



## DRAFT Meeting Minutes

**Fundraising Association Heritage Hills Elementary (FAHHE)  
7- 8pm (Following School Council meeting)  
Learning Commons at Heritage Hills  
September 12, 2024**

### 1. Welcome and Call to Order (7:02)

#### 1.1 Introduction of new FAHHE members

- Co-Presidents: Jen Shiniman and Andrea Aleksic
- Co- Vice- Presidents: Tori Eskelson and Ashley Kerik
- Treasurer: Katie Castle
- Secretary: Vacant (Katie Castle for today's meeting)

#### 1.2 Review and Approve the Agenda

- Approved by Lisa S. and Jen W.

### 2. Reports from Executives (7:05-7:27)

#### 2.1 President (JS)

- Stock the Staff Room
  - All donated by families- no money spent from Fundraising Account, reported to be received well by staff
  - Added on cash donations- used towards anything missing, pastries, Decorations
- BTS/ Meet the teachers BBQ
  - Informal Assembly, quick intro from Principal, SC, FAHHE
  - Perfect amount of food- We didn't run out!
  - Set up, During, Tear Down volunteers were amazing
  - \$1000 budgeted and \$700 spent
- Proposed budget/fundraising campaigns/events
  - Will speak to this at the end once facts are given through the meeting

#### 2.2 Treasurer (KC)

- Financial Statement as at June 17/2024
- Noted by Erin that Little Caesars income has not been added to the financial report yet as the income came in after June 17/24
- **TO DO: KC- Update report with EM before Audit**
- Current balance is \$57,420 in the Operating Account and \$19,454 in the Casino Account.
- Communicate how much is allotted to the playground (\$50K operating and \$20K Casino + \$20K from Strathcona County)
- Leaving us with \$6874.00 in the account for events (It's not that much)
- Insurance will be approximately \$1200 and will be due in November

- **TO DO: JS- Add insurance to budget**
- Stock the staffroom
  - \$145 was donated from families
  - Used for remaining items, pastries, flowers, balloons
- BTS/ Meet the teachers BBQ
  - Budget: \$1000
  - Actual cost:\$700.10
- Halloween Dance
  - Budget: \$200 (Custodial Fee \$80)
  - Last year Spent: \$1662
  - Last year Profit/loss: (\$27)
  - *Need to make changes for this year- Suggestions welcome when we speak more about this in new business*
  - Discussed increasing budget to \$500 (move unused \$300 from BBQ to Halloween dance)

### 2.3 Hot lunch Coordinator (JM)

- Update for 2024/2025
- Discussed potentially splitting up days between grades to make handing out food a little easier and to ensure food is hot/vendors supply better quality. Also discussed not offering juice boxes unless the vendor is supplying them as this added extra work and time, Erin volunteered to help with juice box purchase
- **TO DO: JS- Add to hot lunch survey whether parents would be amenable to splitting days**
- Potentially having grade 5 or 6 students volunteer to help hand out food
- Jaci just needs class lists to add to Healthy Hunger and once parents have registered their child for an account we can start planning events
- **TO DO: JM- Get class list from Maureen**
- **TO DO: JM- Add classes to Healthy Hunger and send out email for parents to set kids up**
- Gary Russell offered to speak with his former school to see how they made approximately a \$10,000 profit from their hot lunch
- **TO DO: JS/AA- to get info from Garry regarding hot lunch profit**
- Hot lunch will most likely be able to start in Oct if we can get set up done asap

### 3. Old Business

#### 3.1 N/A

### 4. New Business (7:27-8:16)

#### 4.1 Playground Update (AA)

- Matching grant still in process, should know in November
- Funds submitted: \$50K Operating account, \$20K Casino, and \$20K Strathcona
- Quotes from Blue Imp (Extra playground equip) and Strathcona County (Picnic tables, Half Bball court)
- Proposed plan is not changed
- Will know by the next council meeting in November whether the matching grant has been approved

