



## DRAFT MEETING MINUTES

**7- 8pm (Following School Council meeting)  
Learning Commons at Heritage Hills  
November 21, 2024**

1. Welcome and Call to Order at 8:23pm (1min)  
By: Jen Shiniman
2. Review and Approve the Agenda (Additions, Deletions and Changes) (1min)  
Motion to approve: Tori Eskelson  
Second: Ashley Kerik
3. Approve the Minutes of the last meeting (See Meeting Minutes 9.12.24) (1min)  
Motion to approve: Tori Eskelson  
Second: Katie Castle
4. Reports from Executives 8:25 - 8:48pm
  - 4.1 President (JS)
    - Next FAHHE Meeting: Jan 9, 2025
    - 100% Fundraiser update
      - As of Nov 20: \$1275
      - **TO DO:** Communicate fundraiser is still taking donations (JS/AA)
        - Post on FB
        - Add to the Weekly
        - Add to December FAHHE Newsletter
  - 4.2 Treasurer (KC)
    - Financial Statement as at Nov 20, 2024
    - See attached
  - 4.3 Hot Lunch (JM)
    - Upcoming hot lunches/treat Days
      - Nov 22: IHop
      - Nov 28/29: Treat Bags
      - Dec 12/13: Bar Burrito
      - Dec 12/13: Chips
      - Dec 18/20: Papa John's
    - Amount Raised: \$2174
    - Universal Hot Lunch Fund:

- \$180ish carry over from 23/24
- Raised \$300 so far into December
- Will pause Universal HL Fund closer to end of year if it gets to high, we want a small amount of roll over for the start of 25/26 school year
- **TO DO:** Communicate on FB group if more volunteers are needed (JM)
  - Utilize the Volunteer list from the survey

#### 4.4 Halloween Dance (VJ/RM)

- Wins:
  - PROFIT: ~\$1300
  - 610 ballots (Attendees approx)
  - Extra lights in the gym
  - Layout for the concession made the line move quicker
  - Entrance at Gr 5-6 doors made smoother flow
  - Door prizes - so many door prizes! People were really excited
  - Charging admission - this worked well and people were very receptive
  - Our vendor list - ended up with 15 door prizes + costume prizes
- Key takeaways/considerations for next year:
  - Inflatable costumes created challenges- enforce same rules as the school for costumes
  - Students had weapons and props - some were misplaced or not being used appropriately - enforce same rules as the school for costumes
  - Bathroom behaviors - maybe a hallway/bathroom monitor.
  - Students trying to go upstairs and/or get into the classroom the volunteers were using as our "base" - this could also apply to the bathroom monitor
  - A way to identify volunteers for families and kids
  - More volunteers - need volunteers to potentially volunteer throughout the dance (hall monitors etc.), and also potentially a separate crew to clean up so it doesn't have to be the same people the whole time.
  - Define roles - At times the sub-committee felt like we were stepping on each other, and it became unclear who was responsible for what.
- Date for next year: Fri Oct 24 (FRI) unless it can be a Saturday
- Allow FAHHE and SC committee to step back to let subcommittee lead event (they can volunteer for time slots if they want)
- **TO DO:** Add to March or May Agenda- Determine 24/25 dance date (JS)

#### 5. Old Business (outstanding from previous meeting) (1min) 8:48 - 8:49 pm

##### 5.1 School Wishlist (JS)

- No need for Lego wall anymore
- School has requested for a Holiday tree for the front foyer
- Added to the budget: \$1000
- Voted: 92% in favor (12- yes)

#### 6. New Business 8:49 - 9:16 pm

##### 6.1 Playground Update (JS)

- Waiting to hear back from the grant application
- Got sent another grant opportunity for more greenery (Trees/Shrubs)
  - Register by December 9, 2024
  - Grant approval by March 2025
  - Complete project same year
  - Tree Canada supports greening projects wherever learning takes place, on educational institution properties such as elementary or primary schools, high schools, universities, colleges and training centers across Canada.
  - Grant up to \$10K
- **TO DO:** Apply for new grant (JS)
- **TO DO:** Communicate once we receive communication regarding Playground Grant (JS)

