

Fundraising Association of New Horizons School

Meeting Minutes

February 11, 2026
Meeting Called to Order: 6:08 PM
Meeting Adjourned: 7:03 PM
Hybrid In-Person (New Horizons School) / Virtual Meeting

Attendees:

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

NHS Staff: Lori Vigfusson

Society Members: Beverly Doucette, Ellen Hanna*, Anita Sanderson
(*indicates virtual attendance)

Guests: None

- 1. Meeting Called to Order: 6:08 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 the Agenda - Motion to add the following:
5.1.5. Correspondence from School Council Finance
5.2. Correspondence from School Council Chair (*add to Administration's Report to gain greater understanding of the context of the funding request from Administration*)

MOTION: Rebecca Koziak moved to adopt the Agenda as posted with additions as presented. Seconded by Eeksha Kohli-Kakkan. Motion Carried.
- 4. Approval of Minutes**
October 1, 2025
MOTION: Rebecca Koziak moved to adopt the Minutes as posted. Seconded by Amanda Bullion. Motion Carried.
November 5, 2025
MOTION: Rebecca Koziak moved to adopt the Minutes as posted. Seconded by Beverly

Doucette. Motion Carried.

January 16, 2026

MOTION: Amanda Bullion moved to adopt the Minutes as posted. Seconded by Rebecca Koziak. Motion Carried.

5. Reports

5.1. President/Vice President Report

5.1.1. November 2025 - January 2026 Events.

FANHS' Audit was successfully completed in November – as we've just heard in the SGM, there were no surprises. Our Annual Return will now be submitted to the government. The Holiday Campaigns including Art Cards, Purdys, and The Colombian Coffee were also successfully completed. The Holiday Concert was a great success – FANHS is always happy to ensure funds are available for the ongoing success of these school-wide events that welcome all families to participate. Kernels Popcorn was delivered for December's movie day – we will review with the school if there is any interest in additional popcorn days now through the end of June. Our partnership with the Edmonton Oil Kings launched with January's game – the next game is this weekend. For the first game, we advertised through email and our private Facebook group; however, this run has included the initial email, as well as a flyer sent home, and a reminder will go out on our private Facebook page – we'll be able to track if flyers make a difference between sales for each game and can alter our advertising strategy if we choose to pursue this in 2026/2027.

5.1.2. Treasurers' Resignation, Interim Appointment & Permanent Appointment (Pending Nomination(s))

In January, FANHS Executive received a resignation from Treasurer, Julie Jackson. We thank Julie for the time, dedication, and service she has given to FANHS during her 2.5 years as Treasurer. A memo was sent to FANHS members acknowledging the resignation, as well as indicating necessary next steps while following our Bylaws. The Treasurer position is critical to the immediate operation of FANHS. Due to the time-sensitive nature of this matter, a meeting was held in January to appoint current Secretary, Eeksha Kohli-Kakkan, as Interim Secretary Treasurer to ensure continuity and an efficient transition of materials, while a permanent replacement was actively sought through email, website, and socials. The only individual to come forward with interest in fulfilling the Treasurer position for the remainder of the **2026/2027** term is Jennifer Michaud. A motion is required to nominate and appoint Jennifer Michaud as FANHS' Treasurer. Rebecca Koziak motions to nominate and appoint Jennifer Michaud as FANHS' Treasurer. With no further interest shown and no opposition, the motion is put to a vote.

From the members present:

- All in favour: 5 (Amanda Bullion, Ellen Hanna, Beverly Doucette, Eeksha Kohli-Kakkan, Anita Sanderson)
- Opposed: 0 (none)

Motion Carried.

Eeksha Kohli will resume as Secretary only and will no longer hold the dual interim role. All required parties were notified of January's change, removing Julie Jackson from FANHS' Executive and replacing with Eeksha Kohli; however, not all paperwork has been processed. Going forward paperwork will be updated and processed for Jennifer Michaud as the Treasurer and signing authority.

Appointment of Signing Authority

With unanimous consent and no opposition, Jennifer Michaud is appointed as FANHS' Treasurer and the third signing authority for FANHS, while removing Julie Jackson (former Treasurer) and Eeksha Kohli (Interim Secretary Treasurer). President Rebecca Koziak and Vice-President Amanda Bullion continue to remain as additional signing authorities.

5.1.3. Meeting with Administration.

FANHS requested that Administration provide direction on the School's priorities for FANHS' funding. Having a better understanding of the School's needs will ensure that FANHS can continue to offer fundraising opportunities that raise ample funds from year to year. Administration's top three priorities for FANHS include a request to annually fund:

- Student Incentives
- Field Trip Bussing
- Extracurricular/Community initiatives such as Artist in Residence

5.1.4. Professional Development

FANHS' President attended an Introduction to Continuity Planning workshop through IntegralOrg. Unfortunately, the fundraising workshop was cancelled.

