

# Fundraising Association of New Horizons School

## Meeting Minutes

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June 04, 2025

Meeting Called to Order: 6:39 PM

Meeting Adjourned: 8:21 PM

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

### **Attendees:**

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

**NHS Staff:** Lori Vigfusson

**Society Members:** Paul Jackson\*, Anita Sanderson\*

**Guests:** none

\*indicates virtual attendance

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**1. Meeting Called to Order: 6:39 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 Eeksha Kohli-Kakkan. Motion Carried.**

**4. Approval of Minutes**

May 07, 2025.

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

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

**5. Reports**

**5.1. President/Vice President Report**

- 5.1.1. FANHS had the opportunity to share a report to the NHCSS Board at the meeting that was held on May 21, 2025. We highlighted our partnership with NHS for revenue generation and expressed gratitude for the NHS community's

contributions to FANHS' success. Following the audit, last year's record profits increased by 28.5% compared to the previous year, and we have surpassed last year's record profit this — of course, we will not be able to confirm numbers until our fiscal year end. While we're raising funds and developing efficient workflows, FANHS' growth continues. Moving into the 2025/2026 year, we have requested a better understanding of the School's priorities.

5.1.2. Gratitude.

Whether through donations of time, goods, or dollars, we are grateful for the NHS community including Administration and the School, School Council, NHS families, and our ongoing relationships with community partners who have made significant contributions to the continued success and growth of FANHS. We could not succeed without the generous volunteer community of parents and grandparents.

5.1.3. Grade 9 Adventure Trip.

This was FANHS' first year directly collaborating with the Jr. High team to support their fundraising efforts for the Grade 9 Adventure Trip. Previously, staff and students ran bottle drives and concessions without FANHS' support. Special thanks to Ms. Araujo and Ms. LB for their dedication to ensuring the success of this collaboration.

Some key highlights:

- The Bottle Collection experienced a 57% increase from last year's figures.
- Concessions were up 211% from last year's figures.
- All Adventure Trip students benefited by a \$53 reduction on their invoices from the Bottle Collection.
- Students who worked concession shifts received a reduction of \$15.58 per 30 minute shift.

As a result of the success of this year's collaboration, we will continue these efforts for next year's Grade 9 Adventure Trip students. The first opportunity to support next year's trip will be at Saturday's Community Garage Sale.

**5.2. Treasurer Report**

5.2.1. Month End Report: May 2025.

Including fundraiser profits, attached as addendum to this document.

**5.3. Principal's Report**

Principal Vigfusson thanked FANHS for the work done in the 2024/2025 school year to support the school and students, with a special mention for the collaboration with Grade 9 for their annual Adventure Trip fundraising efforts. Principal Vigfusson was appreciative of the working model that FANHS followed in the year, calling it well organised and noted that it did not add additional administrative stress on NHS teachers or NHS parents.

President acknowledged that the school, through Principal Vigfusson, has asked for

funds that will be discussed and motioned this evening during the fund allocation portion of the Agenda.

5.4. 5.4 was omitted from the Agenda, as such, this section remains blank.

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

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

Report shared by: Rebecca Koziak

Exact profit margins cannot be reported until after the fiscal year end. While all payments have been received and invoices have been paid, not all cheques have been processed by vendors.

**Motion for the Hot Lunch Program to continue as it has been, at the discretion of the Hot Lunch team and the School, for the 2025/2026 school year.**

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

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

Brianne Davio will continue to chair this fundraiser.

**(B) Ongoing Fundraiser Communication**

Ongoing partnerships and communications to continue over the summer months.

Summit Sourdough has confirmed they are open to take orders during summer.

Customers can pay for shipping over the summer months, or have the option to pick up.

All information will be available online.

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

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

Splash the Staff was the only event associated with a fundraising activity at the Sunshine Social, with the exception of the Jr. High Concession which is continuation of the Grade 9 Adventure Trip support. Splash the Staff generated \$384.00. As agreed, proceeds from Splash the Staff will be directed exclusively towards a tangible, staff-facing initiative — funding the Wellness Cart within the Staff Appreciation bucket for the 2025/2026 year. Discussion followed. There was significantly lower engagement this year. The Spring Carnival/Sunshine Social Committee has discussed how communication could change for future years, as well as consider how to seek additional staff involvement. While grateful to all who participated, only 1 teacher was a splashee this year, whereas 3 were last year – students are likely more keen to participate in this activity when it's their teacher involved. Further discussion to be left with the committee.

