

Fundraising Association of New Horizons School

Meeting Minutes

October 01, 2025

Meeting Called to Order: 6:00 PM

Meeting Adjourned: 6:55 PM

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

Attendees:

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

NHS Staff: Lori Vigfusson, Terry Moghrabi

Society Members: Raman Brar, Brianne Davio, Beverly Doucette, Leah McCoy, Stacey Stang-Sass

Guests: Paul Jackson*

*indicates virtual attendance

1. Meeting Called to Order: 6:00 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 - Motion to add the following to the Treasurer's Report:

5.3.2. AI Notetaker

5.3.3 Fundraiser Paperwork

5.3.4 Statute of Limitations

MOTION: Julie Jackson moved to adopt the Agenda as posted with additions as presented.

Seconded by Eeksha Kohli-Kakkan. Motion Carried.

4. Approval of Minutes

September 03, 2025.

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

Seconded by Rebecca Koziak. Motion Carried.

5. Reports

5.1. President/Vice President Report

5.1.1. September's Events

September was full of activities. FANHS was happy to support the Back to School BBQ and 30th Anniversary events. Correspondence: letter from the NHCSS Board attached as Appendix A.

5.1.2. Membership Form

The membership form was printed from our current documents for the Back to School BBQ. The email address and website were amended to what is current.

5.1.3. Grants.

Principal Vigfusson requested we submit the Carton Council Grant through the Carton Council of Canada. New Horizons has been awarded the full amount of \$5,000 to support the expansion of their beverage carton recycling program. Additional grants will be considered at the request of the school.

5.1.4. Jr. High Support

Up until last year, Jr. High completed limited fundraising efforts on their own. Last year was our first year partnering with the Jr. High team to specifically support fundraising efforts for the Grade 9 Adventure Trip. Through this partnership, the Bottle Collection experienced a 57% increase from the previous year's figures and concessions were up 211% from the previous year. While we're continuing our support of the Grade 9 Adventure Trip this year, we also understand from our meeting with Principal Vigfusson that additional financial support may be required for other Jr. High areas such as athletics, track and field, etc.

5.2. NHS Administration's Report

5.2.1. Principal's report:

School events: Principal Vigfusson thanked FANHS and SC for their contribution and participation in making the Back to School BBQ and 30th Anniversary celebration a success. As part of the 30 year celebrations, every NHS student and staff member received a pizza lunch and an iron-on celebratory logo and will be decorating Nighthawks cookies this month.

Transportation: Principal Vigfusson also expressed gratitude for the fundraising dollars that have gone towards supporting transportation costs in the 2025-2026 school year. Families are happy with the lower transportation fees this year.

Junior High Fundraising: Principal Vigfusson recognised the success of Junior High fundraising efforts last year and advised that sports and extra curricular activities be considered as focus areas this year. The principal suggested FANHS to look for ways to support Junior High fundraising for other areas such

as to reduce sports team costs. Involving Junior High students in fundraising also helps build a sense of responsibility among the students.

Discussion followed to go over the current process of sports team bussing fees and specific needs in the 2025-2026 school year. Some suggestions were :

- Out of town bussing for school events during school hours is a high cost expense. The current vendor is no longer able to support out of town bussing and the new provider is expensive. Specifically targeting fundraisers to support transportation for sports events was requested.
- Volleyball League has asked schools to use certified referees instead of volunteer referees. Certified referees cost around \$100/ referee/game.

Principal Vigfusson shared that these costs have come up unexpectedly and that is why they were not presented in advance during budget planning. Principal Vigfusson would like to target some funds from the already approved Junior High extracurricular budget to subsidize the sports expenses.

FANHS executives acknowledged that this is a key area to support with targeted fundraisers. FANHS executives also advised the Principal to support these expenses using the \$4000 approved under category School Support > sub-category extracurricular and submit details of utilization in the expense summary since this falls within this approved budget. Moving forward, in consideration of 2026/2027, additional funds and support may be required.

5.2.2. **Superintendent's message:**

Superintendent Moghrabi expressed his appreciation for FANHS and School Council's collaboration and continued efforts to engage NHS families. He also shared his observation that while the NHS parent population is geographically diverse, the parent engagement level at NHS is incomparable.

