

Fundraising Association Heritage Hills Elementary (FAHHE)

DRAFT MINUTES

Annual General Meeting

Wednesday June 14, 2023

1. Welcome and Call to Order 8:04 pm
2. Review and approve the agenda (additions, deletions and changes)
 - Motion to approve the modified agenda made by Kelly, seconded by Jodi
3. Basketball court update
 - The county did not think there was space for a full court but provided an option for a half court basketball hoop beside the north side of the outdoor skating rink
 - County says that the hoops/court need to be visible from the street
 - Cost is pending; depends on the council's feedback (there will need to be input from the bordering community)
 - Discussed using the outdoor rink as a basketball court, which will be brought up again with the county
 - Suggested moving shack down to other end of rink
 - How many hoops can be added if we change the location?
 - Concerns raised about potential location proximity to parking lot
4. Funding requests
 - Dr. Boyer inquired about ukulele uniforms (t-shirts)
 - Idea for next year: putting money aside for the Christmas concert (paying for busing for rehearsal, a pianist, etc.)
5. Approve the minutes of the last AGM meeting (June 20, 2022) - motion to approve by Dani, seconded by Andrea
6. Reports:
 - 4.1 President's Report
 - Purdys, Bear Tracks, Math a Thon, art cards were very successful
 - Funded Carnival activities, hot lunch on sports day, coyote mascot, uniforms for sports teams, treats for staff and students, staff appreciation, and ABC countdown
 - Suggestions for future fundraisers from parent survey: cookie dough, beef jerky, grocery store gift cards, Davison Orchards, Stawnichy's sausage, Little Caesars
 - Fully staffed for casino

- 49 coyote compliments were completed by 29 families for 23 staff members
- Staff thank you for ABC Countdown support

4.2 Treasurer's Report - August 2022

- Net fundraising revenue of \$10101
- Spent \$989 on staff appreciation, \$686 on ABC Countdown, \$1000 to Fitset Ninja
- Net income before school funding requests was \$6194
- Paid for a computer \$378
- On August 31, 2022, the operating bank account had a balance of \$16281 and casino account had a balance of \$12. Left with net assets of \$14756 carried forward to the 2022-2023 year after subtracting for funds payable to school for land based learning space and universal hot lunch fund.

4.3 2021-2022 Audited Financial Statements

- Andrea moved to approve financial statements, Kelly seconded

4.4 Hot Lunch Report

- 19 hot lunch sessions this year (compared to 12 last year) with 10 different vendors
- Survey results: some said lunch was too expensive, most parents liked the frequency, some asked if "snack days" could be put in between
- Some requests for ordering months in advance
- Some felt that there was a lack of communication from Healthy Hunger (such as email reminders)
- Some asked for hot lunch to be more frequent, even weekly
- Suggestions for new vendors were mostly more pizza, pasta, hamburgers/hot dogs

7. Appointment of Auditors for 2022-2023 Financial Statements

- Tabled for next year

8. Election of Executive

- 8.1. President: Lisa Solamillo
- 8.2. Vice President: Andrea Kardal
- 8.3. Secretary: Dani Till
- 8.4. Treasurer: Erran Milligan

9. Adjournment 8:49 pm

Fundraising Association for Heritage Hills Elementary
Annual General Meeting
June 14, 2023
President's Report

This year we successfully completed the following fundraisers: Purdys Chocolates, 1 Bottle Drive, Bear Tracks, Christmas Concert Raffle, Oil Kings, Blaze Pizza, Math-a-thon, Art Cards, Salisbury Greenhouse and Hot lunches. Through these fundraisers we were able to help fund the Carnival activities, Hot Lunch on sports day for students and staff, a coyote mascot, uniforms for sports teams, some treats for staff and students for ABC countdown and we provided the school staff with some goodies for staff appreciation.

