



AGM AGENDA

**7-8pm (Following School Council meeting)
Learning Commons at Heritage Hills
May 8, 2025**

1. Welcome and Call to Order (1min)
2. Review and Approve the Agenda for May 8, 2025 (1 min)
3. Approve the Minutes from last meeting (See attached minutes from March 13, 2025) (1 min)
4. Approve the Minutes of previous AGM (See attached minutes from May 8, 2024) (1 min)
5. Funding requests for 2025/2026 (5 min)
 - 5.1 Back to School BBQ
 - 5.2 Halloween Dance
 - 5.3 School Wish List addition: Risers (x4)
6. Reports (30 min)
 - 6.1 President's Annual Report
 - 6.2 Treasurer's Report
 - 6.3 2023/2024 Audited Annual Financials
 - 6.4 Hot Lunch Report
7. Appointment of Auditors for 2024/2025 Financial Statements (2 min)
8. Election of Executives 2025/2026 (10 min)
 - 8.1 President
 - 8.2 Vice President
 - 8.3 Secretary
 - 8.4 Treasurer
9. Appointment of Chairpersons for special committees 2025/2026 (5 min)
 - 9.1 Hot Lunch Committee
 - 9.2 Halloween Dance Committee
10. Adjourn meeting (1 min)



MEETING MINUTES

**7- 8pm (Following School Council meeting)
Learning Commons at Heritage Hills
March 13, 2025**

1. Welcome and Call to Order (7:21pm)
2. Review and Approve the Agenda (Additions, Deletions and Changes) (7:22pm)
Motion: Tori Eskelson
Second: Jaclyn Manchik
3. Approve the Minutes of the last meeting (See Meeting Minutes Jan 9, 2025) (7:22pm)
Motion: Tori Eskelson
Second: Jada Prodahl
4. Reports from Executives 10 min (7:23pm)
 - 4.1 President
 - Readathon update (AA)
 - Raised \$ 30,738 (After 20% fee \$24,610)
 - Grand Prize Winners

TOP FUNDRAISERS:

	PRIZE	WINNER	FUNDRAISED
1	Nintendo Switch + Game	William Samu (1WT)	\$1470
2	WEM Choice Family Pass	Scotlyn McLean (1WT)	\$1410
3	Family Night out	Ava B (3C)	\$1230

TOP READERS (DIVISION 1):

	PRIZE	WINNER	MINUTES READ
1	\$50 ToyRus GC	Irelyn Orlecki (3H)	2205
2	\$30 Indigo GC	Eli Oosterveld (2K)	1501
3	2 Cineplex Movie Tickets	Scarlett Townley (1P)	1340

TOP READERS (DIVISION 2):

	PRIZE	WINNER	MINUTES READ
1	\$50 ToyRus GC	Sammy (5/6A)	3583
2	\$30 Indigo GC	Gurmaan (6Z)	2844
3	2 Cineplex Movie Tickets	Mandy Reid (4W)	2768

- **TO DO:** Do some research to see if there are any other programs/websites that do Read-a-thons (AA/JS)
- N.Glubish spoke to Andrea/Jen asking about what we need from a site to be able to run a read-a-thon, and may have/know people that would be able to help us out

4.2 Treasurer (KC)

- Financial Statement (As at March 12, 2025)
- See Report attached
 - Waiting for read-a-thon funds to be deposited (Currently ¾ is on hold with Paypal: will be approved on March 31 4:05pm)
- ☒ **TO DO:** Get receipts from Kyla from Carnival (JS)
- Need to complete our annual financial audit before AGM (May 8)
- ☒ **TO DO:** Reach out to Lucas Samu and Mike Parkhill to complete (KC)