Superintendent Moghrabi shared his observation that FANHS works with intentionality and fundraising efforts are focused not just on dollars but also on overall community building. He talked about the active fundraisers and that the initiatives are connecting and resonating with NHS kids and parents alike. Superintendent Moghrabi acknowledged record breaking numbers achieved last year, and complimented FANHS' understanding of fundraising needs and target priorities. He also talked about sustainably fundraising so that we can continue fundraising efforts to support all aspects such as Artists in Residence, sports, social emotional support, transportation etc.

5.3. **Treasurer Report**

5.3.1. **2024/2025 Audit** is upcoming and the plan is to schedule a date in October/November, pending Auditor's availability. The audit is required to be completed by Feb 28, 2026.

5.3.2. **AI Notetaker:** This is an update to the AI Notetaker discussion that took place in 2024-2025. Upon further investigation on the workings of the tool, it was

observed that we will not be able to fully utilize the functionalities of the AI Notetaker in an in-person setting. AI Notetaker will work best when everyone is fully virtual in the call.

5.3.3. **Fundraiser Paperwork:** Treasurer reminded everyone that we are required to have supporting paperwork as per the Policy 14: Fundraising, Section 14.1 and 14.2.

- Before the Fundraiser: Standard Operating Procedure (SOP)
- After the fundraiser is completed: Fundraiser Summary and Cash & Cheque Summary

5.3.4. **Statute of Limitations:** The treasurer shared with the members that the statute of limitations is 2 years, for the purpose of school related documents, receipts, and fundraising paperwork. This has been confirmed with a lawyer. A reminder to all to submit receipts in the same school year as it is incurred.

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

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

Report shared by: Brianne Davio
Nothing to report.

(B) Grade 9 Adventure Trip | Chair: Rebecca Koziak.

Hot Lunch Chair Brianne Davio and Rebecca Koziak met with the Jr. High staff leads Ms. LB and Mrs. Oliveira to forecast potential Hot Lunch order dates specific to Jr. High with funds for the Adventure Trip.

- The Hot Lunch team will not be responsible for this endeavour, beyond facilitating the order process through the Hot Lunch platform.
- Staff support and Grade 9 support will be required similar to all other concessions.

The next opportunity to support the Adventure Trip will be the Halloween Dance on the 25th – concession and bottle collection opportunities.

(C) COBS Bread | Treasurer to Report

Expected to receive updates once a year in July.

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

Partnership will continue with promotion in fall with discount code continuing for regular programming and camps (fall break/ PD Day).

(E) Mabel's Labels | Treasurer to Report

September incoming funds \$87.95

(F) Salisbury Greenhouse | Chair: Rebecca Koziak.

Currently paused for advertising. Will resume during the Holiday Campaign. .

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

Nothing to report.

(H) Summit Sourdough | Chair: Rebecca Koziak

Nothing to report.

5.5. Current Fundraising Chairpersons' Reports — Events

(A) Halloween Dance | Chair: Rebecca Koziak.

The Committee has been actively seeking donations and we're pleased to welcome several new and returning commercial donors, along with generous contributions from NHS families. Additional donor support is still welcome.

Admission will remain at **\$15 per family**, consistent with admission rates since 2022. To ensure the event is accessible to all, families for whom the cost is a barrier are encouraged to email Principal Vigfusson to have the fee waived — confidentiality will be maintained.

As in previous years, **admission will be waived** for NHS staff, the NHCSS Board, SC Executive, FANHS Executive, and the Halloween Dance Committee.

We're committed to making this event inclusive and enjoyable for all families.

5.6. Current Fundraising Chairpersons' Reports — Campaign

(A) Back to School Campaign

The Back to School Campaign has been very successful and officially closes tonight.

(i) Davison Orchards | Chair: Rebecca Koziak.

The vendor will graciously donate a recipe book to be added to the Halloween Dance Auction list. FANHS offered a robust campaign with a variety of options to capture a wide audience.

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

Photos will take place over the next two weeks, with proofs expected by the end of the month.

(iii) Indeygo | Chair: Amanda Bullion.

