



AGM MINUTES

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

1. Welcome and Call to Order by Jen Shiniman (7:16pm)
2. Review and Approve the Agenda for May 8, 2025 (7:16pm)
Motion to approve: Richelle McLean
Second: Shannon Robichaud
3. Approve the Minutes from last meeting (See Minutes from March 13, 2025) (7:17pm)
Motion to approve: Shannon Robichaud
Second: Allison Glubish
4. Approve the Minutes of previous AGM (See Minutes from May 8, 2024) (7:18pm)
Motion to approve: Richelle McLean
Second: Jodi Lakevold
5. Funding requests for 2025/2026 (7:18pm)
 - 5.1 Back to School BBQ
 - Last year \$1000 budget, used \$700
 - Propose **\$1000** for 25/26
 - Possibly we can ask Richelle about accessing a large BBQ
 - All in Favour: Yes
 - Motion to approve: Allison Glubish
 - Second: Shauna Samu
 - 5.2 Halloween Dance (7:20pm)
 - Last year \$200 budget, used \$500 (Reallocated BBQ money to dance)
 - Propose **\$500** for 25/26
 - All in Favour: Yes
 - Motion to approve: Richelle McLean
 - Second: Shauna Samu
 - 5.3 School Wish List addition: Risers (x4) (7:21pm)
 - Since we have a surplus from our fundraising efforts, We'd like to buy the school risers for school concert use as well as continuous use in the music room
 - Roughly \$19K left over from 24/25 school year to be rolled over to 25/26.

- Quote from Long & McQuade: \$9450 (\$9000+tax)
- Price could go up with Tariffs
- Propose \$12,000 (**\$10,500**) to purchase now (-\$1500 left over from chrome books: \$10,500)
- All in Favour: Yes
- Motion to approve: Shauna Samu
- Second: Allison Glubish

5.4 Staff Appreciation budget for 2025/26 year (7:27pm)

- Requesting **\$1000**
- All in favour: yes
- Motion to approve: Jodi Lakevold
- Second: Lana Saunders

6. Reports (7:29pm)

6.1 President's Annual Report (JS)

- Attached to Minutes

6.2 Treasurer's Report (KC)

- Attached to Minutes
- **TO DO:** Use Sports day budget to get kids popsicles (\$135) (JS/AA)

6.3 2023/2024 Audited Annual Financials (KC)

- Audits completed by Micheal Parkhill and Lucas Samu

6.4 Hot Lunch Report (KC)

- Attached to Minutes
- **TO DO:** Ensure HHE Families are aware of the Universal Hot lunch fund (JS)
 - Add to September Newsletter for 25/26 school year
 - Post to FB in September

6.5 Misc

- New School Supplies order coming from a new vendor, perhaps have a universal fund for this too
- **TO DO:** Add to FB with Supplies Order form to let families know they can buy extra and give to the school. (JS)
- **TO DO:** Promote Mable's labels before the end of the school year (JS)

7. Appointment of Auditors for 2024/2025 Financial Statements (7:45pm)

- Auditor 1: Lucas Samu
- Auditor 2: Mike Parkhill

8. Election of Executives 2025/2026 (7:55pm)

8.1 Co-Presidents: Jennifer Shiniman and Andrea Aleksic

8.2 Vice President: Tori Eskelson

8.3 Secretary: VACANT

8.4 Treasurer: Katie Castle

9. Appointment of Chairpersons for special committees 2025/2026 (7:58)

9.1 Hot Lunch Committee: Trisha Kercher/Shannon Robichaud/Shaina Samu
(Tentative)

- Erin Wallish also interested for Day lead
- 9.2 Halloween Dance Committee Lead: Trisha Kercher

10. Proposed FAHHE Meetings for 2025/2026

- All would follow the School Council Meeting 7-8pm on Thursdays
 - September 18, 2025
 - *October 16, 2025 (TBD)*
 - November 20, 2025
 - January 15, 2026
 - *February 19, 2026 (TBD)*
 - April 16, 2026
 - May 14, 2026 AGM
- **TO DO:** Circle back at Sept 18 meeting

11. Adjourn meeting by Jen Shiniman (7:59pm)



President's Report 24/25 May 8, 2025

As a brand new committee for 2024/25, we'd like to thank everyone for all the support they've shown towards FAHHE, and the school (staff and students).

We started our year off with a "Meet the Teachers BBQ" and "Stock the Staffroom". We worked together with the School Council and many HHE family volunteers, together we made both events successful!

With our fundraising efforts, we have been able to ensure our School's wishlist items have been fulfilled, as well as having a surplus to budget towards next year's wishlist.

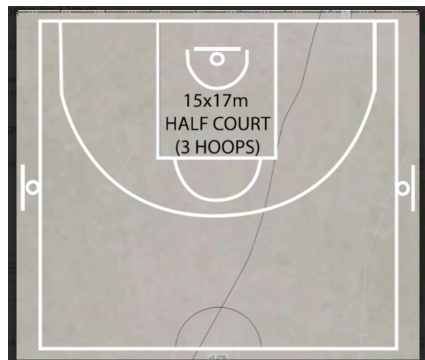
2024/2025 Fundraisers:

Fundraisers	<ul style="list-style-type: none"> • 100% Fundraiser • Art Cards by Kids • Fundscrip • Read-a-thon 	<ul style="list-style-type: none"> • Purdy's • Little Caesars Pizza • Hot Lunch and Treat Days
Events	<ul style="list-style-type: none"> • Halloween Dance • Family Movie Night Concession 	<ul style="list-style-type: none"> • Holiday Concert: Best Seat in the House Raffle • Holiday Concert: Cash for Kids

The most successful fundraiser was the **Read-a thon**, which we would like to plan to do every other year, unless members see otherwise. Next up was **Art Cards by Kids** and then **Fundscrip**.

