

# **Fundraising Association Heritage Hills Elementary (FAHHE)**

## **April 19, 2021 - Virtual Meeting**

**Attendance:** Lisa Solamillo, Christi Ross, Marla Dorin, Lisa McDonnell, Bill Schlacht, Kyle Samaratunga, Stacey Caruthers, Theresa Wells-Taylor, Lori Tootosis-Friesen, Suzanne Cleet, Andrea Kardal

### **1. Call to Order**

1.1. The meeting was called to order at 6:30 pm by Lisa Solamillo, Chair.

### **2. Agenda**

2.1. Agenda was approved as written.

### **3. Review and Approve Minutes**

3.1. Lori Tootosis-Friesen moved to approve the March 12, 2021 meeting minutes as presented. Seconded by Marla Dorin. All in favour. Motion carried.

### **4. Financial Update**

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

The purchase of Chromebooks from the Casino account was \$705 under budget. Stale dated (or soon to be stale dated) cheques add up to \$410.

### **5. Fundraising Report**

5.1. Salisbury Greenhouse fundraiser is well underway. So far, \$3,225 in gift cards have been sold. The largest order so far has been about \$900. Salisbury Greenhouse will provide a 20% return to the school. The deadline to order is Wednesday April 21 so Lisa will push advertising for the gift cards now that pizza day advertising is finished.

5.2. Pizza Day was a success! Each order received two slices from a large pizza in an individual sized box. That ended up with a little bit of waste since we had to order full large pizzas. It was labour intensive for Panago to cut up pizza's and box them and they would like to have students order individual pizzas going forward. This will increase the cost slightly. Thank you to parent volunteers that helped bring the pizza to the school front doors. Bill thought it was an easy and fast delivery to students as well and there were no errors. He enjoyed the slices because it gave students less crust. He would like to see another in the future. If we are able to do more the dates will alternate so that both kindergarten groups get a chance to participate. Lisa will put together some date suggestions and send them to the school for approval.

5.3. Cobs Bread Fundraiser will be tabled. Lisa has reached out to the owners of the Baseline road Cob's and has not had any response. With the end of this school year coming quickly we will table this fundraiser until the fall next school year.

## **6. Old Business**

- 6.1. The thought was to have parents or students submit some ideas for the FAHHE logo. A new group with a new name needs a new logo. There has been only one logo suggestion submitted so Christi will look at putting something together. Perhaps more suggestions will come in and there will be some choices to consider.

## **7. New Business**

- 7.1. School council has requested an increase to the staff appreciation budget. They would like to put together a lunch for teachers.

Lisa Solamillo moved to increase the staff appreciation budgeted amount by \$400 to cover the cost of a staff lunch. Seconded by Marla Dorin. All in favour. Motion carried.

## **8. Bylaw Review**

- 8.1. Lisa read sections 4 to 8 of the FAHHE Bylaws. Some of the suggestions were:
- Remove the paragraph format and move toward a more sectioned or bulleted format for ease of reading
  - In section 4 remove the secretary from the auditing requirements.
  - In section 5 add some verbiage that says the committees will report meeting discussions back to the FAHHE.
  - In section 6 add that virtual meetings are an approved format. Also make more clear the definitions of the meeting types; Regular Meeting, Special Meeting, Annual General Meeting and Special General Meeting.
  - In Section 8 add that virtual meetings, virtual voting are acceptable.

## **9. Open Forum**

- 9.1. Bill and Kyle had an outdoor classroom update. The County visited the site and three location options that were presented by the school. The county will consider the locations and let the school know. Bill is hoping to have a meeting with the county to look at the overall space. This would include discussions about more outdoor tarmacs and areas for basketball hoops. Ardrossan Elementary has been quoted in the \$130,000 range for their tarmac and basketball hoops and \$80,000 for a smaller tarmac and no hoops. HHE is one of four schools looking at an outdoor classroom. This will allow all the four schools to share some of the costs associated with transporting and delivering goods or at the very least get a discount.

