

Fundraising Association of New Horizons School

Meeting Minutes

March 05, 2025

Meeting Called to Order: 6:03 PM

Meeting Adjourned: 7:02 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, Kandace Zelada

Society Members: Raman Brar, Ellen Hanna, Sarah-Jane Lovgren

Guests: Beverly Doucette, Valentyna Girard

1. Meeting Called to Order: 6:03 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

February 05, 2025.

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. Update to Forage fundraiser

Fundraiser is closed since Forage is no longer in business.

5.1.2. Membership:

- Current membership: 19 members.
- 5.1.3. Member's Perspectives
None
- 5.1.4. Addition(s) to Agenda (if required) — motion required.
None.

5.2. Treasurer Report

- 5.2.1. Month End Report: February 2025.
Including fundraiser profits, attached as addendum to this document.
- 5.2.2. Casino Funds
Casino funds from October 2024 have been received in the amount \$19,248.15.
These funds remain in the restricted account, per AGLC and will be utilized at the Principal's discretion for greening technology, as per the past set precedent and further agreed upon in June 2024.

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

5.4. Current Fundraising Chairpersons Reports - Ongoing Fundraisers

(A) Hot Lunch Program | Chair: Brianne Davio.
Report shared by: Rebecca Koziak
Cycle 4 orders closed this month.

(B) Bottle Collection | Chair: Rebecca Koziak.
Report shared by: Rebecca Koziak
Upcoming bottle collection dates include March 18 & 19 (Student-Led Conferences).

(C) Salisbury Greenhouse | Chair: Rebecca Koziak.
Report shared by: Rebecca Koziak
While this is an ongoing fundraiser, FANHS will pause communications during Salisbury's own Spring campaign and will promote our Spring season reminders afterwards.

(D) Save-On-Foods | Chair: Amanda Bullion
Report shared by: Amanda Bullion
The campaign continues to run 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
Nothing to report.

(G) Concessions | Chair: Rebecca Koziak.

Report shared by: Rebecca Koziak

Jr. High concessions continue to be successful, with many thanks to the Grade 9 Adventure Trip team. Lunchtime concessions have run since January, with the next one anticipated on Pi Day and the most recent evening concession was held at School Council's Family Movie & Games Night on February 28, 2025. The concession stand was very well managed by Grade 9 students who participated with great enthusiasm to make this a success.

As a reminder, this year's concessions are 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 Spring Carnival on May 24, 2025 (this has been discussed and will be formally motioned in 7.2); however, as a reminder, additional dates can be determined at the discretion of the Jr. High team at any time.

5.5. Current Fundraising Chairpersons' Reports – Campaigns

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

Purdys' Spring Campaign will launch on March 18th. Ordering will be open for a limited time and close on March 29. Orders will arrive in April in time for Easter for those who celebrate.

5.6. Current Fundraising Chairpersons' Reports – Events

(A) Charitable Community run | Chair: Rebecca Koziak (FANHS

Representative) / Ms. Eccles & Ms. Sweetman (NHS Representatives).

Rebecca Koziak: with the exception of a date (June 13, 2025) no formal updates have been received at this time.

Principal Vigfusson: The Grade 5 team is still interested in coordinating a 5k run this year; however, due to timing and logistics, the team has determined that it would be most feasible to hold the run strictly as an in-school event this year as opposed to partnering with neighbouring schools and the County for a larger scale event.

Ellen Hanna: There may still be a need for FANHS' support for incoming/outgoing funds to be held and distributed appropriately for a charity run. Nothing further determined or requested to date; however, request to keep this item as a standing Agenda item, should further discussion arise.

5.7. 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 aim to work section by section in the coming months so that the amendment is submitted in its entirety. Welcome Ellen Hanna who has joined as a new member of the committee report.

6. Follow Ups / Fundraiser Proposals

6.1. Book Sale — Books for Books

Source : Carol Slukynski

Chair: Carol Slukynski

Update noted in 7.1 per Rebecca Koziak

7. New Business | Fundraiser Proposals

7.1. Standalone Fundraiser | Community Sale

Report shared by: Rebecca Koziak

NHS Administration has requested FANHS' support to organize a community sale to sell off furniture and other materials that are no longer needed by the school. Administration will first prioritize offering these items to other Charter Schools, per agreements, with remaining items sold at the community sale. This fundraiser will take place on Saturday, June 07, 2025.