With recent changes to FANHS' Executive, we learned that there are many critical steps to ensuring a smooth transition for the immediate ongoing success of the organization and that it is pertinent that some positions and responsibilities are fulfilled at all times, including signing authorities, so that funds can continue to be incoming and outgoing. With sustainability of the organization in mind and the best protection of the funds raised for the school, FANHS consulted Administration for an understanding of best steps forward. With priorities to improve and update FANHS' Bylaws and Policies & Procedures to best ensure the Fundraising Association and School are protected with sustainability measures in place and an ongoing commitment to updating best practices and understanding for separation and cooperation between the Fundraising Association and School Council, it is recommended that FANHS seek support from the Alberta School Council's Association (ASCA) while we move forward and continue to grow. Recognizing that ASCA are experts in what other School Council & Fundraising Association groups are doing across the province, a workshop tailored to our specific needs will be beneficial for our groups. Discussion followed and FANHS President and School Council Chair agreed that this is a collaborative opportunity in our path forward. A member asked how this would differ from ASCA's Spring Symposium— FANHS' President advised that the benefits are plenty: tailored to our groups, collaborative, all

who wish to participate have the opportunity to do so (unlike the conference where one individual would attend and report back), and low financial commitment with more specific goals and objectives. FANHS President and SC Chair will discuss priorities with final approval from Administration. FANHS President and Administration will complete booking. **MOTION: FANHS President Rebecca Koziak motioned \$200 to book a tailored ASCA workshop to support FANHS and School Council through a guided consultation, pending Administration's approval. Eeksha Kohli-Kakkan approved the motion. Beverly Doucette seconded the motion. Motion Carried.**

5.1.5. Correspondence from School Council Finance

Correspondence received from School Council Finance acknowledging that FANHS' approval and conditions of Council's funding request for the 2025/2026 school year were verbally accepted, but not formally accepted in writing – FANHS is now in receipt of a letter indicating as such. The request in FANHS' approval, for funds to remain within the specified sub-category, and not be reallocated without FANHS' approval, is to ensure alignment between approved budgets and the cheques FANHS signs, as well as for audit purposes. Council Finance acknowledges in the letter that there was a funding change within the Academic Support category at November's School Council meeting. Funds were not used in full for the Artist in Residence and Administration advised that there was no immediate need for funds for fitness; however, funds were requested from the School for both Saffron presentations and Investipalooza (see addendum). Recognizing these funding requests were made by the School and that the funds appropriately fall within Academic Support, FANHS agrees there is no need for further discussion or prior notice for this adjustment – the attached addendum shall suffice for FANHS' records. **See APPENDIX A: Fund Allocation Acceptance 2024-2025**

5.2. NHS Administrator's report

- 5.2.1.** The Saffron Centre presentations were well received by students. Funding to support this programming is appreciated.
- 5.2.2.** As the SC Chair was in attendance, the funding request that was added to today's agenda was presented by Principal Vigfusson and SC Chair Beverly Doucette, with additional input from SC Communications, Ellen Hanna. The request which was received via email this afternoon has been attached as an addendum. **See APPENDIX B: School Council funding request to FANHS.**

Principal Vigfusson outlined the request as a school-led initiative for School Council facilitation. The school has been approached by Odd Bunch who has offered to provide access to fresh, local produce at up to 50% less than retail and also helps fight food waste in a sustainable way. Odd Bunch typically works with larger accounts such as schools for their lunch programs and has offered NHS access to fresh fruit at a discounted price. The school is interested in exploring this initiative and potential partnership as it promotes sustainability. The school has sought School Council's assistance to facilitate this initiative in the form of a **Grab 'n Go Nutrition Cart**. The intent is not to replace the existing forgotten lunch program or establish a new nutrition program, but to support neurodiverse students who may require food to regulate

sensory, emotional, and energy needs—particularly in the morning. The school has observed that some students arrive without having eaten breakfast and a **Grab ‘n Go Nutrition cart** would provide morning support and help students start the day positively. School Council would be responsible for managing this in the mornings and school staff will be able to access resources throughout the day as they see fit.

The school is not contractually committed to Odd Bunch. Orders can be placed weekly as needed and additional products may be sourced elsewhere based on costs and needs. At present the school wishes to explore this on a trial basis starting immediately to the end of the school year. Discussion followed with the members present.