A total of 46 bundles were ordered. Delivery is expected on Oct. 8, with distribution in the afternoon. The vendor is giving NHS a thank you gift, which will be added to the Halloween Dance Auction. From the orders a total of 160 pounds of food will be donated to The Food Bank. This will be shared in the next ENEWS.

(iv) Little Caesars | Chair: Raman Brar

Orders close tonight. We more than doubled the individual orders compared to the previous year. Delivery is expected on Oct 8. Parents from our community came together to form a Village of Support and chose to use this fundraiser as a medium to support a grieving family.

(B) Holiday Campaign

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

Staff Lead, Ms. Stephens is finalizing the schedule. Keeping in mind the parent perspectives shared to have orders distributed earlier, the team was able to

negotiate an earlier date in the first week of December keeping in line with the school calendar and vendor constraints. Principal Vigfusson shared the timeline and advised that all staff are aware of the timeline and expectations. Following the parent perspectives shared on keeping a generic theme or offering creative freedom, the Principal shared that older students will have the flexibility to customize their designs.

Recommendation and request from the School to alternate between Spring and Winter themes every year to provide a variety and remain inclusive. It was discussed to add this information to marketing to allow parents to plan in advance.

Motion to book Art Cards for Kids for 2026/27 as a Spring Campaign.

Julie Jackson moved to adopt the motion as presented.

Seconded by Eeksha Kohli-Kakkan. Motion carried.

(ii) Purdys | Chair: Leah McCoy

The fundraiser has already done \$449 in sales since the soft launch in September. Catalogues will arrive next week and be sent home. Similar to last year, the six week incentivization program is being organised, with weekly gift card prize random draws for anyone who purchases during the campaign. This is a good way to continue the promotion since it has a long run time. We have Purdy's gift cards in inventory that will be used.

5.7. 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. Holiday Campaign Addition(s)

Motion: Rebecca Koziak motioned to increase the online auction opportunity recognizing that some items may arrive after the Halloween auction(s). This allows reach to a wider audience and allows flexibility to auction seasonal items at different times during the year.

Julie Jackson moved to accept the reports as presented.

Seconded by Amanda Bullion. Motion Carried

Motion: Rebecca Koziak motioned \$100 for online auction fees.

Julie Jackson moved to accept the reports as presented.

Seconded by Amanda Bullion. Motion Carried

6.2. Winter Campaign

Sherwood Park Soups: We will pause and revisit Soups in November.

Indeygo offers Cookies and Muffins (opportunity to order in cases. 6 boxes in a case) and Rocky Mountain Soaps. Items to be revisited in November.

Discussion followed and there were suggestions shared as Parents' perspectives on Winter Campaign ideas such as :

- .A babysitting fundraiser organized as a targeted junior high fundraiser. This fundraiser would require us to make sure participants are certified and have received their first aid training.
- Gift Wrapping at the mall (or elsewhere) on a volunteer basis with proceeds going towards FANHS.

It was suggested to revisit these ideas at the November meeting in detail.

7. Future Meeting Dates

The next meeting will be on November 05, 2025 – 6:00 PM - 7:00 PM. It was discussed by executives that this will be a virtual meeting only.

8. Meeting Adjourned: 6:55 PM.

Appendix A: Correspondence: letter from the NHCSS Board



Adam Asquini
Board Chair
Phone: 780-416-2353
Email: a_asquini@newhorizons.ca

September 29, 2025

Dear Rebecca Koziak,

On behalf of the Board of Directors of New Horizons Charter School, I extend our heartfelt thanks for FANHS' financial support and participation at our 30th Anniversary Celebration.

FANHS' involvement in planning the event, purchasing anniversary decals for students, providing pizza lunch to staff and students, acquiring and displaying decorations, as well as managing the entirety of the special guest meet and greet in the Learning Commons, including provision of tableware and overseeing final clean up, **did not go unnoticed**. FANHS' participation in all of these areas was a key element that helped to make the event an overwhelming success.

The Board is deeply grateful for your role in supporting students and the school community and appreciates the positive partnership between FANHS and the New Horizons Charter School Society.

With appreciation,

A handwritten signature in blue ink, appearing to read "A. Asquini", written over a light blue horizontal line.

Adam Asquini
Board Chair
New Horizons Charter School

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