The County has asked HHE to purchase picnic tables and benches. The specific benches and picnic table guidelines from the county make them more expensive. Bill would like to work with them to make it less expensive for the school. Perhaps the County can contribute some funds or perhaps there are businesses that are willing to donate toward the purchase. Andrea suggested that we look to

supplement the costs by asking for business sponsorships. Bill will have to talk to EIPS to learn the process of how companies can sponsor and if it is even possible.

Perhaps we should set up a grant committee that will focus on “outdoor” items that will include all of the wish list items including the outdoor classroom, basketball hoops, and playground expansion. Phase 2 of the playground will cost about \$147,000 and the school will likely choose to prioritize the tarmac and basketball hoops and the picnic tables and benches. Kyle knows of a community grant that will match up to \$75,000. Lisa is requesting a big ticket wish list for the May meeting with the schools suggested timelines. This will help the FAHHE set some goals for next year and beyond.

The school was able to meet the May 1 spending deadlines for the last of the various construction budgets. Most of the products have been received already.

## **10. Adjourn**

10.1. Lisa Solamillo adjourned the meeting at 7:37pm.

***Next Regular Meeting: Friday, May 14, 2021 at 1:30pm - Virtual Meeting***

***Annual General Meeting: June 14, 2021 at 6:30pm - Virtual Meeting***

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

<b>ASSETS</b>	<b>March 31, 2021</b>
Cash	
Operating account	8,101
Casino account	389
<b>Total assets</b>	<u><u>8,491</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)	(9,776)
	<u>8,491</u>
<b>Total liabilities and net assets</b>	<u><u>8,491</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
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	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>		5,250	
 <b>Casino expenses</b>			
Computers		10,296	
<b>Funding to Wye School</b>			
Snowshoes		4,730	
 <b>Net income (loss)</b>		<u><u>(9,776)</u></u>	

	<u>Operating</u>	<u>Casino</u>	<u>Total</u>
Total Cash	8,101	389	8,491
Less: Committed funds under budget	- 1,634	0	- 1,633.93
<b>Subtotal</b>	<u>6,468</u>	<u>389</u>	<u>6,857</u>
Less: Operating reserve	- 2,500		- 2,500
Less: Approved funding requests			
Less: Approved funding request			
<b>Remaining funds available</b>	<u>3,968</u>	<u>389</u>	<u>4,357</u>
Less: Current funding requests	<u>TBD</u>	<u>TBD</u>	<u>TBD</u>

**March Commentary**

Approximately \$410 of stale dated (or near stale dated) cheques.  
Gift cards received from Purdy's fundraiser were used for Teacher Appreciation.  
Total computer costs came in less than approved funding by \$705

**FAHHE  
Munch a Lunch Transactions  
As of April 18, 2021**

	Revenue before Stripe Fee	Stripe Fee	Revenue After Stripe Fee
15-Apr-21 Pizza Day	2,127.00	- 94.07	2,032.93
30-Apr-21 Salisbury Gift Card	3,225.00	- 142.64	3,082.36
	5,352.00	- 236.71	5,115.29
12-Apr-21 Deposit		<i>Agrees to deposit</i>	2,993.37
Stripe transfer fee			0.20
05-Apr-21 Deposit		<i>Agrees to deposit</i>	205.90
Stripe transfer fee			0.20
To be deposited April 19, 2021			1,770.07
Stripe transfer fee			0.20
Pending Munch a lunch only deposits once per week			145.35
			5,115.29
Difference			-

**PIZZA DAY APRIL 15, 2021 SUMMARY**

Total revenue	2,032.93
Less: Cost	1,394.00
Net funds raised	<b>638.93</b>

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

**SALISBURY GIFT CARDS TO APRIL 18, 2021**

Total revenue	3,225.00
20% to FAHHE	<b>645.00</b>