The most successful fundraisers this year were: Purdys, Bear Tracks, Math-a-thon and Art Cards. We completed a fundraising survey and based on those results, the favourite fundraisers were: Hot Lunch (97%), Beartracks (58%), Purdys and Salisbury (36%), Math-a-thon (34%) and Art Cards (29%). The fundraisers they would like to see again would be: Hot Lunch (97%), Beartracks (53%), Math-a-thon (41%), Purdys and Salisbury (36%) and Art Cards, Christmas Concert VIP package, Blaze Pizza and Mabels labels (31%). Suggestions for future fundraisers included: cookie dough, beef jerky, grocery store gift cards, Davison Orchards, Sausage and Little Ceasars just to name a few. These will be taken into consideration for future fundraiser planning.

We kicked off the year with an amazing meet the staff bbq. It was a great night for networking and being able to have those face to face visits we have been missing over the past couple of years.

The Halloween Dance was an overwhelming success. We were able to gather as a school community as well as collect food and money for the local food bank. We are looking forward to next year's dance already.

It was great to be able to gather in person once again for our meetings this year and have a slightly higher attendance rate.

The completion of the outdoor play spaces has been identified as a priority and as such a playground committee was formed to help raise the required funds for this project. The committee is anticipating applying for matching grants in May of 2024 with the completion of the project in the Summer of 2025. The two possible projects are: completion of the current playground and a hard surface basketball court space.

We have been scheduled for a Casino for June 28/29th and will have those funds available for use come the 2023/2024 school year.

We implemented a Coyote Compliment where families could send a special note of recognition to any staff member at the school. We had **49** Coyote Compliments completed by **29** families for **23** staff members. It was great to see the surprised and happy faces when staff received their notes.

We were able to successfully work together to raise funds to support and enrich the learning of the students at Heritage Hills Elementary. Thank you to all the families who worked with us to help make this fundraising year a success.

Lisa Solamillo, FAHHE President, 2022-2023

HHE Hot Lunch Report for 2022/23 School Year

Highlights

We ran a total of 19 hot lunch sessions this year (compared to 12 last year) with 10 different vendors (compared to 6 last year).

Parent Survey Rating	Hot Lunch Rating	Vendor	# of times used	Avg Order Qty	Sorts by Class Grade (Y/N)	Comments	Will Use Again? (Y/N)
1	3	Panago	3	330	N	Changed Mgmt mid-way through the year, no longer sorts by class/grade. Has been late. Was short a couple pizzas last time and no longer provides extras.	Y
2	2	Subway	3	340	Y	Uses labels. On time.	Y
3	4	Booster Juice	2	320	Y	Very familiar with hot lunch program. On time. Picks up delivery containers.	Y
4	5	Boston Pizza	2	320	N	Late the first time but made up for it the second time. Provided extras.	Y
5	1	COBS	3	300	N	Always on time, fresh and provides extras. Delivery containers need to be returned by volunteers.	Y
6	6	Ihop	1	340	Y	First order wasn't delivered and had to be picked up. Head Office sorted out the 2 nd full school order.	Y
7	9	Wok Box	1	310	N	Was late, orders were marked with the same abbreviations which made delivery confusing.	N
8	8	Mucho Burrito	1	240	N	Wraps were bland, very little meat.	N
9	10	Jugo Juice	1	350	Y	Was late - missing 12 wraps and volunteer had to drive to them up.	N
10	7	La Café Bicyclette (Tourtiere)	1	220	N	Very hard to find a french tourtiere vendor! Charged for delivery but we stored kinder order in the fridge to heat and deliver the next day.	Y

Hot Lunch Survey Results

We had 60 responses to the hot lunch survey which we used to rank the vendors shown above. Here are some key takeaways from the responses:

- 4 out of 60 (or 6%) of the responses said lunches were too expensive
- Most parents liked the frequency of hot lunches but asked if “snack days” could be put in between
- A couple of requests were made to order many months in advance if possible

- Some responses disliked the lack of communication from Healthy Hunger (i.e. email reminders with your order(s) so you know what's coming up)
- A few responses asked for hot lunch to be more frequent such as weekly
- Suggestions for new vendors were mostly more pizza options, pasta, and hamburgers/hot dogs

Universal Hot Lunch Fund

We had \$400 leftover from last years donation. This year we were able to provide 18 hot lunches through the funds we had in our universal hot lunch fund. We still have just over \$200 to carry forward to next year and anticipate raising more funds (only if needed) at some point throughout the year.

