussion minutes vs formal minutes etc.

In the interest of time, Eeksha Kohli-Kakkan motioned to postpone the approval of March minutes to May Meeting.

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

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

## **5. Reports**

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

5.1.1. Member’s Perspectives  
None.

5.1.2. Addition(s) to Agenda (if required) — motion required. The following items were introduced as additions to the agenda:

1. Standard proposal request form (President Rebecca Koziak)
2. Funding request process (Principal Lori Vigfusson)
3. A.I. Notetaker for FANHS meetings (Treasurer Julie Jackson)

**MOTION: Rebecca Koziak moved to accept the proposed additions to the agenda. Seconded by Julie Jackson. Motion Carried.**

5.1.3. **Standard proposal request form:** As part of the continuous process improvement efforts, the President shared that FANHS will introduce a standard fundraiser (FR) proposal form. Going forward, a FR proposal form will need to be

completed for each new suggestion which will allow us to capture the various elements of the proposal in a standardized format.

- 5.1.4. **Funding request process:** Principal Vigfusson shared that her reports at tonight's FANHS and School Council meetings would include a reminder that all funding requests, including those from NHS staff, must go through the school's Principal, in compliance with the existing Funding Request process. The Principal will evaluate all requests for reasonableness, alignment with school philosophy, education plan, and budget lines. Making any commitments to staff is discouraged and staff should approach the Principal for funding related conversations. Parents are not allowed to make direct funding requests. The Principal is best equipped to determine if a request is suitable within the school's budget or if financial support is needed from FANHS' accounts.

- 5.1.5. **A.I. Notetaker for FANHS meetings:** Julie Jackson introduced to the forum the idea of utilizing an A.I. Notetaker for FANHS meetings. An AI-powered notetaker tool, such as Fathom, would join the FANHS virtual meeting as a guest and automate note-taking during the meeting by recording, transcribing, and summarizing the discussion to be used as a backup for FANHS Officers. It was clarified that this tool would be an addition, and would not replace the current process of minutes noted and published by the secretary. Prior to the meeting, Julie had emailed the Principal to check if there were any concerns with such an addition, whether it was allowed, and whether it would violate any school policies. Principal Vigfusson confirmed that FANHS is a separate body from the school so we are welcome to make the decision that best suits FANHS, and that there are no concerns from the school should FANHS decide to implement the use of an AI-powered notetaker in FANHS meetings.

## 5.2. Treasurer Report

- 5.2.1. Month End Report: March 2025.  
Including fundraiser profits, attached as addendum to this document.
- 5.2.2. Cost Recovery / Incoming Funds  
Reminder that all discussions regarding incoming funds must be done within FANHS meetings. Financial discussions should remain within the Fundraising Association meetings to ensure proper governance, accountability, and focus. This includes wording such as "cost recovery".

Treasurer responded to the questions raised by members on the format and interpretation of the February 2025 Treasurer's report particularly the income, disbursements, assets, and liabilities as listed in the report.

Additional questions and comments on the following topics were brought up, and were responded to by the Treasurer during the discussion that followed:

- Sherwood Park soups: Profits were previously stated incorrectly. Profits were \$248.
- Moving to Quickbooks for future years will ensure easier understanding of financial reports and less likelihood of human error in reporting.
- Gap funding.
- Interpretation of Section 16.1 from Policy Sixteen: Contingency Fund.
- Open ended question regarding how quickly funds raised should be spent. Is it year to year or longer?
- Reminder that FANHS may be required to raise funds, as needed, to directly support the School's need for future assets or infrastructure.
- Reminder that the workings of School Council and FANHS have some fundamental differences. While effective collaboration can take place between both groups, it is important for everyone to understand their roles and legal responsibilities. FANHS has bylaws. FANHS also has legal and fiduciary responsibilities.

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

School Council and FANHS Communications Officers participated in the NHS staff meeting to seek teacher's input and perspective. The questions for the latest meeting were:

- Thinking about participating in additional requests for SC/FANHS activities such as social media videos, fundraiser support, adding information to kangas, what are your black out dates to be able to participate? (end of year, beginning of year, before a break etc).
- In addition to not asking for participation during these times, what can SC/FANHS do to support you when you may be feeling burnt out?

The communications team will compile the responses and feedback and share in the upcoming meeting.

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

In the interest of time, all Current Fundraising Chairpersons reports — with the exception of Purdys which was specifically asked about — were tabled for May.

### **5.5. Current Fundraising Chairpersons' Reports — Campaigns**

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

Report shared by: Rebecca Koziak

Sales were \$777.50 which exceeded the sales goal of \$500 and resulted in an estimated profit of \$204.10.

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

**(A) Event Collaboration with School Council | Spring Carnival (May 24, 2025)**

Motion to proceed with the annual Splash the Staff fundraiser at the Spring Carnival with funds raised going to general funds. This will not be a targeted fundraiser.

