

Fundraising Association of New Horizons School

Special General Meeting Minutes

February 11, 2026
Meeting Called to Order: 6:00 PM
Meeting Adjourned: 6:07 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*
(*indicates virtual attendance)

1. **Meeting Called to Order: 6:01PM.**
Rebecca Koziak, FANHS President 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, as required.
MOTION: Eeksha Kohli-Kakkan moved to adopt the Agenda as posted.
Seconded by Amanda Bullion. Motion Carried.
4. **Approval of Minutes SGM, February 5, 2025**
SGM Minutes were posted online, as well as attached to tonight's Agenda.
MOTION: Amanda Bullion moved to adopt the Minutes as presented.
Seconded by Rebecca Koziak. Motion Carried.
5. **Secretary Treasurer's Report**
 - 5.1. **Presentation of Audited Financial Statements for Year Ended August 31, 2025**
FANHS' Audit was successfully completed in November. Balance sheet and Financial statements were added to the agenda and also added in the Appendix of minutes. President Rebecca Koziak presented a summary of comments provided by the auditor. Adoption of Quickbooks has been recommended as an improvement to the current process. In conclusion, the auditor commended FANHS for its effective and responsible management of financial records.

Detailed memo of 2024/2025 FANHS Financials Review from Auditor Jennifer Michaud, CPA, CGA is added in Appendix A.

5.2. Approval of Appointment of Auditor for 2025/2026

This agenda item is being pushed to the next meeting as FANHS will seek a new auditor for the 2025/2026 financial year.

5.3. Approval of Auditor for ongoing financial check-ins/reviews for 2025/2026

MOTION: to accept Jennifer Michaud as Auditor for the ongoing financial check-ins/reviews for year 2025/2026.

Amanda Bullion moved to accept the motion as presented.

Seconded by Rebecca Koziak. Motion Carried.

6. Motion to accept reports

MOTION: Amanda Bullion moved to accept the reports as presented.

Seconded by Rebecca Koziak. Motion Carried.

7. Meeting Adjourned: 6:07 PM.

APPENDIX A:

Detailed memo of 2024/2025 FANHS Financials Review from Auditor Jennifer Michaud, CPA, CGA

Date: February 4, 2026
To: Board of Directors
From: Jennifer Michaud, CPA, CGA
Re: 2024/2025 FANHS Financials Review

Based on my review of the 2024/2025 Financials, the financial records fairly present the fundraising committee’s financial activity for the period review, with no material misstatements noted. The treasurer maintained organized records and demonstrated a strong commitment to transparency and accountability in managing the fundraising proceeds.

Summary of Financial Position

	2023	2024	YoY	2025	YoY
Income	79,388	111,560	41%	125,446	12%
Expense	61,670	96,980	57%	112,611	16%
	17,719	14,580	-18%	12,835	-12%

- The committee has experienced strong income growth year over year due to strong fundraising efforts.
- Expenses have also increased resulting in a decrease in net surplus at the end of each year. The committee continues to generate positive annual results, indicating positive annual results, indicating sustainable operations and ongoing support for school initiatives.
- The reinvestment back into school increased year over year largely due to the new support offered towards the Gr 9 Adventure Trip:

	2024	2025
Learning Supports		3,987
School Support	17,976	17,140
Classroom Support	2,658	2,440
Adventure Trip (Concessions, Bottles)		4,924
	20,633	28,490

- FANHS maintains a strong cash position with \$70K in a Savings account and \$26K in the Casino account.

Strengths Observed:

- Fundraising income and expenses were recorded in a timely and consistent manner
- Supporting documentation was well organized and retained
- Funds raised were used in accordance with the committee’s fundraising objectives

Recommendation for Improvement:

While the current excel-based system is functioning adequately, transitioning to accounting software, such as Quickbooks, would enhance efficiency, strengthen record retention, and reduce the risk of manual error as the fundraising activities has grown significantly in recent years.

Conclusion

FANHS is commended for its effective and responsible management of financial records. With the continued dedication of its volunteers, and by considering the use of accounting software in the future, the committee is well positioned to maintain strong financial practices going forward.