

**Fundraising Association of New Horizons School
Meeting Agenda**

September 29, 2026

6:00PM - 7:00PM

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

Link posted at www.fanhs.ca

1. Meeting Called to Order

2. Determination of Quorum

Bylaw 5.5.b.: The Association defines quorum at Regular Meetings as fifty (50) percent of the Executive.

3. Adoption of Agenda

Addition(s) to Agenda (if required) — motion required.

4. Approval of Minutes

June 11, 2026

5. Reports

5.1. President/Vice President Report

5.1.1. 2026/2027 Goals & Work Plan.

5.1.2. What is FANHS? Benefit of Membership & FANHS' Purpose.

5.1.3. Executive Vacancy — Vice President.

5.1.4. Volunteer Recruitment & Retention.

5.1.5. NHCSS Board PR Committee.

5.1.6. Report to School Council.

5.2. NHS Administration's Report

5.3. Treasurer Report

5.3.1. Fund Approvals — Budget 2026/2027.

5.3.2. Approval & Payment Process.

5.3.3. Transition to Quickbooks.

5.3.4. 2025/2026 Audit.

5.3.5. Financial Position.

5.4. Current Fundraising Chairpersons Reports - Ongoing Fundraisers

(A) Adventure Trip

(B) Hot Lunch Program | Chair: Brianne Davio

5.5. Current Fundraising Chairpersons' Reports — Campaigns

(A) Back to School

I. Davison Orchards | Chair: Rebecca Koziak

II. Indeygo | Chair: Rebecca Koziak

III. Little Caesars | Chair: Raman Brar

IV. Online Auction | Chair: Rebecca Koziak

(B) Holiday Campaign

I. Purdys | Chair: Leah McCoy

II. Salisbury Greenhouse | Chair: Rebecca Koziak

III. Summit Sourdough | Chair: Rebecca Koziak

IV. The Colombian | Chair: Rebecca Koziak

6. Committees

(A) Grants

- AFA

- Carton Council

(B) Halloween Dance

(C) Policy

7. Motion to Accept Reports

8. New Business

(A) Fundraiser Proposals

I. Group Election Worker Program

II. NHS Merch — Iron On Patches & Stickers

III. Wellness Partnership

9. Future Meeting Dates

10. Meeting Adjourned

Date: September 16, 2026

To: School Council

From: Rebecca Koziak | President, Fundraising Association of New Horizons School

Re: FANHS Report

2026/2027 Priorities & Meeting Schedule

FANHS held a productive meeting in June that clearly identified current and ongoing fundraising initiatives and established priorities for the new school year. As a result, we anticipate fewer planning meetings this year, supported by a clearly defined workplan. Meetings will be scheduled as needed to address new fundraising opportunities, emerging matters, and required discussions or approvals. As outlined in our Bylaws, FANHS is required to hold a minimum of three meetings annually.

Over the past two years, we have identified the need to review and update our Bylaws and Policies & Procedures. With our fundraising processes now streamlined, we have an opportunity to dedicate greater focus to the Policy Committee, which will be a key priority this year.

In conversation with School Council Chair Doucette, who is also undertaking a review of Council's Operating Procedures, we will work independently while coordinating where the functions and responsibilities of the two organizations intersect and require alignment.

Further details regarding the Policy Committee's work and priorities will be provided at FANHS' first meeting of the year. The date is yet to be confirmed, but we anticipate holding the meeting by the end of the month. The meeting date will be communicated through ENEWS, the school calendar, and the school website.

Back to School Campaign

Our Back to School Campaign launched with Davison Orchards, Indeygo, Little Caesars, and an online auction with a one month membership to Steamoji. Our Purdys fundraising link is now live for anyone who would like to get a head start on holiday shopping.

We have completed our usual promotional efforts, including social media, weekly ENEWS content with slight variations, and handouts sent home with the youngest student in each family. We have also asked the office to update the school calendar with the campaign closing and distribution dates, as has been done in previous years. While the open date was consistent for the full campaign, the close dates vary based on the vendor — distribution also varies by about one week.

Please remember that our fundraisers are open to the broader community—not just school families. Families are encouraged to share fundraisers with colleagues,

friends, neighbours, and other community contacts to help expand our reach and maximize fundraising potential. We also ask everyone to consider sending a quick message to their class cohorts to help generate additional awareness and participation.

Communications

FANHS is working with the office to establish deadlines for weekly ENEWS submissions and will provide our own content directly to the office. All submissions must be complete and ready to publish, including finalized copy and graphics.

In previous years, I worked with our Communications Officers to develop ENEWS content and a communications plan. I will continue to develop an annual workplan for content and will develop copy and graphics as required until we find additional volunteer support.

AFA Grant

We have received confirmation that our grant application for this year's Artist in Residence program was unsuccessful. As a result, the full cost (\$7,845) will be covered by FANHS.

This expense was already accounted for in the approved June 2026 budget for 2026/2027 (\$8,000) in anticipation of a potential unsuccessful grant application. No further action is required — the activity can proceed as planned.

Committees

We look forward to welcoming committee members for our Grants, Halloween Dance, and Policy Committees. Information will be available as opportunities arise.

Grade 9 Adventure Trip

This year's Grade 9 parent group has expressed interest in supporting fundraising efforts. Their involvement provides additional capacity to expand fundraising opportunities and potential. We will continue to build on the foundation of what the school has started and the improvements we've made over the last two years and determine where there's room for additional enhancements longterm. We will meet with the staff lead, Ms. Oliveira, to clarify the school's expectations and determine which aspects the parent group is willing to lead.