- FANHS Executive raised logistical questions to avoid added pressure on staff, ensure equitable access, and address financial sustainability. If successful, the projected cost of up to \$100 per week represents a significant annual investment. Clarification was sought regarding whether FANHS would be expected to lead targeted fundraising in future years.
- Ellen Hanna advised that further logistical details would be shared at the subsequent SC meeting (later deferred to March due to time constraints). Administration advised that this pilot will be monitored for ease of operations as well as for sustainability of the initiative long term.
- FANHS Executive also noted concern regarding the short notice of the proposal and requested earlier submission of future funding requests to allow adequate review, especially considering the potential long term investment and financial implications.
- Funding request: A maximum allocation of \$100 per week was requested. If approved by Administration, the earliest possible start date would be January 17; however, pending logistical planning, a March launch is more likely.

FANHS agreed to allocate up to \$100 per week from as early as February 17 through as late as purchasing the week of June 15. Excluding Spring Break, this represents a maximum of 17 weeks of funding. As has been presented in the proposal, similar to any grant funding, because this is a pilot project with a considerable long term investment, data will be tracked and reported to FANHS to ensure the feasibility of this program as well as the possibility of seeking future grant funding or community partnerships. Ongoing reports will be shared.

FANHS' President reviewed FANHS' current budget and financial position and determined that in consideration of this year's significant fund allocation for SC and FANHS combined, it would be irresponsible to agree to an increased budget; however, funds can be reallocated from the 30th Anniversary Event Budget since the Committee remained conservative with spending. Therefore, FANHS Executive motioned to reallocate \$1,700 budgeted at a maximum of \$100 per week following the date schedule listed above from from the 30th Anniversary Event Budget to support the Grab & Go Nutrition Cart initiative.

MOTION: Anita Sanderson moved to adopt the fund reallocation as presented. Seconded by Eeksha Kohli. Motion Carried.

5.3. Interim Treasurer Report

5.3.1. Financial Update

FANHs continues to be in a positive financial position with the majority of recent incoming and outgoing funds directly related to Hot Lunch or our ongoing fundraisers. We've also received funds from our holiday campaigns.

5.4. Current Fundraising Chairperson' Reports - Ongoing Fundraisers

A. Hot Lunch Program | Chair: Brianne Davio.

In the absence of Chair, FANHs President shared that the third ordering cycle closed at the end of January and lunches start this week. A meeting will take place with the Grade 9 Adventure Trip team to determine potential Jr. High Hot Lunch dates for the next cycle. Hot Lunch Chair Davio has also advised that the group can use one regular school-wide pizza lunch targeted to the Adventure Trip similar to last year — this ensures greater profit potential.

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

A meeting will take place with the Grade 9 Adventure Trip team to determine potential Jr. High Hot Lunch dates for the next cycle, additional concession and bottle drive opportunities and if the team has additional fundraising ideas or needs from now through the end of May.

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

Awaiting cheque.

D. Salisbury Greenhouse | Chair: Rebecca Koziak.

With Spring approaching, additional marketing will be required to ensure this ongoing partnership remains relevant. As we plan for the upcoming year, a different marketing strategy may be developed to ensure this partnership is successful and not forgotten. The greenhouse also offers a variety of giftware and holiday items, so there's an additional audience to cater to — not strictly gardeners. Vice President Bullion shared that many gardeners start their seeds early in the year, so a greater frequency of advertising may be beneficial. The greenhouse also offers gift cards via email which makes it more convenient for all parties.

E. The Colombian Coffee | Chair: Rebecca Koziak.

This partnership remains ongoing at the discretion of the company. Our holiday run in December profited \$148.70 with an additional ≈\$30 donated directly to The Ronald McDonald House campaign by The Colombian through the sales of the Holiday feature blend. Our next run will open in the coming weeks with deliveries ahead of Spring Break.

F. Steamoji, Sherwood Park | Chair: Rebecca Koziak.

No updates, must follow up to determine next steps.

5.5. Current Fundraising Chairpersons' Reports – Events

A. Halloween Dance | Chair: Rebecca Koziak.

The dance continues to be our most profitable fundraising event and we've seen considerable profit increases year over year since 2022. We can see that the online auction due to timing and larger audience potential sees significant bidding potential and increased profit. As we look towards next year, we will continue to navigate the balance between the in person silent auction and raffle versus online auction item distribution.