## 6.2 Mathathon and Readathon (AA)

- Readathon only this year
- Will alternate each year between Readathon and Mathathon
- Readathon Plan:
  - **Lead:** Andrea Aleksic
  - **Communication:** FAHHE to add to newsletter, Garry could speak with teachers, flyer to each student and posters on walls
  - **Dates:**
    - Register: January 27-31, 2025
    - Readathon: February 10-21, 2025
  - No cash all electronic through the website
  - AA will give daily generated reports to teachers and admin
  - Assembly to distribute incentives/prizes
    - 1 hour time needed, make a powerpoint presentation or something
  - **Prizes:** Lucrative prizes are fundraising based: top 3 fundraisers in school, top 3 readers Div1, top 3 readers Div2, Teacher nominated prize one student in each class a book donated to school library; Class treat parties for highest fundraising average, highest reading average, highest participation; Two student prizes in every class : student who reads the most, student who fundraises the most; School wide prizes: read 50,000 mins Pj Day, read 80,000mins Extra recess, read 120,000 mins popsicle party and principals dress up.
- **TO DO:** Add to January Newsletter (JS)
- **TO DO:** Hype it up at school (HHE Admin/teachers)
- **TO DO:** Print out flyers and posters (AA)
- **TO DO:** Add to Jan/25 Agenda (JS/AA)
  - HOW it all works
  - Incentives/prizes outline
  - Assembly date/time for top prizes (Propose week of Feb 24)

## 6.3 Upcoming Fundraisers

- Fundscrip
  - Lead: Lisa Solamillo

- Dates: Nov 18 - 29, 2024
- GC will arrive back the following week (if they arrive by Dec 5, we can hand back at xmas concert, otherwise we will plan a date/time for pick up)
- Christmas Concert VIP Seat raffle
  - Lead: Jen and Andrea
  - Dates: Nov 29 - Dec 2, 2024
  - 4 reserved front and center seats and 1 reserved parking spot
  - 2 winners for each: ECS, Div 1, Div 2
  - Will draw winners on Dec 4
  - Using Healthy Hunger for Raffle Zeffy?
- **TO DO:** Sign up on Zeffy to use for Raffle (JS/KC)
- Christmas Concert Silver collection
  - Lead: Jen and Andrea
  - Dates: Dec 5 and Dec 12 during the concerts
  - Will ask Div 2 parents to volunteer during Div 1 concert (5:45-6:45pm)
  - Will ask Div 1 parents to volunteer during Div 2 concert 6:45-7:45pm)
  - Will ask Div 1 and 2 parents to volunteer during ECS concert (1:45-2:30)
- **TO DO:** Needs a new name (Cash for Kids)
- **TO DO:** Add to December Newsletter (JS)
  - Reminders for Save on Foods- bring receipts to the Xmas Concert
  - Collecting “Cash for kids” at Xmas Concert
- **TO DO:** Set up Sign up genius for Xmas Concert Volunteers (JS/AA)
  - Dec 5: 5:45-6:15 (Div 2 parents/students) x2
  - Dec 5: 6:45-7:15 (Div 1 parents/students) x2
  - Dec 12: 1:45-2:15 (Div 1 & 2 parents/students) x2
  - Dec 5 and 12: x2 FAHHE members to double count, KC to deposit the next day
- Movie Night
  - Lead: Tamara Peters and Andrea Aleksic
  - Date: Thinking to plan post Readathon
  - Budget: \$500 (Cover custodial fee and streaming license)
  - Admission and concession (CASH)
  - BEST DATE: September- warm enough, dark enough, try to get blow up screen rental donated
- **TO DO:** Add to January Agenda (JS)
- Purdy's
  - Lead: Dalyce Zuk
  - Date: Placeholder for Easter (April 21)
    - Need to run March 17- April 4?
- **TO DO:** Add to March Agenda if we are doing this fundraiser (JS)

6.4 Fundraising plan (See attached) (5 min)

Motion to approve: Tori Eskelson  
Second: Name - Richelle McLean

6.5 Budget Approval (See attached) (5 min)

Motion to approve: Shauna Samu  
Second: Name - Jaclyn Manchik

6.6 Survey Responses and Discussion (15 min)

- 127 responses
- 53% of families want 1-3 fundraisers
- Top fundraisers 23/24: Fundscrip and Readathon
- Additional Fundraised Money Ideas: 73% of families want "In school events" (Pizza party, hot dog day, etc)
- Nitza's, Panago, Subway, BP, Booster Juice were the top picks for food vendors
- Treat Days between hot lunches are a win!
- 1-4 treat days throughout the year is preferred (54%)
- Favorite treat days: Chips, Cookies, Donuts
- Suggested Restaurants & Treat days are sent to Jaclyn to see if they are on Healthy Hunger
- A list of Hot lunch volunteers (from the survey) will be made and given to Jaclyn
- Hot lunch being divided into 2 days (Div 1 and Div 2): 46.5% yes, 38.6% no opinion, 15% NO
  - Hard to split for families with multiple kids in different grades
  - Better to have ALL volunteers for one day, less days to volunteer makes it easier for families who can volunteer
- Leave hot lunch as is, utilize the volunteer list generated from the survey, communicate on FB parents group if we need more volunteers