4.3 Hot Lunch Committee (JM)

- March Dates
 - March 13/14: Panago
 - March 19/20: Cobs
- April Dates
 - April 10/11: Little Caesars Pizza
 - April 16: Confetti Sweets
 - April 24/25: Purple Perogy
- Universal hot lunch fund: \$470
 - Won't need fundraiser for any more this year
- Looking for a Replacement for Sept 2025 (Would like new person to shadow asap)
 - ☒ **TO DO:** Make summary of Hot lunch coordinator responsibilities (JM)
 - Split into 2 areas: Backend (Computer/admin) and Front end (Running the hot lunch day)
 - ☒ **TO DO:** Add open position to FB (JS)
 - ☒ **TO DO:** Keep blurb in April Newsletter (JS)
- Volunteers for Kinder day
 - Consistently struggling to find a volunteer for the one kinder day
 - Kinder parents are less involved, as their child is only at school 2-3 times/week
 - ☒ **TO DO:** Need to communicate to teacher and kinder parents for the need to have a volunteer for hot lunch days (JM)

5. Old Business (outstanding from previous meeting)

5.1 N/A

6. New Business 45 min (7:50pm)

6.1 Playground Update (JS)

- Signed off on Playground Proposal (March 6)
- Blue Imp (Colors will match the existing playground: Chocolate Brown, Fence green, Sapphire Blue)
- Dreamweaver, Ocean Wave, 4 Way teeter totter, Ridgeline, Lunar scooter, Talk tubes
- Only changes:
 - Swap locations for ocean wave and 4 way teeter totter (Confirmed)
 - Swap out talk tubes and rock hops for an additional lunar scooter, if costs line up (TBD)
- Need to determine where buddy bench will go: Ideally on the rock circle side of the playground, close to where 4 way teeter totter will be located
- Picnic table/bench will be on the swings side of the playground, closer to the school
- ☒ **TO DO:** Follow up with the county regarding below questions (JS)
 - basketball court we had planned for 1 full (adult) height hoop on the north side of the court and 2 child-height hoops on the east/west sides.
 - The basketball court procurement is underway, so construction schedule will be determined once the contractor is selected.
 - The buddy bench is a metal base with wooden slats. The metal base is purple (as opposed to our standard black) and there is a plaque that identifies it as a buddy bench.

6.2 Purdy's Fundraiser

- Lead: Dalyce Yuk
- March 10-30: Orders open
- March 31: Orders submitted
- April 14: Pickups (If they arrive sooner, we will plan an earlier date)

6.3 Little Caesar's Pizza Fundraiser (EW)

- Lead: Erin Wallish
- April: Dates TBD
- ☒ **TO DO:** Start the planning (EW)

6.4 Halloween Dance (JS)

- Pick a Date
 - Oct 24 (Fri) or Oct 25 (Sat)
 - Sat would give Halloween Committee more time to set up
 - Unsure if turn out would be as high on Saturday
 - Parent/teacher interview planned Oct 22/23 (tentative)
 - Friday Dance 6-8pm last year, would need to be setting up 4-5:30pm
 - PLANNED DATE: Fri Oct 24 (Second option Fri Oct 17)
 - ☒ **TO DO:** Get feedback from teachers regarding Oct 24 date (KH)
 - ☒ **TO DO:** Circle back to Halloween Dance Date before AGM (May 8) (JS)
 - KH Confirmed Fri Oct 24 is good to go!

- Approve Budget
 - Concession 24/25: \$1000
 - Decorations + Fees 24/25: \$500
 - Propose: \$500 (Custodial, Glowsticks, Balloons, table clothes, gift bags)
 - We have inflatables, baskets, balloon arch, props from 24/25
 - **BUDGET APPROVED:** \$500 (decorations + fees) & \$1000 (concession)
 - In Favor: Yes
 - Motioned: Shauna Samu
 - Second: Andrea Aleksic

