

# Fundraising Association Heritage Hills Elementary (FAHHE)

February 22, 2021 - Virtual Meeting

Attendance: Lisa Solamillo, Christi Ross, Marla Dorin, Lisa McDonnell, Jim Seutter, Bill Schlacht, Kyle Samaratunga, Stacey Caruthers, Theresa Wells-Taylor, Lori Tootosis-Friesen, Richelle McLean, Michelle Beck, Jocelyn Coulter, Andrea Kardal, Sarah Witholt, Suzanne Cleet, Susan Schwaga, Matthew Ross, Chelsea Orlicki, Amelia Clark

## **1. Call to Order**

1.1. The meeting was called to order at 8:09 pm by Lisa Solamillo, Chair.

## **2. Review and Approve Minutes**

2.1. Richelle McLean moved to approve the January 15, 2021 meeting minutes as presented. Seconded by Christi Ross. All in favour. Motion carried.

## **3. Financial Update**

3.1. Marla Dorin, Treasurer, provided the monthly financial report. See attached for the January 31, 2021 financial statement.

## **4. Fundraising Report**

4.1. The Pi day fundraiser of selling pies did not go forward due to a lack of timing and communication. We will possibly look at doing this either later this year or perhaps wait until next year to discuss it again.

4.2. The FAHHE would like to gauge the interest of doing a clothing drive in April. The school would partner with Value Village and receive the following return:

- \$0.20 per pound of soft goods (clothes, blankets etc)
- \$0.10 per pound of houseware items (dishes, pans etc)
- \$0.02 per pound of books

Value Village suggested that if the school gathers 250 black garbage bags of clothes the return is approximately \$1,600. If there is enough interest, more discussions will take place to see if this is a viable fundraiser.

4.3. There was a discussion around the fundraising procedure. AP 520 applies if the school would like to take on a fundraising activity outside of the FAHHE. The school and the FAHHE both think that working collaboratively will provide the most benefit to students. The school would prefer that the FAHHE executive discuss any new fundraising ideas with the school administration before bringing the ideas to the FAHHE members. The school administration suggested that each fundraiser have a goal listed so that parents can see where the funds will go specifically. In the case where a fundraiser is more successful than the goal requires, the school will discuss at a parent council meeting how the extra funds should be spent and advise the FAHHE.

## **5. Bylaw Review**

5.1. The bylaw review was tabled and will be discussed at the next meeting.

## **6. Old Business**

6.1. The bottle drive on January 16, 2021 was successful. The day brought in \$2,710.

6.2. Principal Bill Schlacht mentioned that there are a lot of budgets with which the school is working. There is a construction budget, current budget, start up budget to name the main ones. The administration is figuring out ways to spend the money wisely and within the given timeframe, in some cases by May 1, 2021.

6.3. The FAHHE is happy to supply someone should the Parent Council or School Administration want to set up a grant writing committee.

## **7. New Business**

7.1. Three funding requests were submitted in writing by the school administration.

- Lisa Solamillo moved that \$10,685 from the Casino account be used to pay for 28 Chromebooks with the remaining \$76.43 required would come from the general bank account. Seconded by Michelle Beck. All in favour, motion carried.
- Lisa Solamillo moved that the budget be amended to remove Recess Buckets and Indoor Program Supplies. Marla Dorin seconded. All in favour, motion carried.
- Lisa Solamillo moved that the funding request for \$4,730.25 for snowshoes be approved. Seconded by Sue Schwaga. All in favour, motion carried.
- Lisa Solamillo moved that the FAHHE would support the goal of an outdoor classroom by dedicating the next fundraiser to the Boulders for the Outdoor classroom with any shortfalls being made up by the school. Christi Ross seconded. All in favour, motion carried.

7.2. There was a discussion about setting up a contingency plan. Two options were presented: a fixed amount or a percentage of funds raised. After consulting fundraising committees at other schools as well as looking into the FAHHE's annual fixed costs it was decided that a minimum dollar amount should be kept for the following year. This will allow the FAHHE to pay any bills that arise consistently in the event that there are no fundraising dollars earned. Further discussion is needed on which option (fixed or percentage) will be best.

Marla Dorin moved that \$2,500 be a minimum carryover contingency amount. Seconded by Richelle McLean. All in favour. Motion carried.

7.3. The Annual General Meeting will be held on June 14, 2021.

## **8. Adjourn**

8.1. Lisa Solamillo adjourned the meeting at 9:34pm.

***Next Meeting: Friday, March 12, 2021 at 1:30pm - Virtual Meeting***

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

<b>ASSETS</b>	<b>January 31, 2021</b>
Cash	
Operating account	13,019
Casino account	10,685
<b>Total assets</b>	<u><u>23,704</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)	5,437
	<u>23,704</u>
<b>Total liabilities and net assets</b>	<u><u>23,704</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
Interest - Casino	0		0
Donation	61		61
Mabel's Labels	78		78
Miscellaneous	15		15
<b>Total revenue</b>	<u>6,791</u>	<u>25</u>	<u>6,766</u>

<b>Expenses</b>	<b>Budget</b>	<b>Expenses</b>	<b>Remaining Budget</b>
<i>FAHHES Operations</i>			
FAHHES Administrative Operations	200	68	132
FAHHES Insurance	700	910	(210)
MISC.	250		250
Retirement & Staff Gifts	500		500
	<u>1,650</u>	<u>978</u>	<u>672</u>
<i>Heritage Hills Elementary School Disbursements</i>			
Indoor Programming Supplies	2,385		2,385
Grade 6 Farewell	500		500
	<u>2,885</u>	<u>0</u>	<u>2,885</u>
<i>Heritage Hills Elementary School Council Disbursements</i>			
Staff Appreciation Week	1,000	350	650
Recess Buckets	2,000		2,000
	<u>3,000</u>	<u>350</u>	<u>2,650</u>
<b>Total operating expenses</b>	<u>7,535</u>	<u>1,328</u>	<u>6,207</u>
<b>Net income before casino expenses</b>		5,437	
<b>Casino expenses</b>			
<b>Net income (loss)</b>		<u><u>5,437</u></u>	

	<u>Operating</u>	<u>Casino</u>	<u>Total</u>
Total Cash	13,019	10,685	23,704
Less: Committed funds under budget	- 6,207	0	- 6,206.58
<b>Subtotal</b>	<u>6,813</u>	<u>10,685</u>	<u>17,498</u>
Less: Operating reserve	TBD	TBD	TBD
Less: Approved funding requests	TBD	TBD	TBD
<b>Remaining funds available</b>	<u>          </u>	<u>          </u>	<u>          </u>

**January Commentary**

Approximately \$410 of stale dated (or near stale dated) cheques.  
Purdy's fundraiser included \$3250 from original cheque and \$650 for additional cheque.  
Gift cards received from Purdy's fundraiser are available to use by FAHHE.