#### 4.2 Halloween Dance (JS)

- Friday October 25, 2024 from **6:00-8:00**
- Leads: Jen, Andrea, Ashley
  - Would like to form a subcommittee to help plan, although Andrea Kardal would like to help and be involved
  - Charge admission (\$2/person comes with glow stick and ticket comes with a ballot for a draw)
  - Raffle draw for donated items/baskets
  - Need to increase budget from \$200 to \$500 (redistribute unused budget from BBQ to dance- \$300)
  - Change some concession items; leave this up to subcommittee as if pizza is being served the timing should be considered for dinner
  - Healthy Hunger charges 4.5% commission if we use them to collect admission; committee will decide whether we collect manually or use HH
  - Pop? Juice Boxes?
  - Serve Pizza? Or just a snack (popcorn)?
  - **TO DO: JS/AA to reach out to Richelle McLean & Veronica Jubinville to form Halloween Dance committee**

#### 4.3 School Wishlist (JS)

- Chromebook replacement (\$14K) which is half of the chromebooks, the other half will be replaced the following year.
- Teacher Discretionary Fund (\$3500)
  - Discussed some factors that make this complicated such as larger class sizes, keeping track of receipts, teachers having to plan carefully to spend their money exactly
  - Gary Russell suggested that we allocate approximately \$150 per teacher and that the front office staff keep track of how much each teacher has left to spend. Any unspent money goes back into the fundraising committee.
- Lego Wall- get donations? Gary Russell, unsure of the exact cost, will discuss it again at the next meeting.
- **TO DO: JS- Table Lego wall to Nov Meeting agenda**
- **VOTE: In Favor: Chromebooks- majority Y**
- **VOTE: In Favor: Teacher fund- majority Y**

#### 4.4 Previous Events funded/supported by FAHHE (AA)

- Confirm with School Council/ Principal - YES to the below events
- Milk and Cookies
  - Hosted the last week of school before winter break
  - Receive donations from families for cookies and milk
  - Sign up Genius to get donations
  - Volunteers needed day of (8 volunteers)
- ABC Countdown
  - In previous years the budget was approximately \$1000
  - SC Initiated, FAHHE sponsors a few days
  - Past: Freezies, Oreas, Watermelon, Ice cream, Lollipops, etc.
  - Sign up Genius to source donations
  - **TO DO: JS- Add to budget**

- Carnaval
  - Feb/March
  - School run activity, FAHHE can help fund an activity or group (Dance group, Sugar shack)
  - Last year the school paid for sugar shack, may or may not continue this year
  - Sign up Genius to source volunteers
  - Included french- themed hot lunch (Tourtiere, French pastries- Croissants, macarons)
  - **TO DO: JS- Add to budget**

#### 4.5 Ongoing fundraising event (**Jen 7:50-7:58**)

- Save on Foods
  - **Lead:** Dani Till
  - Still chasing down 2023 cheque
  - 2023/2024: TBD (just sent receipts in last week)
  - How it works:
    - 4% back on all purchases
    - Wye Rd location only
    - Save receipts and hand into the office (Maureen and Amanda)
    - Dani will pick them up at the end of the school year and bring to Mgr at Save on Foods
    - Dani will be notified when the cheque is ready for pick up.
    - Will put out reminders prior to big events for families to bring in receipts
  
- Mabel's Labels
  - **Lead:** Jen Shiniman
  - 2023/2024: \$238
  - How it works:
    - 20% commission on all sales
    - Can be bundled up with promotions and discounts
    - Paid out monthly, so long as it's \$50+ (If not can add to following month)
    - [campaigns.mabelslabels.com](https://campaigns.mabelslabels.com) , search school name, shop!
    - Suggestion to check Oliver's Labels as they may be less expensive
    - Suggestion to add the labels purchasing link to the school supplies purchasing link in the June Newsletter
  - Look into Oliver's Labels- it's cheaper and they have a fundraising platform too
  - **TO DO: AA/Shannon Robichaud to look into Oliver's Labels (NO GO- Oliver's is cheaper, but you get a lot less labels)**
  
