

Fundraising Association of New Horizons School

Meeting Minutes

September 03, 2025

Meeting Called to Order: 6:05 PM

Meeting Adjourned: 7:01 PM

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

Attendees:

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

NHS Staff: Andrea Watson

Society Members: Raman Brar, Beverly Doucette, Leah McCoy, Brianne Davio, Ellen Hanna

Guests: Amina Malik*

*indicates virtual attendance

1. Meeting Called to Order: 6:05 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.

Addition(s) to Agenda - Addition of 5.2.3 Correspondence with School Council Finance Officer.

MOTION: Rebecca Koziak moved to adopt the Agenda as posted with addition as presented.

Seconded by Eeksha Kohli-Kakkan. Motion Carried.

4. Approval of Minutes

June 04, 2025.

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

Seconded by Rebecca Koziak. Motion Carried.

5. Reports

5.1. President/Vice President Report

5.1.1. Welcome address.

5.1.2. **What is FANHS?**

The Fundraising Association of New Horizons School — otherwise known as FANHS — is a legal entity separate from New Horizons School. Governed by the Societies Act, our organization exists specifically to fundraise for New Horizons School. Through our fundraising efforts, we fiscally support enrichment opportunities for the New Horizons community and have an understanding of funds required through conversations with Administration and School Council. Although we are separate from the school, the Principal is the final decision maker when it comes to actions directly affecting the school building, staff, or students. FANHS operates in a coordinated, but independent manner from School Council.

5.1.3. **The benefit of membership.** As a Society, we must have membership.

Members can actively participate and vote in the SGM, AGM, or any General meeting of the Society; members can also form the Executive through elections at the AGM. Members are welcome to serve on Committees and Chair fundraisers.

5.1.4. **FANHS: The Purpose of our Fundraising Efforts**

When you support FANHS' fundraising efforts, you're supporting a robust list of extras for New Horizons School, including, but not limited to: unique programming and enhanced educational opportunities for NHS students such as the Artist in Residence program sourced by School Council in collaboration with the School and the purchase of specialty equipment, community engagement opportunities such as this year's Back to School BBQ, 30th Anniversary Celebration, and guest speakers. In addition, fundraising dollars directly benefit all students through in-school incentive programs, annual year end events, and we're excited to share that field trip bussing will be subsidized for all families this year.

5.1.5. In an effort to have a better understanding of the school's immediate needs and long term goals, I will be meeting with Administration throughout the year so that FANHS can better prepare our fundraising efforts and associated targets. While we've been fortunate to have record fundraising years over the course of the last two fiscal years, we're motivated to have these conversations in order to better identify sustainable fundraising practices as we move forward. Every dollar raised by FANHS is seen as a gift to the New Horizons community – whether through directly supporting our fundraisers or through direct donations of funds. This year's fundraising efforts have already commenced with our Back to School Campaign. Promotions have gone home in kangas, shared in the SC/FANHS ENEWS, and will go out on socials and shared at the Back to School/Meet the Teacher BBQ. FANHS is looking forward to participating in this event alongside School Council, the Board, and the School.

5.2. Treasurer Report

5.2.1. FANHS Budget 2025/2026.

Julie Jackson motioned a budget of \$600 for Hot Lunch operating expenses (condiments, supplies, website fees etc.) for the 2025-26 school year.

MOTION: Leah McCoy moved to adopt the motion as presented.
Seconded by Eeksha Kohli-Kakkan. Motion Carried.

Julie Jackson motioned a budget of \$900 for FANHS operating expenses (QuickBooks, office supplies, insurance fees, etc.) for the 2025-26 school year.

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

Seconded by Raman Brar. Motion Carried.

Julie Jackson motioned a budget of \$500 as the maximum concession inventory to be held at any given time for Junior High Concessions during the 2025-26 school year.

MOTION: Rebecca Koziak moved to adopt the motion as presented.

Seconded by Amanda Bullion. Motion Carried.