--

Rebecca Koziak

President

Fundraising Association of New Horizons School

Date: June 12, 2026

To: School Council c/o Anita Sanderson, School Council Finance Officer

From: Rebecca Koziak | President, Fundraising Association of New Horizons School

Re: 2026/2027 Fund Allocation Approval for School Council

Dear Anita & School Council Executive,

Thank you for presenting School Council's 2026/2027 Fund Allocation Request at last night's FANHS meeting. We appreciate the thoughtful consideration given to the budgeting process and the collaborative discussion around how we can continue to streamline funding and maximize impact for our school community.

For 2025/2026, FANHS implemented a streamlined budgeting process with three distinct budgets: School Council's budget, developed in consultation with Ms. Vigfusson which identify Council's priorities and initiatives; the School's budget, submitted directly by Administration; and FANHS' budget for operational and fundraising needs. As FANHS is ultimately responsible for all three, we appreciated the opportunity to review these collectively with representatives from FANHS, School Council, and School Administration present. Thank you for your continued support and efforts to improve efficiency, streamline workloads, and foster effective communication and collaboration.

Following a review of FANHS' current financial position and School Council's \$29,400 request, the group collectively identified opportunities to further streamline the allocation model and achieve greater impact with the intent to work more efficiently in the upcoming year. It was agreed that school- or teacher-led items are more appropriately funded through School Administration's budget, while School Council's budget should focus strictly on Council-led initiatives, community events, and advocacy that benefit from parent engagement.

With respect to the \$400 contingency requested under School Support, FANHS proposed establishing contingency as a percentage of the approved budget rather than a fixed amount. To provide consistency and flexibility in future budget cycles, FANHS has approved a contingency allocation equal to 5% of the total budget requested to determine a final approved amount.

School Administration also requested that targeted fundraisers be tracked within the main budget file to provide clear visibility of available and designated funds for all stakeholders. As FANHS continues transitioning to QuickBooks, we anticipate this will further improve transparency and ease of tracking and reporting.

As discussed and understood by all present, I am writing to formally confirm that FANHS Executive has approved a **2026/2027 School Council budget of \$23,940** (this amount is inclusive of the 5% contingency), as outlined in the attached allocation. Approved funds must remain within their designated sub-categories and may not be transferred between sub-categories without prior approval from FANHS — no further discussion or approvals are required for use of the contingency funds.

Thank you again for your understanding, collaboration, and thoughtful participation throughout this process. We look forward to continuing to work together on initiatives that strengthen and support our school community in the coming year.

--

Rebecca Koziak

President

Fundraising Association of New Horizons School

Category	Subcategory	Potential Projects, Items & Ideas Identified	Budget	Notes
School Support	Clubs	GSA	\$200.00	
		AMA Patroller	\$350.00	
		New Club Startup Funding	\$600.00	
	Wellbeing			
		Events	Grad - Grade 6	\$500.00
	Staff Appreciation	Staff Meals	\$2,000.00	Partially funded by Spring Carnival Fundraising with supplemental funding from FANHHS' general fundraising dollars to amount to \$2,000.
		Wellness Cart	\$1,000.00	
	Academic Support	Augmented Interdisciplinary Residencies (AIR)		
		- STREAM Learning		
		- Artist in Residence	\$8,000.00	
		- Physical Enrichment	\$4,000.00	
		- Indigenous Cultural Education		
		Presentations		
		Student focused opportunities	\$750.00	
Community	Guest Speakers/Workshops	Speaker/Workshop Fees		
		Parent/caregiver focused opportunities	\$600.00	
	Community Connection Free Family-Friendly Events	Free Events	\$1,000.00	
		- Holiday Sing-along		
		- Movie Night		
		- Hockey Watch Party		
		- Babysitting		
		- Refreshments		
		Spring Carnival	\$3,500.00	
	Hospitality	Engagement Incentives	\$200.00	
School Council Administration	General Admin Expenses	Office supplies and printing as needed	\$100.00	
Date Requested:		Budget Requested to support School Council's Community Connection and Advocacy Initiatives:	\$22,800.00	
	Contingency	Funds to be used for any category, up to 5% of total budget	\$1,140.00	
			\$23,940.00	

Category	Subcategory	Potential Projects, Items & Ideas Identified	Budget
School Support	Wellbeing	Student Aid Fund — School Nutrition	\$3,200.00
		Flight to the Finish	\$300.00
	Events	Holiday Concert	\$1,000.00
	Curricular/Co-Curricular	Field Trip Bussing	\$10,000.00
	Extracurricular	Items as Identified by the School	\$4,000.00
	Recess Equipment		\$500.00
	Graduation Events	Kindergarten	\$300.00
		Grad - Grade 9/Jr. High Dance	\$1,000.00
	Academic Support	Investipalooza	\$100.00
Classroom Support	Student Incentives	Classroom incentives: Student based funding at \$6 rate per student + set rate per French & Music (\$300 each).	\$3,400.00
Community	Community Connection	Back to School BBQ	\$1,500.00
	Student Incentives	Wings of Excellence	\$1,000.00
		Budget requested from general account.	\$26,300.00

Category	Subcategory	Potential Projects, Items & Ideas Identified	FANHS Budget
Operating Expenses	FANHS	Quickbooks. Insurance. Office supplies. Web hosting.	\$1,000.00
	Hot Lunch Program		\$600.00
	Concession	Concession Inventory (<i>max. cost of inventory to hold onto at any given time.</i>)	\$500.00
Events	Halloween Family Dance	Annual fundraising event.	\$1,500.00
			\$3,600.00