This provides an opportunity for FANHS to organize a larger scale community sale (i.e. garage sale) to include table sales and an occasion to hold a Book Sale as it was determined that hosting a Book Sale would be more suitable outside of the Spring Carnival as it was deemed logistically infeasible.

Community Sale open to public attendance: sell tables to community members for a set fee where they can sell their own items — similar to a garage sale, they would be responsible for their own set up, take down, sale of goods, profits etc. FANHS would only profit from the sale of the table rental.

Book Sale/Books for Books (Carol Slukynski): used book donations will be collected ahead of time and sold by FANHS for profit.

Rebecca Koziak motioned to move forward with the Community Sale Event, as Chair, on June 07, 2025.

MOTION: Denette Leask moved to adopt motion as presented.

Seconded by Julie Jackson. Motion Carried.

7.2. Event Collaboration with School Council | Spring Carnival (May 24, 2025)

Report Report shared by: Rebecca Koziak

Source/Proposal shared by: Rebecca Koziak, per communication with SC Spring Carnival Committee

There has been a lot of email communication within School Council's Spring Carnival Committee where some fundraising components which have occurred in previous years have arisen including: Lunch with a Teacher guessing game using LEGO pieces instead of jelly beans (2023), the annual Splash the Staff (2023 & 2024), and a concession with items that do not compete with Food Truck vendors (2024); however, more information is required pertaining to Lunch with a Teacher and Splash the Staff activities; therefore, these items cannot yet be motioned as fundraisers.

As a reminder, any incoming funds are the responsibility of FANHS and any outgoing funds pertaining to the Spring Carnival will be accounted for in School Council's allocated Carnival budget.

As per this year's agreement with Jr. High Staff & the Grade 9 Adventure Trip team, all concessions will be led by this team (per 5.4 (G) and facilitated by FANHS. Products sold at the concession stand will not compete with the food trucks on site.

Following February's meeting, there was a suggestion to hold the Book Sale during the Spring Carnival; however, it has been determined it would be more suitable for a different date. Book Sale is removed from the Spring Carnival agenda.

Principal Vigfusson will confirm with NHS staff whether there is any interest for student-led fundraiser games as there has been in previous years. Ms. Vigfusson will report in April.

Motion to have a concession led by the Grade 9 Adventure Trip team at the Spring Carnival, with an understanding that products sold at the concession stand will not compete with the food trucks on site.

**MOTION: Julie Jackson moved to adopt motion as presented.
Seconded by Denette Leask. Motion Carried.**

7.3. Standalone Fundraiser | Mascot

Source: Denette Leask . Report shared by: Denette Leask . Chair: Undisclosed

A "Spare Change Snake" fundraising activity was proposed as an in-class cross-curricular concept that would rely heavily on staff, student, and volunteer participation. The activities would require students to bring loose change to class to participate in challenges while measuring a "Spare Change Snake" — these activities would include: Individual Challenges , Classroom vs Classroom Challenges, and Divisional Challenges.

In an effort to be inclusive, and not wholly reliant on students bringing in loose change, cards similar to UNO cards will be distributed to students who demonstrate NHS values (i.e. Wildcard Wednesdays) — these would be given at the discretion of NHS staff and included in "snake" measurements. Each classroom would have their own jars for coin

collection with less emphasis on total dollars raised and instead prioritizing measurements.

This would be a targeted fundraiser where funds raised would go towards a NHS Mascot that would be utilized at general NHS events and sporting events, as well as with High School expansion in mind. A mascot is anticipated to cost approximately \$8,000-\$14,000 with a lead time of 6-8 months for production.