6.5 Readathon Prizes (AA/JS)

- PJ Day (100,000 minutes read)
 - WHEN: Thursday March 20 (March 19- ECS)
 - ☒ **TO DO:** Make Canva Flyer for PJ day (AA)
 - ☒ **TO DO:** Communicate to families via email (AA/JS)
 - ☒ **TO DO:** Add to Weekly on March 14 (KH)
- Popsicle Day (\$15,000 raised)
 - WHEN: Thursday May 1 (April 30-ECS)
 - ☒ **TO DO:** Make Canva Flyer for popsicle day (AA)
 - ☒ **TO DO:** Communicate to families via email (April 16) (JS)
 - ☒ **TO DO:** Add to Weekly on April 25 (KH)
 - ☒ **TO DO:** Add to April Monthly Newsletter (JS)
 - ☒ **TO DO:** Buy popsicles (AA/JS)
 - ☒ **TO DO:** Make sign up genius for delivery (JS)
- Movie Night (\$20,000 raised)
 - WHEN: Friday April 11 6:30-8:30pm (TBC)
 - Doors open at 6pm, Movie starts at 6:30pm
 - Bring blankets/sleeping bags to sit on
 - No drop offs allowed (Children must be supervised by their parents)
 - Have families register for Movie night
 - ☒ **TO DO:** Book Gymnasium via EIPS (JS)
 - ☒ **TO DO:** Pay for Movie streaming license (JS)
 - ☒ **TO DO:** Pick movie (FAHHE)
 - ☒ **TO DO:** Plan out concession/cost (FAHHE)
 - ☒ **TO DO:** Make Canva Flyer for Movie night (AA)
 - ☒ **TO DO:** Communicate to families via email (AA/JS)
 - ☒ **TO DO:** Add to Weekly on April 4 (KH)
 - ☒ **TO DO:** Add to April Monthly Newsletter (JS)
- End of school Year Event (Added since we hit \$30,000)
 - WHEN: June 23/24 (Mon/Tues) Back up date: June 18/19
 - TBD based on Teachers' field trips/PATs

- See next topic for potential plan

6.6 FAHHE End of Year Event Discussion (TA)

- FitSet Ninja- Can bring the course to us!
 - \$3500 + tax for 2 days
 - Extra \$500 to add on additional equipment for the older kids
 - <https://fitsetninja.com/mobile-obstacle-course-for-schools>
 - A full day (up to 7 hours) course suitable for multiple classes/grades level of up to 40 students during each 45-75 minute session. 300 student capacity per day.
- Discussion/Ideas
 - Jodi suggested: Elemental Ninja- Doesn't have a portable course
 - Casino Night
 - When is the next Casino night?
 - Happens every 4 years, we can accept or deny
 - Casino program will email FAHHE when it's our year
 - AGLC money can only be used for certain purchases, harder to use money for just anything
 - Feedback:
 - Casino was in Camrose- Hard to get volunteers
 - Bad dates in June- Hard to get volunteers
 - Can shifts be split with others? 4hrs each, instead of 8hrs
 - Raised \$19000 at the last casino, we can make more with a readathon and don't need to find volunteers to work
 - Additional Wishlist additions, that FAHHE support:
 - Risers (Use for concerts and in music room all year round)
 - ☒ **TO DO:** Check cost for 4 risers (KH)
 - Sound system
 - **TO DO:** Check cost for what needs to be done (KH)
 - Extra Chromebooks
 - **TO DO:** Confirm how many more we actually need to replace (KH)
 - ☒ **TO DO:** Decide what else we can use the remaining fundraised money for (FAHHE)
- **BUDGET PROPOSED/ APPROVED: \$4500 for Fitset Ninja**
 - In Favor: Yes
 - Motioned: Shauna Samu
 - Second: Katie Castle
 - ☒ **TO DO:** Book Fitset Ninja with June 23/24 as tentative dates (TE)
 - Booked for June 18/19, as original dates not available

