

Fundraising Association of New Horizons School

Meeting Minutes

November 05, 2025
Meeting Called to Order: 6:02 PM
Meeting Adjourned: 6:59 PM
Virtual Meeting

Attendees:

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

NHS Staff: Lori Vigfusson

Society Members: Beverly Doucette, Anita Sanderson

Guests: none

1. Meeting Called to Order: 6:02 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 :

6. A. vi. Babysitting Parents' Day Out

6. A. vii. Bingo

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

October 01, 2025.

Tabled to January's meeting.

Minutes from October 1, 2025 were posted online. Recommendation to adjust date error in Agenda Package – Minutes were from October 1, 2025, not September 3, 2025. Secretary cannot approve their own Minutes and there were no two members present who could approve the Minutes as posted.

5. Reports

5.1. President/Vice President Report

5.1.1. October's Events

The Back to School season is generally a busy time for FANHS. Our Back to School Campaign successfully closed with no surprises with distribution. Back to School photos took place in school, students completed their Art Cards projects with proofs expected to go home this week, the second Hot Lunch order session closed, and the Halloween Dance took place. Thank you to everyone who supported the dance through attendance, volunteerism, or donations.

5.1.2. Meeting with Administration

In my first meeting with the Administration for 2025/2026, we confirmed that the financial process efficiencies adopted this year are performing as expected. The staff invoicing process is going well. When asked if the process posed any legal liabilities for the FANHS Treasurer, the President confirmed that for staff invoicing we are moving towards the process set by the treasurer.

We also reviewed grant procedures to clarify responsibilities for grant writing, fund acceptance, and reporting. Additionally, we confirmed that FANHS' current financial priorities continue to align with the School's goals and continue to focus on fundraising for areas such as Academic Support including Enrichment Experiences and Classroom Learning, Social-Emotional Learning Supports, and community engagement.

5.1.3. Professional Development .

The Edmonton Chamber of Voluntary Organizations (ECVO) has a number of upcoming professional development sessions including a 3 part series for Alberta Board Member Essentials as well as a single day commitment for a session on Governance and Healthy Organizations. Based on the sessions that I've completed with ECVO since 2023, I will not be taking these sessions; however, I am interested in Integral Org's upcoming sessions including one in December strictly focused on fundraising. I will share the ECVO and IntegralOrg sessions with Executive for those who may be interested in pursuing professional development in these areas.

5.1.4. Identify Standing Committees

Committee	Members	Notes
Grants Committee	Rebecca Koziak	As needs are defined and requests are received from Administration, there may be a need for additional support with Grants.

Halloween Dance Committee	Rebecca Koziak (Chair)	Having recently closed the Halloween Dance fundraiser, there will be an opportunity to formalize a Halloween Dance Committee for 2026 early in the new year. The goal is to establish a Committee prior to Spring to ensure ample planning can occur.
Policy Committee	Rebecca Koziak (Chair) • Beverly Doucette • Ellen Hanna • Julie Jackson • Eeksha Kohli-Kakkan • Rebecca Koziak	Members will state conflict of interest when necessary. Committee to meet in December and again in January if required before providing a report in February

5.1.5. **Jr. High Support**

At this time, other than the Jr High trip, no additional support has been requested from FANHS.

Under the Junior High targeted Hot Lunch initiative, the first hot lunch was executed in this cycle. Everything went smoothly. Next Jr High Hot Lunch will be offered in the cycle opening in the coming week.

5.2. NHS Administration's Report

5.2.1. **Principal's report:**

Principal Vigfusson shared gratitude to FANHS for hosting the Halloween Dance and recognized the efforts from all volunteers to ensure the event's success. The principal also noted the facilitation of this year's Halloween party popcorn day was well organised.

5.3. Treasurer Report

5.3.1. **2024/2025 Audit** is set for November 21, 2025. Following that the SGM can be scheduled.