Some NHS staff presented concerns with potential time constraints and volunteer requirements; therefore, should the fundraiser proceed, appropriate timelines would be determined by NHS Administration. Summary of the additional questions and comments presented by those present during the discussion that followed:

- Potential pressures on NHS staff.
- High School expansion has not been confirmed; therefore, is a mascot desired by the current NHS community regardless of High School considerations? Recommendation to poll the community since this is a unique request requiring a lot of funds.
- If this is a targeted fundraiser where funds are raised specifically for the purpose of a mascot and the mascot is not materialized for any reason, how will the funds be redistributed?
- Clarification whether the estimate of \$8,000- \$14,000 was in Canadian or American dollars? Will costs change with the current political climate/conversations around tariffs?
- Currently we have received preliminary quotes from two Canadian mascot companies - Street Characters Inc and Loonies Times Inc. Recommendation to consider a cost comparison with a local/Edmonton based company.
- Concerns presented regarding timeline: If students are participating in these fundraising efforts, children generally like instant results; however, if we're looking at raising \$14,000 primarily through donated coins, this could take many years. What is the intended timeline? Since we are presently in our 30th school year, it would be desired to have the mascot available to use during our 30th anniversary celebrations in the 2024/2025 school year.
- Concerns shared regarding logistics and money management including potential room for error/loss of coins, storage of coins in jars/in classrooms, and standard operating procedures presented by the Treasurer regarding paperwork, coin counting, and bank deposits.
- In response to a comment regarding funds available in the bank, the Treasurer explained not all funds are available. We have liabilities, including, but not limited to, the remaining School Council budget, upcoming budgets, and targeted fundraisers. Simply looking at bank totals does not provide an amount that should be considered as "usable funds".

It was noted that while the community-building potential was appreciated, logistical and financial questions remain. The proposal was tabled for discussion at a later date.

8. Future Meeting Dates

April 2, 2025 at 6:00 PM.

9. Meeting Adjourned: 7:02 PM.

Appendix A: Month End Reports: February 2025.

FANHS Treasurer Report for the month of February 2025		Liabilities +	Fundraised
<u>Income - General</u>	<u>Income</u>	<u>Disbursements</u>	<u>Net</u>
Bottle Returns	\$23.80	0.00	\$23.80
Concession, Jr High (in support of adventure trip)	\$880.00	(210.71)	\$669.29
Hot Lunch Program	\$15,315.88	(5,370.61)	\$9,945.27
Kernels Popcorn	\$14.00	0.00	\$14.00
Purdys Chocolates	\$3,826.78	0.00	\$3,826.78
Salisbury Gift Cards	\$150.00	0.00	\$150.00
Save - On Receipts	\$263.13	0.00	\$263.13
Sherwood Park Soup	\$0.00	(508.00)	(\$508.00)
Bank - Savings Interest Gained	\$102.10	0.00	\$102.10
Total Income - General	\$20,575.69	(\$6,089.32)	\$14,486.37
Income - Casino			
AFT Pre-Authorized Credit AGLC 0000213	\$19,248.15		
Total Income - Casino/ Raffle	\$19,248.15		
Total Income (General + Casino)	\$39,823.84		
Disbursements - General			
SC: School Support (\$22,750)	(4,251.14)		
SC: Classroom Support (\$3,900)	(70.52)		
SC: Comm. Bldg/Parent Support (\$3,200)	(30.00)		
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)	0.00		
Total Disbursements - General	(\$10,440.98)		
Disbursements - Casino			
	0.00		
Total Disbursements - Casino	\$0.00		
Total Disbursements (General + Casino)	(\$10,440.98)		
Assets			
General Bank Account (as of Feb 28, 2025)	\$17,922.42		
Business High Yield Savings (as of Feb 28, 2025)	\$87,185.16		
Casino Account (as of Feb 28, 2025)	\$25,892.22		
Total Assets		\$130,999.80	
Liabilities			
Liabilities - SC Approved Budget (\$30,000)	\$19,956.95		
Liabilities - Post Dated Hot Lunch Cheques	\$14,320.18		
Liabilities - Bank Fees (\$0.85 /transaction over 30)	\$15.30		
Total Liabilities		\$34,292.43	
Outstanding Cheques (as of February 28, 2025)	16	\$9,285.14	
Fundraising Dollars Available		\$87,422.23	
Less the Contingency Fund for 2024-2025	\$37,500.00		
Total Fundraising Dollars (less contingency)		\$49,922.23	