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. Around 20 tables have been purchased with families, staff, and community members who are connected to either families or staff participating in sales. This is also the first opportunity to support next year's Grade 9 Adventure Trip.

The School has requested that the funds acquired from this activity be a targeted fundraiser. Funds will be directed towards Furniture, Fixtures & Equipment (FF&E). This overrides the motion 5.7.(A) from the May 2025 meeting on the same subject.

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

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

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

The set up, sign up and delivery process is relatively easy to understand. This is a good back to school fundraiser. Information will be sent out during the first week of September. The exact timeline will remain at the discretion of the vendor, fundraiser chair and school.

**5.8. Motion to accept reports**

**Julie Jackson moved to accept the reports as presented.**

**Seconded by Rebecca Koziak. Motion Carried**

**6. New Business | Fundraiser Proposals**

**6.1. Online Auction**

**6.1.1. Ravenwood Music Festival**

FANHS received a donation from Ravenwood Music Festival of a set of passes valued at \$190/pair. This year's AIR, Mallory Chipman, will be performing at this festival. Recommendation to put this up as an Online Auction Item immediately as this has a use by date.

**MOTION: Julie Jackson moved to accept the recommendation as presented.**

**Seconded by Amanda Bullion. Motion Carried**

With unanimous consent, the funds generated will go to general funds.

**6.2. Back to School Campaign**

**6.2.1. Davison Orchards**

This is a good and reliable fundraiser which requires low effort. Information materials will be available in late summer with updated costs. The ordering process remains the same as past years.

**MOTION: to continue as a back to school fundraiser in 2025/2026 school year.**

**Julie Jackson moved to accept the motion as presented.**

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

Rebecca Koziak will continue to chair this fundraiser.

**6.2.2. Fiddle Leaf Photography**

Principal Vigfusson shared that we have received favorable feedback from ENEWS surveys and other communication about this year's Back to School photos. The process was found to be very efficient from the school's perspective and many families appreciated the portraits. The school has executed a contract with the vendor for 2025/2026 Back to School photos and has opted to proceed with the fundraising component of 10% of pre-GST sales on portraits.

**MOTION: The School has requested that FANHS hold the funds from this agreement and continue to direct funds to Social Emotional Learning Supports.**

**Julie Jackson moved to accept the motion as presented.**

**Seconded by Rebecca Koziak. Motion Carried**

FANHS will hold the funds for the school to use at their discretion within this target.

**6.2.3. Little Caesars**

As long as we have volunteer support for pickup and distribution, this fundraiser does not have a minimum requirement which makes administration easy; however, there are bonuses awarded if we register early.

**MOTION: to continue Little Caesars fundraiser in conjunction with the robust Back to School campaign for 2025/2026.**

**Julie Jackson moved to accept the motion as presented.**

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

Raman Brar will continue to chair this fundraiser.

**6.3. Holiday Campaign**

**6.3.1. Art Cards for Kids**

The holiday theme for the fundraiser was successful and was well received. Ms Stephens has expressed that she is happy to continue as the NHS Staff Lead for this fundraiser. Similar to previous runs of this fundraiser, this activity would continue as an in-school activity with FANHS facilitating the communications with the vendor and holding the fundraising dollars.

**MOTION: to continue Art Cards for Kids as a fundraiser at the discretion of the school (this includes timing, number of runs per year, and continuing this partnership with the vendor indefinitely – not only the 2025/2026 year).**

**Amanda Bullion moved to accept the motion as presented.**

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

Carol Slukynski will continue to chair this fundraiser, with Co-Chair support from Rebecca Koziak.

**6.3.2. Kernels Popcorn**

This fundraiser is easy to coordinate as the popcorn is pre-packaged. Volunteers are available to sort orders by class for easy distribution by staff.

**MOTION: to continue Kernels Popcorn as a fundraiser at the discretion of the school and the chair during the 2025/26 school year for any occasion.**

**Julie Jackson moved to accept the motion as presented.**

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

Amanda Bullion will continue to chair this fundraiser.

**6.3.3. Purdys**

Purdys fundraiser did well in both seasons - winter and spring. It was suggested that we do a soft launch with the Back to School campaign as a “Coming Soon,” followed by full blown communication around the holiday season.

**MOTION: to continue the Purdys fundraiser for both the Holiday & Spring campaign seasons at the discretion of the school and the chair during the 2025/2026 school year.**

**Julie Jackson moved to accept the motion as presented.**

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

Leah McCoy will continue to chair this fundraiser.