**MOTION: Ellen Hanna moved to adopt the motion.**  
**Seconded by Rebecca Koziak. Motion Carried.**

Any additional fundraising opportunities can be discussed and motioned at the May meeting which will take place prior to the event.

*(B) Charitable Community Run | Chair: Rebecca Koziak (FANHS Representative) / Ms. Eccles & Ms. Sweetman (NHS Representatives). (In the interest of time, this was not discussed, and moved to May)*

**5.7. Committee Reports : (In the interest of time, this was not discussed, and moved to May)**

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

**6. Follow Ups / Fundraiser Proposals**

**6.1. Standalone Fundraiser | Mascot**

Source/Proposal Shared by: Denette Leask

Denette was asked if there was anything else to add regarding the Mascot proposal. There were no further comments beyond what was discussed in section 4. Approval of Minutes

**6.2. Miscellaneous Fundraisers (In the interest of time, this was not discussed, and moved to May)**

6.2.1. *Every Last Crumb*

6.2.2. *Kick Ass Caramels*

**7. New Business | Fundraiser Proposals (In the interest of time, this was not discussed, and moved to May)**

**8. Future Meeting Dates**

Following a request to hold the next meeting after the School Council's May meeting, it was determined that FANHS would meet May 8, 2025 at 7:00 PM.

Update: May meeting date and time was later amended to May 07, 2025 at 8:00 pm after email consultation with all FANHS executives and in consideration of all FANHS' executives' availability to participate. FANHS President, Rebecca Koziak, sent a courtesy email to the School Council Chair and Vice Chair to advise the meeting date and time change. As per FANHS Bylaws, FANHS is required to give 1 week notice before a regular meeting. Date and time will be communicated via the school calendar, as well as through communications on socials and in the April 22, 2025 newsletter.

**9. Meeting Adjourned: 7:34 PM.**

## Appendix A: Month End Reports: March 2025.

FANHs Treasurer Report for the month of March 2025		Liabilities +	Fundraised
<u>Income - General</u>	<u>Income</u>	<u>Disbursements</u>	<u>Net</u>
Bottle Returns (Target - 2025 Adventure Trip)	\$195.35	0.00	\$195.35
Concession, Jr High (Target - 2025 Adventure Trip)	\$400.39	(100.00)	\$300.39
Hot Lunch Program	\$2,697.87	(3,359.80)	(\$661.93)
Inventory (concessions)	\$301.05	(561.62)	(\$260.57)
Salisbury Gift Cards	\$50.00	(120.00)	(\$70.00)
Bank - Savings Interest Gained	\$111.91	0.00	\$111.91
<b>Total Income - General</b>	<b>\$3,756.57</b>	<b>(\$4,141.42)</b>	<b>(\$384.85)</b>
<u>Income - Casino</u>	<u>\$0.00</u>		
<b>Total Income - Casino/ Raffle</b>	<b>\$0.00</b>		
<b>Total Income (General + Casino)</b>	<b>\$3,756.57</b>		
<u>Disbursements - General</u>			
SC: School Support (\$22,750)	(1,082.83)		
SC: Classroom Support (\$3,900)	(281.07)		
SC: Comm. Bldg/Parent Support (\$3,200)	(284.88)		
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)	(315.00)		
<b>Total Disbursements - General</b>	<b>(\$5,790.20)</b>		
<u>Disbursements - Casino</u>	<u>0.00</u>		
<b>Total Disbursements - Casino</b>	<b>\$0.00</b>		
<b>Total Disbursements (General + Casino)</b>	<b>(\$5,790.20)</b>		
<b>Assets</b>			
General Bank Account (as of March 31, 2025)	\$15,453.38		
Business High Yield Savings (as of March 31, 2025)	\$87,297.07		
Casino Account (as of March 31, 2025)	\$25,892.22		
<b>Total Assets</b>		<b>\$128,642.67</b>	
<b>Liabilities</b>			
Liabilities - SC Approved Budget (\$30,000)	\$18,308.17		
Liabilities - FANHs Approved Budget (\$19,950)	\$18,973.29		
Liabilities - Adventure Trip 2025 Profits	\$2,146.90		
Liabilities - Post Dated Hot Lunch Cheques	\$9,363.03		
Liabilities - Bank Fees (\$0.85 /transaction over 30)	\$8.50		
<b>Total Liabilities</b>		<b>\$48,799.89</b>	
Outstanding Cheques (as of March 31, 2025)	11	\$9,904.20	
<b>Fundraising Dollars Available</b>		<b>\$69,938.58</b>	
Less the Contingency Fund for 2024-2025	\$37,500.00		
<b>Total Fundraising Dollars (less contingency)</b>		<b>\$32,438.58</b>	