7. Adjourn meeting 9:16 pm



<b>Fundraisers for 2024/25</b>	<b>Potential Dates</b>	<b>Leads</b>
Hot Lunch/Treat Days	All Year	Jaclyn
Save On Foods	All Year	Danielle Till
Cobs, Mabel's Labels, Edm Elks	All Year	Jen Shiniman
Halloween Dance	Oct 25, 2024	Ashley Kerik/ Veronica/ Richelle
Art Cards by Kids	Oct/Nov 2024	Kyla Harding/ Tori Eskelson/ Jen Way
100% Fundraiser	Present- Nov 20, 2024	Jen Shiniman/Andrea Aleksic
Funscript	Nov-Dec 2024	Lisa Solamillo
Xmas Concert VIP Seating	December 2024	Jen Shiniman/ Andrea Aleksic
Xmas Concert Silver donation	December 2024	Jen Shiniman/ Andrea Aleksic
Movie Night	January 2025	Tamara Peters/ Andrea Aleksic
Read-a-thon	February 2025	Andrea Aleksic/ Jen Shiniman
Little Caesar's Pizza	March 2025	Erin Wallish
Purdy's	April 2025 (Easter)	Dalyce Zuk
Stawnichys	May 2025	Andrea Aleksic
End of School Event (TBD)	June 2025	
Event Fundraiser		
Sales Fundraiser		
Sales- Place holder		
<b>Table for 2025-2026</b>		
Mathathon		



Expenses	Budget
<b><i>FAHHE Operations</i></b>	
Operating reserve	\$2,500.00
Administrative Operating Fees	\$500.00
Insurance	\$1,200.00
Misc	\$250.00
Staff Appreciation	\$1,000.00
<b><i>School Activities and Support</i></b>	
ABC Countdown	\$500.00
Back to School BBQ	\$1,000.00
Carnaval- Bon Homme	
Cabane a sucre	\$1,500.00
Christmas Concert	\$100.00
Halloween Dance	\$500.00
Milk and Cookies	\$200.00
Movie Night	\$500.00
Readathon (Prizes)	\$1,500.00
School Wish List	
Chromebooks	\$14,000.00
Teacher discretionary Fund	\$3,150.00
Holiday Tree	\$1,000.00
Sports Day/ End of school Event	\$1,000.00
<b>TOTAL</b>	<b>\$30,400.00</b>



**FAHHE Financial Statement as at November 20, 2024**

<b>Assets</b>		<b>Account Balance</b>			<b>Notes</b>
<b>FAHHE Operating Account</b>		<b>58,068.66</b>			\$50,000 allotted for playground
<b>FAHHE Casino Account</b>		<b>\$19,455.35</b>			\$20,000 allotted for playground
<b>Liabilities</b>					
					<b>Notes</b>
Money collected for rock circle		\$1,217			Will be moved to playground fund
Universal hot lunch fund					
<b>Revenue</b>	<b>Gross Revenue</b>		<b>Costs</b>	<b>Net Revenue</b>	
Halloween Dance	\$2,621.00		\$1,305.00	\$1,316.00	
Interest Casino	\$1.48		\$0.00	\$1.48	
Interest	\$3.98		\$0.00	\$3.98	
100% Fundraiser	\$1,275.00		\$0.00	\$1,275.00	
Beartracks Icemelt	\$90.00		\$0.00	\$90.00	Product paid for in 2023/24 budget
Mabel's Labels	\$180.75		\$0.00	\$180.75	
Hot Lunch	\$10,795.30		\$8,620.52	\$2,174.78	
<b>TOTAL</b>				<b>\$4,541.99</b>	
<b>Expenses</b>					
	<b>Budgeted</b>		<b>Expense</b>	<b>Remaining</b>	<b>Notes</b>
Administrative Operating Fees	\$500.00			\$500.00	Not used 23/24
Insurance	\$1,200.00			\$1,200.00	Will be due Nov/Dec 2024
Misc	\$250.00			\$250.00	Not used 23/24
Staff Appreciation	\$1,000.00			\$1,034.00	Additional \$34 from unused parent donations for stock the staffroom
Operating Reserve	\$2,500.00			\$2,500.00	MUST
Teacher discretionary Fund	\$3,150.00	\$3,150.00		\$0.00	\$150/Teacher (21 classes/teachers) Decreased from \$3400
Holiday Tree	\$1,000.00			\$1,000.00	Looking at 10-12 ft tree
Welcome BBQ	\$1,000.00	\$700.10		\$300.00	Moved to Halloween Dance budget
Chromebooks	\$14,000.00				Currently not enough to purchase these
<b>TOTAL</b>					
<b>Notes</b>					
<b>Amount available to use</b>	<b>\$4,368.66</b>				Account balances less minimum operating amount, upcoming insurance payment, and playground allotment