5.2.2. Reminder of Approved Fund Allocation Requests from School Council & NHS. Treasurer reminded the members present that in June 2025, FANHS approved for School Council initiatives an amount of \$23,925.00 for the 2025-26 school year. FANHS also received a fund allocation request from NHS Administration which was approved for \$36,500.00. Details and supporting documents are published in June 2025 minutes. The Treasurer advised the members that to maintain a healthy balance of incoming and outgoing funds, as sustainably, we need to actively fundraise in the year 2025-26.

5.2.3. Correspondence with School Council Finance Officer
Treasurer sent an official notice to the School Council Finance Officer in response to the School Council funding request made in June 2025. The notice also included the two conditions discussed during the meeting.

- 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.

5.3. **Current Fundraising Chairpersons Reports - Ongoing Fundraisers**
(A) Hot Lunch Program | Chair: Brianne Davio.

Report shared by: Brianne Davio

The new cycle has opened for orders and there are additional volunteers supporting this year's Hot Lunch Program on Thursdays and Fridays.

FANHS President advised that a brief conversation was had with the Hot Lunch Program Chair to discuss a potential targeted date to support this year's Grade 9 Adventure Trip – similar to last year – however, this inquiry led to the Chair offering to have a greater conversation with the Adventure Trip team to determine other possible options. While last year's single targeted date was financially rewarding, there is room for improvement

for student involvement similar to regular Jr. High concession days. Hot Lunch is willing to support the back end and has requested additional volunteer and staff support to run any Jr. High Hot Lunch days. The team will meet with Administration ahead of October's FANHS meeting and will have a plan in place for any Hot Lunch support prior to Thanksgiving so any dates can be added to the hot lunch system.

(B) Bottle Collection | Chair: Rebecca Koziak.

The first opportunity to support the Grade 9 Adventure Trip is at next week's Back to School/Meet the Teacher BBQ. An announcement was made in the first SC/FANHS ENEWS of the year. Collection will continue on an ongoing basis with in-school collection taking place weekly and larger calls for Bottle Drive collection taking place whenever families are expected at the school. Should families wish to donate larger amounts outside of these scheduled dates, they're welcome to contact FANHS to coordinate. "Skip the Depot" isn't a formal option/service; however, may be a DIY option if there are volunteers – this is something to discuss further. Now that a process has been established, a volunteer sign up sheet will be circulated by the Volunteer Coordinator for parents to volunteer their time for school collection. Alongside Administration, we applied for the Carton Council Grant to support the school's recycle program. Results TBD.

(C) COBS Bread | Treasurer to Report

Annual cheque was received for \$155.56.

(D) Code Ninjas | Chair: Eeksha Kohli-Kakkan.

Nothing to report. Partnership will continue in fall with discount code continuing for regular programming and camps (fall break/ PD Day).

(E) Mabel's Labels | Treasurer to Report

Annual cheque was received for \$234.27.

(F) Salisbury Greenhouse | Chair: Rebecca Koziak.

FANHS' promotions will be more active when Salisbury isn't offering their own gift card promotions.

(G) Save-On-Foods | Chair: Amanda Bullion.

The process has been slower in the last few months. We are waiting for the call to receive the cheque.

(H) Summit Sourdough | Chair: Rebecca Koziak

Nothing to report.

5.4. Current Fundraising Chairpersons' Reports – Events

(A) Halloween Dance | Chair: Rebecca Koziak.

In alignment with the last two years, the Saturday before Halloween is the preferred date for the Halloween Dance. Saturday, October 25 was accepted as a feasible date to host

the Halloween Dance with Vice Principal Watson confirming there were no potential conflicts. The Committee will initiate planning and sourcing of donations and advertising will go out as early as the Back to School BBQ with a Save the Date. Volunteer requests will go out in communications as needs are identified. Donation requests will go out with the Halloween Dance identified as the earliest need for items; however, this year's solicitation will be left open ended to allow FANHS to build an inventory of donations suitable for prizes, raffles, and auctions throughout the year, as needed. FANHS was fortunate to acquire many donations for last year's event; however, upon further discussion, it was determined that it may be suitable to organize additional auctions, raffles, or fundraiser events with these goods, throughout the school year.