5.4. Current Fundraising Chairpersons Reports - Ongoing Fundraisers

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

Report shared by: Rebecca Koziak

In the absence of Chair, President shared that the second Hot Lunch order session closed and will cover lunches from November - January. A number of people contacted FANHS after the session closed to inquire about late orders. While we recognize this is disappointing, unfortunately, once ordering closes for a session, additional orders or modifications cannot be accepted. We appreciate everyone's understanding that the Hot Lunch team cannot accommodate requests outside of the identified schedule and have provided dates for sessions 3 and 4 as a reminder. Order sessions are listed throughout ENEWS, socials, the School's calendar, and on the website. The team took a note to

send a communication reminder before the cycle closes

FANHS is grateful to have listed a bonus Kernels Popcorn day for Halloween. Orders seemed consistent with previous popcorn orders. The next popcorn day is scheduled before Winter Break. FANHS will discuss with Administration if there are additional requests for popcorn days for the remainder of the year.

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

There was a discussion on scheduling concessions to support the Adventure Trip, during the evening events at school. Following the Halloween Dance, there aren't plans for another family event/concession unless School Council chooses to proceed with a Movie Night and invites the Grade 9s to participate. As to be expected, concessions are most profitable at family friendly events where there's a larger audience.

In an effort to reduce food waste this year, the team introduced Toonie Tuesdays following events with perishable goods. There are some opportunities to hold in-school concessions during the lunch hour.

In-school bottle collection is ongoing and families are invited to contact FANHS with larger bottle donations. FANHS is curious to explore the logistics of organizing Skip the Depot opportunities organized by us as opposed to the organization.

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

Spoke to management and was told that the large delay is due to a change in management and they were unaware of the program, so they're looking into it. We anticipate follow up and potential receipt of funds in the coming weeks.

5.5. Current Fundraising Chairpersons' Reports — Events

(A) Halloween Dance | Chair: Rebecca Koziak.

Thank you to everyone who supported the dance through attendance, volunteerism, or donations. Grateful for the staff and volunteers who made the event a success. We had nearly 400 guests in attendance which is about 50 fewer than last year's record. We saw fewer Jr. High students this year, whereas last year we had seen an increase. Aside from knowing that this demographic has previously shared that they prefer their Jr. High dance, the Committee is interested in feedback to learn how we might be able to better engage this demographic at family friendly events. The raffle, auction, and 50/50 were well supported. The online auction closed this afternoon. This year's online auction was larger than previous years and we are anticipating payments in November. Profits for the Halloween Dance as a whole will be shared at January's meeting.

5.6. Current Fundraising Chairpersons' Reports — Campaign

(A) Back to School Campaign

(i) Davison Orchards , Indeego, and Little Caesars

Our Back to School Campaign successfully closed with no surprises with distribution. Feedback was positive with many families requesting we continue this campaign with appreciation of the timing and variety, as well as the addition of the harvest veggies especially in support of the Food Bank who was equally grateful for our support.

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

This year's run of Back to School photos was successful. Orders closed on Monday for in-school galleries. Families who went to the studio for retakes or sibling photos have not yet completed orders. Fundraiser totals are expected by the end of December.

A reminder that this continues to be a targeted fundraiser towards Social Emotional Learning Support.

(B) Holiday Campaign

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

Art Card proofs and ordering details are expected to go home this week. Orders will open immediately and will close on November 22, 2025. Product distribution is anticipated during the first week of December, aligned with Purdy's distribution..

(ii) Purdys | Chair: Leah McCoy

In the absence of Chair, President shared that we are at the mid-way point of the Purdys campaign and will be advertised more in the coming weeks. In the past, we have seen an increase in sales in the final weeks. As of Sunday, sales were at nearly \$5K with an estimated profit of just over \$1K with about 29 orders to date. Under the six week incentivization program , three weekly gift card prizes have been announced, with 3 more to be distributed in the final weeks till close.

5.7. Motion to accept reports

Julie Jackson moved to accept the reports as presented.

