

Fundraising Association of NHS (FANHHS)
Agenda and Minutes - Draft

Location: New Horizons School

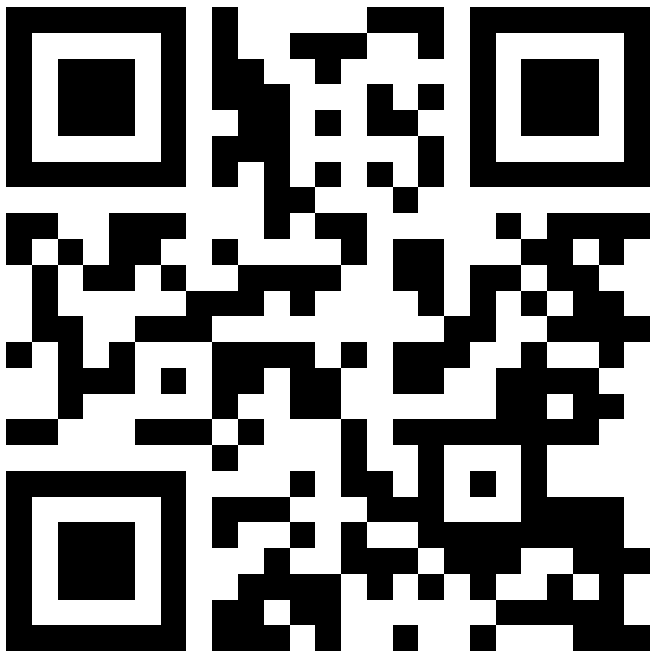
September 14, 2018 @ 6:30

Attendance:

1. Call to order
 - 1.1. Start Time:
2. Changes to Agenda
3. Motion to Accept Agenda as is
 - 3.1. Motioned By: Seconded By: All:
4. Greetings and Welcome
 - 4.1. Introductions
 - 4.2. YouTube Video (Appendix A)
5. Open items
 - 5.1. Approval for School Council budget request (Appendix B). The request is for \$27, 100.
 - 5.1.1. Motion to accept the 2018-2019 budget request from School Council;
 - Motioned By: Seconded By: All:
 - 5.2. Review of Current Fundraising Events (Appendix C)
6. New Business
 - 6.1. Open Discussion, Fundraising Events for 2018-2019 school year
7. Next Meeting
 - 7.1. Location: New Horizons, Learning Commons Date:
8. Adjournment,
 - 8.1. End Time:

Appendix A: YouTube Video

The following is a short YouTube video that describes the Fundraising Committee, what it does and how it works.



<https://youtu.be/INPpWDeZUqA>

Appendix B: School Council Budget Request

The following is the proposed budget allocations from School Council, via Kim Johnson. May 25, 2018

New Horizons School Fund Allocation				
	2018-2019 Allocation of Funds	Spent Funds	Motioned Funds	Remaining Funds
School Support	\$ 11,500	\$ -	\$ -	\$ 11,500
Classroom Support	\$ 4,500	\$ -	\$ -	\$ 4,500
School Enhancement	\$ 5,000	\$ -	\$ -	\$ 5,000
Community Building / Parent Support	\$ 5,600	\$ -	\$ -	\$ 5,600
School Council Administration	\$ 500	\$ -	\$ -	\$ 500
GRAND TOTAL:	\$ 27,100.00	\$ -	\$ -	\$ 27,100.00

Appendix C: Fundraising Events

Current

Event	Co-ordinator	Start Date	End Date
Admazing Savings	Abram Chang	Sept 11, 2017	
Hot Lunch – Fall (Start Oct 10 th)	Rhonda Jenkin		
Hot Lunch – Winter	Rhonda Jenkin		
Hot Lunch – Spring	Rhonda Jenkin		
Scholastics Book Fair			
Scholastics Book Fair			

Proposed Future

Event	Co-ordinator	Approved Date	Planning Month	Execution Month
Admazing Savings			Aug	Sept
Hot Lunch – Fall			Sept	Sept
Hot Lunch – Winter			Oct	Nov
Hot Lunch – Spring			Jan	Feb
Scholastics Book Fair			Oct	Oct
Scholastics Book Fair			Jan	Feb
Stawnichy's Meat (Mundare Sausage)			Sept	Oct
Purdy's Chocolates			Oct	Nov
Boston Pizza Receipts			Sept	All Year
Greeting Cards			TBD	TBD
Mabels Labels			Sept	All Year
Famoso Gift Cards				
AGLC Casino				
BT Honey				

Appendix D: Critical Dates

The following is taken from FANHS Policies and Procedures document:

September	October – January	February	March	June	August
<ul style="list-style-type: none"> - Update signing authorities on Association bank accounts - Complete fiscal year annual financial report - Call out for auditor(s) to audit financials if positions not filled at Annual General Meeting (AGM) - Check for insurance requirements 	<ul style="list-style-type: none"> - Provide financials to auditor(s) for review 	<ul style="list-style-type: none"> - Present Audited Annual Financials at Special General Meeting (SGM) no later than February 28th (meeting notice requirements per Association bylaws) Make motion at Special General Meeting (SGM) to destroy documents older than 7 years 	<ul style="list-style-type: none"> - Audited Annual Return must be filed by March 28th to Service Alberta 	<ul style="list-style-type: none"> - Annual General Meeting (AGM) must be held before June 30th (meeting notice requirements per Association bylaws) 	<ul style="list-style-type: none"> - Update Officers and Directors for the Association with Corporate Registries