Profit Point	Profit
50/50 Profited in AGLC Restricted Account	\$200.00
Admission	\$1,380.00
Bottle Collection Target: Grade 9 Adventure Trip 2025/2026	\$130.35
Concession Target: Grade 9 Adventure Trip 2025/2026	\$523.18
Direct Donation	\$15.00
Raffle Profited in AGLC Restricted Account	\$650.00
Online Auction	\$6,555.00
Silent Auction	\$1,845.00
	\$11,298.53

B. Edmonton Oil Kings | Chair: Rebecca Koziak.

Our partnership with the Edmonton Oil Kings launched with January's game – the next game is this weekend. For the first game, we advertised through email and our private Facebook group; however, this run has included the initial email, as well as a flyer sent home, and a reminder will go out on our private Facebook page – we'll be able to track if flyers make a difference between sales for each game and can alter our advertising strategy if we choose to pursue this in 2026/2027. So far, we've received positive feedback from those who attended January's game and we've heard there's interest in February's game too which will be promoted as a Valentine's Day/Family Day weekend activity. At last check in, 52 seats were sold combined for January and February's games profiting over \$200 with very minimal effort.

5.6. Current Fundraising Chairpersons' Reports – Campaigns

A. Holiday Campaign | Art Cards for Kids | Chair: Carol Slukynski

Art Cards were successfully completed and delivered. Special thanks to Ms. Stephens for her efforts as the staff lead on this project. Moving forward, this campaign will run

annually at the discretion of the school and will alternate seasons.

Parent perspective: The generic theme was well appreciated. Parents are interested in taking the draft cards home to have their children complete them in order to support completion within the deadline, especially in cases of excused absence from school. FANHS Executive commented that this feedback will be shared with Ms. Stephens for consideration and the school will determine the most suitable action.

B. Holiday Campaign | Purdys | Chair: Leah McCoy.

Opportunity to extend the Spring Campaign. Purdys Chair McCoy has offered to remain as Chair and has indicated this is a low effort, easy profit potential with no risk to FANHS.

MOTION: to proceed with a Purdy's Spring Campaign with timing at the discretion of the Chair. Eeksha Kohli-Kakkan moved to adopt the motion. Seconded by Amanda Bullion. Motion Carried.

5.7. Motion to accept the Reports

Beverly Doucette moved to accept the reports as presented. Seconded by Amanda Bullion. Motion Carried.

6. Committees

6.1. Grants

The School has not submitted any requests for Grant support at this time.

6.2. Halloween Dance

Nothing to report.

6.3. Policy

The Committee has not yet met and may be in a better position to do so following the ASCA workshop.

7. New Business | Fundraiser Proposals

7.1. Fundraiser Opportunities : Spring Campaign Opportunities

7.1.1. Fiddle Leaf Photography

Contrary to the Agenda, a motion is not required for this item since the School takes care of this vendor agreement directly and FANHS' strictly agrees to hold the fundraising bonus for the School's required target (Social Emotional Learning Supports). For information only: the School has confirmed Fiddle Leaf for Spring class and team photos to take place during school hours as well as Kinder Grad and Grade 9 Grad photos to take place at the school after school hours.

Kindergarten and Grade 9 families will receive booking information as it is available. Noting Fiddle Leaf's commitment:

- set up at NHS one day after school for a few hours.
- Families book a 5 minute time slot for a grad photo, using an online booking system.
- Gowns & caps and the black background.
- There will be time for photos of formal wear and gown (up to each family).

- A non refundable \$10 booking fee will be due at the time of booking to reserve the time slot. This amount will then be provided as a credit upon ordering.
- The galleries will be sent to families without school involvement and families will have the option to pick up prints at our studio or have them mailed directly.
- This will be a 10% fundraiser, just like fall school photos.

7.1.2. Others:

In the interest of time, the following fundraiser ideas were tabled to a future meeting. These items are those to follow up on based on previous completion or previous suggestions:

- Garage Sale/Book Sale/Marketplace
- Bingo/Trivia/Games Night
- Caramunchies
- Indeygo
- Sherwood Park Soups

8. Future Meeting Dates

Future Meeting dates will be discussed and posted in advance of the meeting on socials and calendar.

9. Meeting Adjourned: 7:03 PM.

APPENDIX A: Fund Allocation Acceptance 2024-2025

February 11, 2026

To: FANHS President, Rebecca Koziak

From: Anita Sanderson, Finance Officer on behalf of New Horizons School Council

Subject: 2025/2026 Fund Allocation Approval for School Council

Dear Rebecca,

Thank you for the approval by FANHS of our funding request for the 2025/2026 school year. Conditions stated by FANHS were accepted and verbally disclosed to School Council members, but no formal response had yet been issued. To rectify that oversight, School Council formally accepts the conditions outlined in the approval letter, dated June 5, 2025, as indicated below.