7. Adjourn meeting (8:35pm)



FAHHE Financial Statement as at March 11, 2025

Assets	Account Balance			Notes
FAHHE Operating Account	15,027.99			Awaiting \$24,610.40 Readathon Deposit
FAHHE Casino Account	\$456.14			
Liabilities				Notes
Money collected for rock circle	\$1,217			Will be moved to playground fund
Universal hot lunch fund				
Revenue	Gross Revenue	Costs	Net Revenue	
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 Ice melt	\$90.00	\$0.00	\$90.00	Product paid for in 2023/24 budget
Mabel's Labels	\$232.83	\$0.00	\$232.83	
Fundscrip	\$1,477.28	\$0.00	\$1,477.28	
Cash for Kids (formerly silver collection)	\$964.35	\$0.00	\$964.35	
Best seat in the house raffle	\$1,219.00	\$0.00	\$1,219.00	
Art Cards for Kids	\$2,463.67	\$53.29	\$2,410.38	
Readathon	\$30,738.00	\$7,502.90	\$23,235.10	20% fee to company
Hot Lunch	\$36,458.68	\$28,810.19	\$7,648.49	As of March 11/25- costs include restaurant food and product cost
TOTAL			\$39,873.89	
Expenses	Budgeted	Expense	Remaining	Notes
Administrative Operating Fees	\$500.00		\$500.00	Not used 23/24
Insurance	\$1,200.00	\$1,111.37	\$88.63	PD
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	\$917.70	\$82.30	Looking at 10-12 ft tree
Welcome BBQ	\$1,000.00	\$700.10	\$300.00	Moved to Halloween Dance budget
Chromebooks	\$14,000.00			Will send money to HHE once we get the deposit from Readathon (March 31)
Carnaval- Bon Homme/Cabane a sucre	\$1,500.00			Awaiting receipts from HHE
Milk and cookies day	\$200.00	\$109.32	\$90.68	
Christmas concert	\$100.00	\$55.65	\$44.35	
TOTAL				
				Notes
Amount available to use	\$36,219.23			Account balances less minimum operating amount (inc. readathon money not yet deposited)

2024-2025

[illegible]

****End of March 13, 2025 meeting minutes ****



AGM MINUTES

Fundraising Association Heritage Hills Elementary (FAHHE)

Annual General Meeting

7:30 pm Wednesday May 8, 2024

1. Welcome and Call to Order 7:31 pm by Lisa Solamillo
2. Review and Approve the Agenda (Additions, Deletions and Changes)
Moteded by Jennifer Way, seconded by Dani Till
3. Approve the minutes of the last meeting (April 17, 2024)
Moteded by Katie Castle, seconded by Kelly Annessy
4. Funding Requests
 - 4.1. Halloween Dance
 - Proposed \$200 budget
 - Motion to approve by Shauna Samu, seconded by Jennifer Way
 - The dance usually breaks even, not considered a major fundraiser
 - 4.2. Meet the Teacher BBQ
 - Proposed \$1000 budget (spent \$494 September 2023)
 - May need to pay for a BBQ rental this year
 - Motion to approve by Katie Castle, seconded by Jennifer Shiniman
 - 4.3. Staff Appreciation
 - Proposed \$1000 budget
 - Motion to approve by Shauna Samu, seconded by Jennifer Shiniman
 - 4.4. School - other
 - Andrea Aleksic has started Art Club and Minute to Win It. She is also planning several clubs for next year. There was discussion around staff representation and if a staff member could supervise a wing/several clubs at once. HHE staff will look into this.
 - Andrea has requested funding for supplies such as ping pong balls, cups, etc. There was discussion around having parent donation sign-ups in the weekly newsletter for supplies as needed throughout the year.
 - Proposed \$80 budget
 - Tabled until there has been a call-out for donations
5. Approve the Minutes of the last AGM (June 14, 2023)
Motion to approve by Andrea Kardal, seconded by Kelly Annessy
6. Reports:

- 6.1. President's Report
 - Attached to minutes
 - Lisa thanked all involved
- 6.2. Treasurer's Report
 - Attached to minutes
- 6.3. 2022-2023 Audited Financial Statements
 - Audits were complete
- 6.4. Hot Lunch Report
 - 18 hot lunch days this school year
 - Report attached to minutes
- 7. Appointment of Auditors for 2023-2024 Financial Statements
Mike Parkhill and Lucas Samu
- 8. Election of Executive for 2024-2025:
 - 8.1. Co-Presidents - Jennifer Shiniman and Andrea Aleksic
 - 8.2. Co-Vice Presidents - Tori Eskelson and Ashley Kerik
 - 8.3. Secretary - vacant
 - 8.4. Treasurer - Katie Castle
- 9. Adjourned by Lisa Solamillo at 8:16 pm

Fundraising Association for Heritage Hills Elementary
Annual General Meeting
May 8, 2024
President's Report

This year we successfully completed the following fundraisers: Purdys Chocolates, Bear Tracks, , Fundscrip, Christmas Concert Raffle, Math-a-thon, Little Caesar's, Treat Days and Hot lunches. Through these fundraisers we were able to maximize our contributions towards the Government matching grants for the outdoor playspace project.