Rebecca Koziak motioned a budget of \$2500 for Halloween Dance associated costs for event planning.

MOTION: Julie Jackson moved to adopt the motion.

Seconded by Eeksha Kohli-Kakkan. Motion Carried.

5.5. Current Fundraising Chairpersons' Reports — Standalone Fundraiser

(A) Back to School Campaign

The Back to School Campaign launched yesterday with the first SC/FANHS ENEWS of the year. An info sheet and Little Caesars catalogue will be sent home following the "youngest only" system this week. Additional advertising anticipated at next week's Back to School Meet the Teacher BBQ and on socials.

(i) Davison Orchards | Chair: Rebecca Koziak.

As of tonight's meeting, 20% of the minimum sales requirement was sold.

(ii) Fiddle Leaf Photography | Chair: Rebecca Koziak.

Administration completes this contract directly and has ensured the fundraiser relationship will continue. 10% of pre-GST sales on Back to School photos will be donated to FANHS.

(iii) Indeygo | Chair: Amanda Bullion.

As of tonight's meeting, we've received 5 orders. There is a community giving option that will give back to Strathcona Food Bank. Delivery date will be based on final orders.

(iv) Little Caesars | Chair: Raman Brar

As of tonight's meeting, sales have started to come through. The fundraiser went live on September 02. Communication has been shared on e-news and mailers have been distributed in Kangapouches going home.

(B) Holiday Campaign

(i) Art Cards for Kids | Chair: Carol Slukynski

Staff Lead, Ms. Stephens is finalizing the schedule – likely to align with last year's scheduling. Parent perspectives shared during this discussion with requests to have orders distributed earlier and for students to have creative freedom or a generic theme instead of holiday/winter. FANHS President shared that last year's timing was based on various factors (the School's availability, completion timelines between the School and Art Cards, and the two week order

timeframe request) - if an earlier distribution date is feasible and can be accommodated by Art Cards and the School, it will be requested. Vice Principal Watson advised that this project is also utilized as a graded project for art class and must therefore fit within some curricular outcomes for assessment. Vice Principal Watson will report feedback to Ms. Stephens.

(ii) Purdys | Chair: Leah McCoy

Members had a discussion around whether we assign the same \$10k goal to the Purdys fundraiser this year. Since there is no minimum requirement, it was left at the Chair's discretion to decide on the goal and the administration of the fundraiser. The fundraiser will follow a similar timeline as last year with a November end closing and delivery around early December. There was discussion around the incentivization program used last year with 6 weeks of weekly gift card prizes provided to anyone who purchased during the campaign as a way to continue the promotion since it has a long run time. While there was a grand prize last year, it was determined that the weekly incentivization is preferred and that no grand prize would be required. The Chair requested gift cards for 6 weeks for incentivization with the same inclusive format as last year. FANHS Treasurer advised that there may be enough within our current inventory without needing to purchase more. Julie Jackson will confirm inventory ahead of October's meeting and will advise Chair if additional funds may be required, or if an alternate incentivization plan should be considered and requested.

MOTION: Rebecca Koziak motioned to approve 6 weeks of weekly incentivization during the Purdys Campaign with priority to utilize gift cards within FANHS' inventory, aligning with last year's campaign.

Seconded by Ellen Hanna. Motion Carried.

5.6. Motion to accept reports

Julie Jackson moved to accept the reports as presented.

Seconded by Eeksha Kohli-Kakkan. Motion Carried

6. Future Meeting Dates

October and November meeting dates to be communicated at a later date, within requirements stated in FANHS Bylaw 5.1. It was a unanimous decision to refrain from holding a meeting in December.

Update: October's and November's meeting dates and times were agreed after email consultation with all FANHS Executives and in consideration of all FANHS' Executives' availability to participate.

October 01, 2025 – 6:00 PM - 7:00 PM – hybrid format.

November 05, 2025 – 6:00 PM - 7:00 PM – virtual only.

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.

7. Meeting Adjourned: 7:01 PM.