- Funds approved will remain in specific sub-categories and not be moved to other sub-categories without FANHS' approval.
- Fitset Ninja will be renamed to Physical Education Enrichment to allow for flexibility in choice of vendor.

To clarify some motions made during the School Council meeting on November 5, 2025, funds for Saffron presentations and Invetapalooza, in the amounts of \$750 and \$100 respectively, fall in the sub-category of Academic Support. With the availability over \$1,400 in funds not used for Artist in Residence, these items do not require additional funding requests and still meet the conditions set by FANHS.

School Council greatly appreciates the efforts of FANHS members in raising funds to enrich our children's education.

With gratitude,

Anita Sanderson



APPENDIX B: School Council funding request to FANHS

Monday, February 9, 2026

Dear FANHS executives and members,

School Council wishes to request funding from FANHS to support a test-run of an initiative benefitting students of New Horizons School. In cooperation with Principal Vigfusson, we kindly request funding of \$400/month to initiate a nutrition program.

The following proposal outlines the implementation of a Grab 'n Go Nutrition cart for NHS. The program is designed to support student well-being, improve focus and learning readiness, and ensure equitable access to nutritious, allergy-aware food options.

The cart would offer simple breakfast items and snacks during designated times (e.g., before school and/or lunch periods), operating daily. Please see the attached outline for more details. This funding request is made for the period of February to June, 2026 with a caveat that funding estimates made within this proposal would be reviewed on a monthly basis between Principal Vigfusson and School Council with any adjustments made in writing to FANHS in consideration of ordering timelines.

School Council aims to refine this initiative until it is both financially viable and best supports our school community. As such, your understanding of flexibility required is greatly appreciated. The aim is to include this program within the 2026/27 School Council Fund Allocation request with a practical financial estimate.

We look forward to FANHS's response and are ready to work collaboratively to ensure our efforts remain aligned with the values and policies of New Horizons School.

Respectfully,

Beverly Doucette
On behalf of School Council



Grab 'n Go Nutrition Cart Proposal & Cost Estimates

Operated by volunteers, support staff, or senior students (with supervision). Service windows would be determined by admin, beginning with testing a window of 8:10 - 8:35 am. While accessible any time by staff at their discretion, we would aim for volunteer support to run a structured window once a week from 12:30-1pm.

The cart would be stored in the Staff Lounge for quick and easy access to the items stored in the fridge there. We would also borrow the staff toaster until the program test run is complete and the program is implemented in full.

A parent volunteer would access the supplies to prep the cart then station in a set location, TBD. Proposal: parent volunteer to position in front hall opposite bathroom/staff work room. It's relatively close to the gym and if needed, students can move directly to the cart instead of the gym. There are seats to eat and the bathroom to wash hands. The once per week structured shift could also be run here or closer to the JH shared spaces to encourage JH students to run the cart in the future. For daily access, staff can simply find supplies in the staff lounge for students.

Tracking: The cart would include a clipboard with general instructions including how to report a shortage of supplies. It would also include a sign-in list for students accessing the cart, requiring ONLY the students first name and classroom. This information is used to best support students long-term and to measure the general usage. Last names would be omitted to maintain some privacy.

Requested funds:

\$100/week

This figure aims to provide a variety of fruit through Odd Bunch and toast with either Wow Butter or strawberry or raspberry jams. Costs listed below.

Odd Bunch varies by options with apples at the highest end (\$70/box). We'd seek a mixed box of fruit (bananas, apples, mandarins, and pears (anything handheld). Leftover funds after the purchase of the box would go towards a supply of:

- o Wow Butter



- Strawberry Jam, ~950ml, Costco, ~\$10, proposed purchase: monthly
- Raspberry Jam, ~950ml, Costco, ~\$10, proposed purchase: monthly
- (Individually packaged jams, Costco business centre, \$60 for 200)
- Dempsters white bread, 3 loaves, \$8.99, proposed purchase: bi-weekly
- Dempsters brown bread, 3 loaves, \$8.99, proposed purchase: bi-weekly
- iEco 6-in Bagasse Plates 10 packs of 50, Costco Business Centre, \$20 for 500, proposed purchase: bi-monthly

Possible future non-perishable items to stock:

Apple sauce cups

Oatmeal cups

[Sweets from the Earth Assorted School Muffins, 96 × 56 g](#) \$94.99 proposed purchase: monthly

Long term investments if the test phase goes well:

Dedicated food-grade cart (hot lunch cart) to house supplies permanently: Costco kitchen cart
\$107

4-slice toaster

Food tray

DRAFT