The most successful fundraisers this year were: Purdys, Fundscrip, Mathathon and Beartracks .

We kicked off the year with an amazing meet the staff bbq. It was a great night for networking and being able to have those face to face visits we have been missing over the past couple of years.

The Halloween Dance was another amazing success. We were able to once again gather as a school community as well as collect food and money for the local food bank.

The completion of the outdoor play spaces has been identified as a priority and as such many of our budgeted items were able to be covered by the school in order to maximize our contributions towards the matching grant. We have applied for the CFEP Grant to match \$90,000 through the Government of Alberta and anticipate the project being completed in the

Summer of 2025. We have currently committed \$70,000 with Strathcona County providing \$20,000 through the Community Partnership program. We were not quite successful in reaching our goal of \$120,000 in order to complete both the basketball court and playground equipment, we have prioritized the basketball court and some of the bigger equipment pieces that offer different experiences to the students. Any further funds we have available will still be able to go towards the project, they just will not be part of the matching process.

We were able to successfully work together to raise funds to support and enrich the learning of the students at Heritage Hills Elementary. Thank you to all the families who worked with us to help make this fundraising year a success.

Lisa Solamillo

FAHHE President

2023-2024

HHE Hot Lunch Report for 2023/24 School Year

Highlights

We ran a total of 18 hot lunch sessions this year (the same amount as last year) with 12 different vendors (compared to 10 last year).

Vendor	# of times used	Avg Order Qty	Comments	Will Use Again ? (Y/N)
Boston Pizza	1	385	Largest order of the year. Downside is the large order is on Thursdays and kinder on Fridays to accommodate their Friday lunch rush. Provides pizza and pasta.	Y
Nitzas Pizza	3	375	We needed another pizza vendor and Nitzas has been great!	Y
FatBurger	1	375	Lots of interest in burgers	Y
COBS	3	365	Provides extras (which can be frozen). Delivery containers need to be returned by volunteers and smaller, kinder orders need to be picked up.	Y
KFC	1	360	We did receive a couple emails advising kids were sick after eating.	N
Panago	1	350	Panago became increasingly harder to work with so this year we searched for an alternative pizza vendor; Nitzas.	Y
Chopped Leaf	1	340	Chopped, although a little more expensive, provides healthier options.	Y
Ihop	1	335		Y

	Opening net assets					15,179	
	Current income (loss)					42,649	
						57,828	
Total liabilities and net assets						59,249	
Revenue					Revenue	Cost of Sales	Net revenue
	Hot Lunch				6,705	3,334	3,372
	Art Fundraiser				3,311		3,311
	Bottle Drive				542		542
	Bear Tracks				14,400	7,938	6,462
	Blaze Pizza				44		44
	Christmas Raffle				685		685
	Halloween Dance				1,069	1,043	26
	Interest				7		7
	Mabel's Labels				178		178
	Math-a-Thon				10,324	232	10,092
	Tru Earth				88		88
	Purdy's				2,669		2,669
	Oil Kings tickets				4,270	3,920	350
	Salisbury Gift Cards				4,250	3,500	750
	Cobs				197		197
	Casino Revenue				18,929		18,929
Total revenue					67,670	19,967	47,702
Expenses							Remaining
<i>FAHHES Operations</i>					Budget	Expenses	Budget
	FAHHES Administrative Operations				500	82	418
	FAHHES Insurance				1,000	1,106	(106)
	Miscellaneous/Suspense				250	10	240

	Retirement & Staff Gifts				500			500
	Staff Appreciation				1,000		1,093	(93)
<i>School Activities and Support</i>								
	BBQ				1,000		694	306
	ABC Countdown				1,000		191	809
	Cabane a sucre				1,500		1,160	340
	Dance				200			200
	Sports Day/Ninja				1,000		717	283
Total operating expenses					7,950		5,053	2,897
Net income before casino expenses and funding to Heritage Hills Elementary School							42,649	
Casino expenses								
Funding to Heritage Hills Elementary School								
Net income (loss)							42,649	

**** End of May 8, 2024 Meeting Minutes ****