

# AGENDA

Fundraising Association Heritage Hills Elementary (FAHHE)

**8:00pm Thursday, November 4, 2021 - Virtual Meeting**

(After the Parent Council Meeting)

1. Welcome and Call to Order
2. Review and Approve the Agenda (Additions, Deletions and Changes)
3. Approve the Minutes of the last meeting (May 14, 2021 & October 6, 2021)
4. Old Business:
  - 4.1. Election
    - 4.1.1. FAHHE Vice President
    - 4.1.2. FAHHE Treasurer
5. New Business:
  - 5.1. Hot Lunch
  - 5.2. Fundraising Plan for 2021-2022
  - 5.3. Operating Budget
  - 5.4. Signing Authority changes
6. Open Forum
7. Adjourn

# Minutes

## Fundraising Association for Heritage Hills Elementary FAHHE October 6, 2021 - Virtual Meeting

### Attendance:

Lisa Solamillo, Marla Dorin, Lisa McDonnell, Lori Tootoosis-Friesen, Andrea Kardal, Kelly Annesty

Staff: Bill Schlacht, Kyle Samaratunga, Teresa Wells-Taylor, Stacey Caruthers, Suzanne Cleet, Leslie Pavan

### 1. Welcome and Call to Order

1.1 The meeting was called to order at 6:36 pm by Lisa Solamillo, Chair.

### 2. Review and Approve the Agenda

2.1 Motion to approve the Agenda by Lori Tootoosis-Friesen. Seconded by Lisa McDonnell. All in favor. Motion carried.

### 3. Approve the Minutes of the last meeting

3.1 The minutes were not reviewed ahead of time and this motion was tabled for the next meeting.

### 4. Old Business - Election of Officers (tabled from the AGM)

4.1 Lisa McDonnell nominated Lisa Solamillo for Chair. Lisa Solamillo was elected by acclamation as the Chair of the FAHHE. Lisa accepted.

4.2 No nominations were made for the position of Vice Chair position and this was tabled for the next meeting.

4.3 Lisa Solamillo nominated Marla Dorin for the position of Treasurer. Marla Dorin was elected by acclamation as the Treasurer of the FAHHE. Marla accepted on a temporary basis and the FAHHE will still try to fill the position.

### 5. Hot Lunch

5.1 Jaelyn Manchik volunteered to run a hot lunch program through the lunch lady. Everything would be classroom delivered by staff possibly biweekly. This would run on both a Wednesday as well as a small Thursday order to accommodate both kindergarten classes. Bill mentioned that the staff preferred pizza. Bill suggested individually boxed pizzas that the staff could easily distribute to students in their classrooms as volunteers are not allowed in the building yet. Lisa Solamillo indicated that the individual pizzas have a slightly higher cost for parents.

## **6. Open Forum**

6.1 Bill and Kyle discussed the staff wish list. Staff ideas for the upcoming school year included new playground equipment, cement and basketball hoops, and an artist in residence program. Adding cement and basketball hoops to the existing arena would be an expensive endeavor however if it was done under a joint venture it would reduce the amount the school needs to pay.

Bill and Kyle would like Phase 2 of the playground to be a major focus for fundraising this year with the basketball hoops and tarmac being the second priority. Both of these would meet the education goals of the school by enhancing mental health and mental wellness.

Andrea suggested that the FAHHE and the school set up a plan or “road map” for the year so that everyone is aware of and working toward the same goals.

The FAHHE will start adding a little note in the weekly newsletter to keep updated with the FAHHE and fundraising activities.

A Survey will go out to parents asking their opinion about fundraisers and fundraising throughout the year. FAHHE will look into giving parents a way to submit a donation rather than selling a product. This will allow parents to still support the school if they wish but opt out of having to sell products.

A bottle drive will be put in place for November and January. Dates to be announced.

The next FAHHE meeting will go right after the Parent Council meeting. Hopefully this will allow for more parents to attend.

## **10. Adjournment**

10.1 Lisa Solamillo adjourned the meeting at 7:40 pm.

# Minutes

## Fundraising Association for Heritage Hills Elementary FAHHE May 14, 2021 - Virtual Meeting

### Attendance:

Lisa Solamillo, Christi Ross, Marla Dorin, Lori Tootoosis-Friesen, Cindy Smith  
Staff: Bill Schlacht, Kyle Samaratunga

### 1. Welcome and Call to Order

1.1 The meeting was called to order at 1:33 pm by Lisa Solamillo, Chair.

### 2. Review and Approve the Agenda

2.1 Motion to approve the Agenda by Lori Tootoosis-Friesen. Seconded by Cindy Smith. All in favor. Motion carried.

### 3. Approve the Minutes of the last meeting

3.1 Motion to approve the Minutes from April 19, 2021 by Lori Tootoosis-Friesen. Seconded by Marla Dorin. All in favor. Motion carried.

### 4. Financial Report

4.1 Marla Dorin presented the attached Financial Statements.

### 5. Fundraising Updates

5.1 Salisbury Greenhouse – There were 33 orders of gift cards, earning \$881 for the FAHHE (20% of sales minus stripe fees). Two families with orders over \$400 were required to pick up their gift cards from Salisbury Greenhouse. All other orders were mailed directly to families.

5.2 Pizza Day – The first pizza day was a great success, with \$640 raised for the FAHHE. The 2 nd pizza day has been deferred, with orders being transferred from May 14 th to June 9 th . Individual pizzas will now be provided at a slightly higher Cost.

### 6. Old Business

6.1 Logo Creation – Potential logo ideas were presented by Christi Ross. A final logo, incorporating both hills and sunshine, will be created and presented at the AGM in June.