**6.4. Events**

**6.4.1. Halloween Dance**

An annual community connection event, the Halloween Dance has become a tradition for many NHS families. This is also one of our most profitable fundraising activities with the potential to hold the following profit point opportunities: admission, 50/50, raffle, silent auction, online auction.

**MOTION: to run this annual event in October 2025 with the potential fundraising components indicated in the proposal.**

**Julie Jackson moved to accept the motion as presented.**

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

It was recommended that we advertise the Halloween Dance and Auction at the Meet the Teacher event, to allow patrons more time to source auction items, alongside a Save the Date.

Rebecca Koziak will continue to chair this fundraiser.

**7. Fund Allocation for School Council's Initiatives, 2025/2026**

FANHS reviewed the document outlining School Council's 2025/2026 Fund Allocation request, shared in Appendix B, as presented by School Council Finance Officer, Anita Sanderson. This document was developed by the School Council Executive in consultation with Ms. Vigfusson to determine the School's priorities for School Council's initiatives. Discussion followed. Based on the current financial position of FANHS, Treasurer advised FANHS Executive there are no concerns with approving the funds requested; therefore, FANHS is approving School Council's

ask of \$23,925 and will share an email of approval along with the few conditions discussed during the meeting, as agreed to and understood by all present.

- Funds approved for a sub-category as presented within the Fund Allocation request are to remain in this specific sub-category and are not be moved to another sub-category without FANHS' approval.
- Although Fitset Ninja is desirable, FANHS requests that this category be renamed to Physical Education Enrichment, as agreed to by Administration, in order to allow for flexibility and not limit to one vendor.

With no further concerns presented, there was unanimous agreement amongst FANHS Executive to proceed with the approval.

**8. Fund Allocation Requests Directly from Administration, 2025/2026**

FANHS reviewed the NHS Fund Request 2025/2026 document received from Principal Vigfusson, shared in Appendix C. Following a discussion, it was a unanimous decision to approve the \$36,500 school fund allocation request for the 2025/2026 school year.

**9. Future Meeting Dates**

September meeting date to be communicated at a later date, within requirements stated in FANHS Bylaw 5.1.

Update: September's meeting date and time was agreed after email consultation with all FANHS Executives and in consideration of all FANHS' Executives' availability to participate. The meeting will be held in hybrid format on September 03, 2025 at 6:00 PM. Date and time were communicated via the school calendar, as well as on the website, within Bylaw requirements. Communication will also be made through SC/FANHS ENEWS and socials.