Outlook for Next Year

We plan to continue using Healthy Hunger as our hot lunch ordering platform. We'd like to continue using the Top 5 vendors as listed above and explore more options as requested through the survey.

Fundraising Association for Heritage Hills Elementary FAHHE
Statement of Financial Position
As at August 31, 2022

		Wednesday, August 31,
ASSETS		
Cash		
Operating account		16,281
Casino account		12
Total Assets		16,293
LIABILITIES		
Accounts payable		1,117
Unearned revenue		420
		1,537
NET ASSETS		
Opening net assets		8,940
Current net income		5,816
		14,756
Total Liabilities and Net Assets		16,293

		Fundraising revenue	Fundraising Expenses	Net Fundraising Revenue
Fundraising Revenue and Expenses				
Blaze Pizza		92		92
Bottle Drive		1,300		1,300
Hot Lunch		22,029	19,086	2,943
Purdy's		3,244		3,244
Interest		2		2
Little Ceasars		2,386		2,386
Mabel's Labels		135		135
Total		29,187	19,086	10,101
Operational Disbursements				
FAHHES Administrative Operations				336
FAHHES Insurance				897
Staff Appreciation				989
ABC Countdown				686
Fitset Ninja				1,000
Total Operational Disbursements				3,908
Net Income before Casino Expenses and Funding to Heritage Hills Elementary School				6,194
Casino Expenses				
Computer				378
Net Income				5,816



Minutes

Fundraising Association Heritage Hills Elementary (FAHHE) April 17th, 2024 7:30pm (Following School Council meeting) Learning Commons at Heritage Hills

1. Welcome and Call to Order- 7:56 pm, seconded Erran Milligan
2. Review and Approve the Agenda (Additions, Deletions and Changes)
Erran Milligan motion to approve agenda
Andrea Kardal second
3. Approve the Minutes of the last meeting (January 17th)
Jennifer Shiniman - motion to approve
Seconded - Erran Milligan
4. Old Business
 - 4.1 Playground Committee Update
 - Final countdown for the playground grant application. Deadline is May 15th.
 - \$70000K allocated to this matching grant plus \$20000K from the county. \$2500K is going to be left in the account for reserve for the following year's insurance.
 - 4.3 Fundraising Update
 - Little Caesars - orders are still coming in, and orders are open for the next few days
 - Math-a-thon: Brought in \$2200 and change
 - Hot Lunch: Re-opening the Universal Hot lunch fund for students to utilize
5. New Business
 - Parent Engagement Session - Parent and Student yoga session. May 29th Div 1 session, June 12th div 2. 6pm to 730pm. Sign up sessions to come with max of 30 duos
 - Sports day lunch - Hot dog from the servery, pay \$1 for a hotdog.
 - Halloween Dance - Friday Oct 25th.
 - Staff Appreciation - Sign Up Genius is coming for May appreciation. It will also be posted on Facebook and email blast sent out.
6. Treasurer Report
 - Provided Financial Statement from April 13th. No questions
7. Funding Requests

- Discussed Mascot companies being very difficult to hear back from. If anyone has any contacts, please reach out!

8. Open Forum

9. Adjourn - 8:33 pm.

FAHHES Operations					Budget		Expenses		Budget
	FAHHES Administrative Operations				500		0		500
	FAHHES Insurance				1,200		1,111		89
	Miscellaneous				250		0		250
	Staff Appreciation				1,000		65		935
School Activities and Support									0
	BBQ				1,000		494		506
	ABC Countdown				1,000		0		1,000
	Cabane a sucre				1,500		0		1,500
	Dance				200		43		157
	Sports Day/Ninja				1,000		0		1,000
	Math-a-thon				300		140		160
	School Wish List				3000		0		3,000
	Christmas Concert				2000		0		2,000
	Milk and Cookies				200		83		117
									0
Total operating expenses					13,150		1,937		11,213
Net income before casino expenses and funding to Heritage Hills Elementary School							14,908		
Casino expenses									
Funding to Heritage Hills Elementary School									
Net income (loss)							14,908		