Seconded by Eeksha Kohli. Motion Carried

6. New Business Fundraiser Proposals

(A) Fundraiser Opportunities

(i) The Colombian Coffee

Proposal to establish an ongoing partnership with The Colombian Coffee to sell whole bean coffee at their retail price – we would pay wholesale costs as a distributor. If we were to proceed, the goal would be to launch after Fall Break with a similar timeline to the Holiday Campaign so distribution could be paired with Art Cards and Purdys. Moving forward, we could keep the form open long term similar to our Salisbury form. There are no foreseeable risk factors or concerns with logistics – while orders are typically processed through their Glenora location, FANHS has confirmed that orders can be fulfilled in Sherwood Park. Distribution would occur at school as usual.

This fundraiser does not conflict with any existing campaign. Historically we had done a coffee fundraiser a few years ago which was fairly successful.

Product: Whole bean coffee bag and seasonal flavours. The smallest bag is ~300gms.

Minimum revenue/sales requirement: None.

Profit received by FANHS: approximately 33% of sales.

Order via FANHS: Google Form.

Motion to run The Colombian Coffee as an ongoing fundraiser, with a target launch in November 2025.

Eeksha Kohli-Kakkan moved to adopt the motion as presented.

Seconded by Julie Jackson. Motion Carried.

(ii) Caramunchies

Caramunchies offer sweet treat snacks. Tabled to 2026 in consideration of a Spring Campaign.

(iii) Edmonton Oilers and/or Edmonton Oil Kings

Oilers Entertainment Group, Group Sales, reached out with fundraising offers. A few years ago, we had decided not to run these fundraisers due to timing, costs, and potential risks (minimum sales commitment etc). Details of the current offers were shared and discussed during the meeting. There was a general consensus to only consider fundraising opportunities which have no minimum sales commitment. We can gauge interest in future opportunities by a survey. We can also involve the Student council newly formed Jr. High Student Council to add hype and determine student interest overall; however, In the meantime, there is interest from those present to mobilize the first opportunity that best benefits the school with no risk. The discussion led to only considering an Edmonton Oil Kings game where a High Five Tunnel can be guaranteed as an attractive feature to this event.

Other details:

- Oil Kings- Tickets are \$21. We can top up the ticket price to add a fundraiser element. This requires no minimum commitment. Dates were available for Dec, Jan and Feb months. Tickets booked through the fundraiser will not be subject to the Ticketmaster extra fees. The general consensus is that there is only interest if we can confirm the High Five Tunnel experience otherwise, there's little attraction.
- Chuck a Puck - is full for the season. This has a minimum ticket sales commitment. We can be added on the cancellation list, should we be interested.
- Oilers - Cost is more prohibitive and there is no opportunity for extra experiences.

Motion to proceed with Oil Kings as a general fundraiser opportunity for January or February 2026 only where there is no risk and only where a High Five Tunnel is guaranteed.

Eeksha Kohli-Kakkan moved to adopt the motion as presented.

Seconded by Rebecca Koziak. Motion Carried.

(iv) Steamoji, Sherwood Park

Steamoji has offered to do a \$50 referral gift card for FANHS, for every new membership from NHS community. Steamoji to advise how they will track NHS referrals. This partnership has no minimum requirement.

Motion to launch Steamoji fundraiser

Julie Jackson moved to adopt the motion as presented.

Seconded by Eeksha Kohli-Kakkan. Motion Carried.

(v) Mathnasium, Sherwood Park

Vendor proposed an ongoing partnership for their math tutoring program where 5% of monthly program fees would be donated to FANHS, on every new enrollment from the NHS community. Following conversation, FANHS is not interested in pursuing this opportunity at this time.

(vi) Babysitting Parents' Day Out

Proposal by Stacey Stang-Sass at last month's meeting; however, following conversation, it was determined that there are too many logistical factors and liabilities around facilitating a weekend babysitting event at the school that deems this unfeasible.

(vii) Bingo

Tabled to January 2026

7. Future Meeting Dates

The next meeting will be on January 07, 2026 – 6:00 PM - 7:00 PM.

8. Meeting Adjourned: 6:59 PM.