- Cobs Bread
  - **Lead:** Jen Shiniman
  - 2023/2024: \$40 (Will issue cheques at \$100+)
  - How it works:
    - Wye Rd and Baseline locations
    - Let cashier know to add the receipt to Heritage Hills Elementary
    - Manager will issue a cheque when the fundraiser hits the minimum \$100
    - Will roll over until over \$100
    - Gary Russell will add reminder to Newsletter
  
- True Earth

- **Lead:** Jen Shiniman
- 2023/2024:
- How it works: no sales made last year so may stop
- Remove from ongoing fundraising
  
- Edmonton Elks
  - **Lead:** Jen Shiniman
  - 2023/2024: \$144 so far (35 tickets)
  - Will promote it via the newsletter
  - How it works: \$5 or \$12 from each ticket go directly back to school
  - Upcoming Games
    - Saturday, September 21 @ 5:00 p.m. vs. Winnipeg Blue Bombers
      - Game Theme: Campus Clash
    - Saturday, October 5 @ 5:00 p.m. vs. Saskatchewan Roughriders
      - Game Theme: Hollywood Night
    - Friday, October 25 @ 7:30 p.m. vs. Toronto Argonauts
      - Game Theme: Spooktacular
- **TO DO: JS- add ALL ongoing fundraiser information to the “News from the Den”, post on FB, and have Garry post to Instagram**

#### 4.6 Fundraiser update (JS)

- Last Years Fundraisers
  - Hot lunch, Treat Days (Confetti Sweets, Cotton Candy, Chip Day) \$5000
  - Math-a-thon \$2253
  - Purdy's \$1907
  - Little Caesars: \$1800 (estimated amount, need to update)
  - Bear Tracks: \$1740
  - Christmas (Silver Collection & VIP Seat Raffle): \$1563
  - Fundscrip: \$1265
  - **TOTAL: ~ \$15K**

#### 4.7 Fundraising Ideas (TE)

- **Read-a-thon**
- Christmas cards fundraiser would have to start quite early, company is called **Art Cards by Kids**
- **Cash** call suggestion made
- **Math-a-thon** (do it longer than last year)
- **Movie Night** (in the gym with popcorn, Polar Express?)
- Summer Carnival (Used to do at Wye Rd)
- Bottle Drives at events
- **Raffle for gift baskets at events**
- Spring Dance
- Suggestion for beef jerky fundraiser
- Will no longer do Beartracks, perhaps every 3-4 years do it again
- Events for Kids sponsored by FAHHE: Ninja course in gym, Chalk stencils (Spring Equipment bag), pancake breakfast
  - Noted that EIPS insurance has changed in recent years and many carnival events would no longer be permitted
- **TO DO: AA- Look into Beef Jerky fundraiser (Found Stawnachy's Meat)**
- **TO DO: JS- Get contact info from Garry re: Readathon**

#### 4.7 Parent Survey (JS)

- Work with SC to send to parents
- Survey runs: Sept 16-30, 2024
- Need Fundraising Ideas, What they want to see money being spent on, capacity of time to fundraise vs. donation
  - Rate fundraisers from 23/24
  - Would you rather donate at the beginning of the year or fundraise throughout?
  - Are you able/willing to volunteer for school fundraising events? (I.e. School dances, concert, carnival, hot lunch)
  - What do you see fundraising money going towards? (Staff, students)
  - For students, What would you like to see? (in school trips- Fitset Ninja, Animal visit, crafts, lunch clubs)
- **TO DO: JS/AA/SS work together to make a survey to send to parents**

#### 4.8 FAHHE Draft Budget/fundraising plan (JS)

- Starting with ~\$7K
- Voted on: Chromebooks, Teacher discretionary fund
- Priority: As above
- Need to keep about \$2500 to carry over year to year
- **TO DO: JS Add reserve to budget**
- Will confirm timing of chromebooks and discretionary funding once budget is complete
- **TO DO: JS/AA- work on budget and fundraising plan to be presented at Nov meeting**

#### 5. Adjourn meeting 8:17