### 7. New Business

7.1 Outdoor Space Vision & Discussion – Once boulders are in place for the outdoor classroom, further development of the outdoor space will be considered.

The feasibility of either a tarmac with basketball hoops or a second phase of the playground will be explored with the County of Strathcona.

7.2 New Funding Requests – The cost for either installing a tarmac with six basketball hoops or a second phase of the playground we be approximately the same: \$147,000.

## **8. Bylaw Review**

8.1. Sections 9-19 were reviewed at this meeting. Proposed amendments to the FAHHE bylaws will be presented as a Special resolution at the AGM on Monday, June 14 th at 1:60 PM.

## **9. Open Forum**

9.1 The remaining \$300 in the Casino fund should be spent before the end of the year. Administration can use these funds towards the purchase of an additional chromebook. A small sum should remain in the account so that the account is not closed by the bank.

9.2 Administration will ask central about the feasibility of highway cleanup if parents decide this is a fundraiser they would like to pursue next year.

## **10. Adjournment**

10.1 Lisa Solamillo adjourned the meeting at 2:36 pm.

**FUNDRAISING ASSOCIATION OF HERITAGE HILLS ELEMENTARY SCHOOL  
FINANCIAL STATEMENTS**

<b>ASSETS</b>	<b>April 30, 2021</b>
Cash	
Operating account	9,649
Casino account	389
<b>Total assets</b>	<u><u>10,038</u></u>
<b>LIABILITIES</b>	
Accounts payable	0
Unearned revenue	0
	<u>0</u>
<b>NET ASSETS</b>	
Opening net assets	18,267
Current income (loss)	(8,229)
	<u>10,038</u>
<b>Total liabilities and net assets</b>	<u><u>10,038</u></u>

<b>Revenue</b>	<b>Revenue</b>	<b>Cost of Sales</b>	<b>Net revenue</b>	
Bottle Drive	2,710		2,710	
Bear Tracks	25		25	
COBS			0	
Purdy's	3,901	25	3,876	
Interest	0		0	
Interest - Casino	0		0	
Gift cards	5,382	4,500	882	
Donation	61		61	
Mabel's Labels	78		78	
Miscellaneous	15		15	
Pizza Day	2,035	1,394	641	
Unallocated (Munch a Lunch)	25		25	
<b>Total revenue</b>	<u>14,232</u>	<u>5,919</u>	<u>8,313</u>	
<b>Expenses</b>	<b>Budget</b>	<b>Expenses</b>		<b>Remaining Budget</b>
<i>FAHHES Operations</i>				
FAHHES Administrative Operations	200	163		37
FAHHES Insurance	700	910		(210)
MISC.	250			250
	<u>1,150</u>	<u>1,073</u>		<u>77</u>
<i>FAHHES Disbursements</i>				
Retirement & Staff Gifts	500			500
Grade 6 Farewell	500			500
Staff Appreciation Week	1,000	443		557
	<u>2,000</u>	<u>443</u>		<u>1,557</u>
<b>Total operating expenses</b>	<u>3,150</u>	<u>1,516</u>		<u>1,634</u>
<b>Net income before casino expenses and funding to Wye School</b>			6,797	
<b>Casino expenses</b>			10,296	
Computers			10,296	
<b>Funding to Wye School</b>			4,730	
Snowshoes			4,730	
<b>Net income (loss)</b>			<u><u>(8,229)</u></u>	

	<b>Operating</b>	<b>Casino</b>	<b>Total</b>
Total Cash	9,649	389	10,038
Less: Committed funds under budget	- 1,634	0	- 1,633.93
<b>Subtotal</b>	<u>8,015</u>	<u>389</u>	<u>8,404</u>
Less: Operating reserve	- 2,500		- 2,500
Less: Approved funding requests			
Less: Approved funding request			
<b>Remaining funds available</b>	<u>5,515</u>	<u>389</u>	<u>5,904</u>
Less: Current funding requests	<u>TBD</u>	<u>TBD</u>	<u>TBD</u>

**April Commentary**

**FAHHE  
Munch a Lunch Transactions  
As of May 10, 2021**

	Revenue before Stripe Fee	Stripe Fee	Revenue After Stripe Fee
15-Apr-21 Pizza Day	2,127.00	- 91.95	2,035.05
30-Apr-21 Salisbury Gift Card	5,625.00	- 243.18	5,381.82
14-May-21 Pizza Day	1,530.00	- 66.15	1,463.85
	<u>9,282.00</u>	<u>- 401.28</u>	<u>8,880.72</u>

05-Apr-21 Deposit	<i>Agrees to deposit</i>	205.90
Stripe transfer fee		0.20
12-Apr-21 Deposit	<i>Agrees to deposit</i>	2,993.37
Stripe transfer fee		0.20
19-Apr-21		1,770.07
Stripe transfer fee		0.20
23-Apr-21 Deposit	<i>Agrees to deposit</i>	2,447.07
Stripe transfer fee		0.20
03-May-21 Deposit		890.16
Stripe transfer fee		0.20
10-May-21 Deposit		535.95
Stripe transfer fee		0.20
Cash	-transfer from Stacy Carruthers	25.00
Accounts receivable		42.00
Accounts payable		- 30.00

8,880.72

Difference

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**PIZZA DAY APRIL 15, 2021 SUMMARY**

Total revenue	2,035.05
Less: Cost	<u>1,394.00</u>
Net funds raised	<b>641.05</b>

Additional cost for Gluten Free Pizza to be reported when additional invoice received

**SALISBURY GIFT CARDS TO APRIL 20, 2021**

Total revenue	5,625.00
Less: COS	<u>4,500.00</u>
	1,125.00
Less: Stripe fees	<u>243.18</u>
	881.82
Check	20%
	1,125.00