**10. Meeting Adjourned: 8:21 PM.**

## Appendix A: Month End Reports: May 2025

FANHs Treasurer Report for the month of May 2025			
		Liabilities +	Fundraised
Income - General	Income	Disbursements	Net
Bottle Returns (Target - 2025 Adventure Trip)	\$325.75	0.00	\$325.75
Concession, Jr High (Target - 2025 Adventure Trip)	\$550.50	(194.21)	\$356.29
Hot Lunch Program	\$0.00	(13,579.00)	(\$13,579.00)
Inventory (concessions)	\$0.00	0.00	\$0.00
Purdys Chocolates	\$204.10	0.00	\$204.10
Salisbury Gift Cards	\$200.00	(160.00)	\$40.00
Save - On Receipts	\$251.94	0.00	\$251.94
Summit Sourdough	\$8.93	0.00	\$8.93
Bank - Savings Interest Gained	\$107.64	0.00	\$107.64
<b>Total Income - General</b>	<b>\$1,648.86</b>	<b>(\$13,933.21)</b>	<b>(\$12,284.35)</b>
<b>Income - Casino</b>			
	\$0.00		
<b>Total Income - Casino/ Raffle</b>	<b>\$0.00</b>		
<b>Total Income (General + Casino)</b>			
	<b>\$1,648.86</b>		
<b>Disbursements - General</b>			
SC: School Support (\$22,750)	(2,285.11)		
SC: Classroom Support (\$3,900)	(407.40)		
SC: Comm. Bldg/Parent Support (\$3,200)	(275.00)		
SC: Administration (\$150)	(18.67)		
BD - Athletic Director (\$250)	0.00		
BD - Technology (\$10,000)	0.00		
BD - Learning Supports (\$8,800)	(128.75)		
BD - Operating Expenses (\$500)	0.00		
BD - Hot Lunch Expenses (\$500)	(48.98)		
<b>Total Disbursements - General</b>	<b>(\$3,114.93)</b>		
<b>Disbursements - Casino</b>			
	0.00		
<b>Total Disbursements - Casino</b>	<b>\$0.00</b>		
<b>Total Disbursements (General + Casino)</b>			
	<b>(\$17,048.14)</b>		
<b>Assets</b>			
General Bank Account (as of May 31, 2025)	\$10,892.38		
Business High Yield Savings (as of May 31, 2025)	\$87,508.75		
Casino Account (as of May 31, 2025)	\$25,892.22		
<b>Total Assets</b>		<b>\$124,293.35</b>	
<b>Liabilities</b>			
Liabilities - SC Approved Budget (\$30,000)	\$14,111.55		
Liabilities - FANHs Approved Budget (\$19,950)	\$18,766.44		
Liabilities - Targeted, Bottle Collection Adventure Trip 2025 Profits	\$1,600.35		
Liabilities - Targeted, Concession Jr High Adventure Trip 2025 Profits	\$2,520.50		
Liabilities - Targeted, Fiddle Leaf (Social Emotional Learning Supports)	\$1,495.15		
Liabilities - Post Dated Hot Lunch Cheques	\$4,529.66		
Liabilities - Bank Fees (\$0.85 /transaction over 30)	(\$27.20)		
<b>Total Liabilities</b>		<b>\$42,996.45</b>	
Outstanding Cheques (as of May 31, 2025)	9	\$6,978.87	
<b>Fundraising Dollars Available</b>		<b>\$74,318.03</b>	
Less the Contingency Fund for 2024-2025	\$37,500.00		
<b>Total Fundraising Dollars (less contingency)</b>		<b>\$36,818.03</b>	



## Appendix B: Fund Allocation for School Council's Initiatives, 2025/2026

2025-2026				
NHS 2024-2025 Fund Allocation Ask				
Category	Subcategory	Specific Item	Amount Anticipated	Total for Subcategory
School Support	Clubs	GSA	\$225	
		AMA patroller	300	
		General funds	200	\$725
	Wellbeing			
		5K for Gr 5	500	500
	Events	Kindergarten Grad	250	
		Grade 6 grad	500	
		Grade 9 grad/JR dance	800	1,550
	Staff Support			
		Staff appreciation - teacher meals for conferences	2,000	
		Staff appreciation - other	1,000	3,000
	Academic Support			
		Fitset Ninja (for consideration)	4,000	
		Aristt in Residence 2025-2026 - Groovebox	7,000	11,000
School Enhancement	Major Projects			-
Community Building / Parent Support	Guest Speakers			
		Babysitting course	200	
		Unspecified guest speaker(s), with refreshments	700	900
	Team / Community Building			
		Free Events	1,500	
		Such as movie, hockey, Improv, etc.		
		Other free events:		
		Holiday sing along - hot chocolate/other	65	
		Spring Carnival / Sunshine Social	3,500	
		General funds	935	6,000
	Public Relations / Hospitality			
		Gift cards for newsletter games	100	100
School Council Administration	General Admin Expenses	Office supplies and printing as needed	150	150
June 4, 2025			Total Ask	\$23,925

## Appendix C: Fund Allocation Requests Directly from Administration, 2025/2026

FANHS 2025/2026 Budget/Fund Allocation

NHS Fund Requests 2025/2026

Category	Subcategory	Potential Projects, Items & Ideas Identified	Budget
<b>School Support</b>	Wellbeing	Student Aid Fund — School Nutrition: Forgotten Lunches	\$200.00
	Events	Holiday Concert	\$1,500.00
	Curricular/Co-Curricular	Field Trip Bussing	\$10,000.00
	Extracurricular	Athletic Director, Additional Items as Identified by the School	\$4,000.00
	Recess Equipment		\$1,000.00
<b>Classroom Support</b>	Student Incentives	Classroom incentives: Student based funding at \$6 rate per student + set rate per French & Music (\$300 each).	\$3,300.00
	Specialty Equipment	Specialty Phys. Ed. Equipment	\$3,000.00
<b>Community</b>	Community Connection	Back to School BBQ	\$5,000.00
	Community Connection	30th Anniversary Celebration	\$7,500.00
	Student Incentives	Wings of Excellence	\$1,000.00
<b>Budget requested from general account.</b>			<b>\$36,500.00</b>