We added a **100% Fundraiser** this year, as we heard feedback that some families would like this option. It was a quick and easy fundraiser for those who would rather donate money to FAHHE directly, instead of purchasing goods.

We switched up the **Halloween Dance** this year by adding admission, more decorations, and raffle prizes. All the efforts made by our Halloween Dance Committee did not go unnoticed; we had an outpour of amazing feedback. Thank you to Veronica and Richelle who lead the committee along with all the volunteers who helped with countless hours and update meetings. The bar has been set for the Halloween Dance and we are excited to see what the committee does next year!



Another big ticket item that is underway is the **Outdoor Play Space**. We received confirmation on our grant (\$90K) in December 2024 and have picked Blue Imp to complete the expansion on the playground. We have been working with the country on this expansion and they will be owning the Half basketball court. Construction is planned to start as soon as school is over, so long as the logistics of everything on order arrives on time. We are unsure how long it will take to complete the work, but we do know it will be completed before the 2025/26 school year.



Our **Read-a-thon** was a HUGE Success. The students were competitive with both, reading minutes as well as fundraising. We had lots of great prizes to give out as well as extra rewards for everyone to take part in. There was an in class dance party, Mrs. Harding and Ms. O'Neill dressed us as unicorns for a day, pizza vouchers, a popsicle day, and family movie night, just to name a few! This was a great fundraiser and we can't wait to do it again.

We have amazing students, families, and staff who embody HHE values; Respect, Integrity, Accountability, Well Being, and Collaboration. These values have enabled us to raise the funds to support and enrich the learning of the students at HHE. Thank you to everyone who worked with us to make 2024/25 a year we will not forget!!

Jennifer Shiniman and Andrea Aleksic

FAHHE Co-Presidents

2024-2025



Treasurer's Report 24/25 May 8, 2025



FAHHE Financial Statement as at May 7, 2025

Assets	Account Balance	Notes
<u>FAHHE Operating Account</u>	<u>26,659.51</u>	
<u>FAHHE Casino Account</u>	<u>\$456.14</u>	

Liabilities				Notes
Universal hot lunch fund				managed by hot lunch coordinator
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
Purdys	\$693.52	\$0.00	\$693.52	
Hot Lunch	\$45,994.93	\$36,598.15	\$9,396.78	As of May 1/25- costs include restaurant food and product cost

TOTAL **\$42,315.70**

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	
Misc	\$250.00		\$250.00	Not used 23/24
Staff Appreciation	\$1,034.00	\$870.47	\$163.53	
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	\$14,000.00	\$0.00	Only used \$12,500- remaining \$1500 to be added to Riser budget
Camaval- Bon Homme/Cabane a sucre	\$1,500.00	\$1,186.00	\$314.00	
Milk and cookies day	\$200.00	\$109.32	\$90.68	
Christmas concert	\$100.00	\$55.65	\$44.35	
Sports Day	\$1,000.00			No plan for hot dog sales as its a hot lunch day
Fitset Ninja (Readathon Reward)	\$4,500.00			invoice \$4200 will be paid 06/11/25
ABC countdown	\$500.00			

TOTAL

Amount available to use	\$19,159.00	Notes
		Account balances less minimum operating amount and amount budgeted for Fitset Ninja and ABC countdown

ADDITIONS	
Risers	\$10,500.00
BBQ 25/26	\$1,000.00
Halloween Dance 25/26	\$500.00
Staff Appreciation	\$1,000.00
	\$13,000.00
Left for 2025/2026	\$6,159.00



Hot Lunch Report 24/25 May 8, 2025

Hot Lunch Summary

We ran a total of 20 hot lunch sessions this year (compared to 18 last year) with 12 different vendors (same as last year).

Vendor	# of times used	Avg Order Qty	Comments	Will Use Again? (Y/N)
Nitzas Pizza	2	348	We did one pizza lunch and one pasta lunch with Nitza's. There was no cutlery provided with the pasta lunch which caused last minute grocery runs for volunteers so going forward, pizza is the way to go.	Y
COBS	2	328	Provides extras (which can be frozen). Delivery containers need to be returned by volunteers and smaller, kinder orders need to be picked up.	Y
Panago	1	372	There are now 2 different Panago options in sh pk	Y
Tim Hortons	1	319	Excellent delivery – kids orders packaged in one bag per child, on time.	Y
Ihop	1	327	Lots of menu options which makes delivery harder but fun for the kids.	Y
Subway	3	333	Labelled and sorted by class & grade	Y
BarBurrito	1	322	Good food options. On time.	Y
Booster Juice	1	233	Very familiar with the hot lunch program. Can handle large orders. On time. Pick up delivery containers. Not as popular as it used to be.	Y
Papa Johns	1	391	Kids love pizza!	Y
Rice Bowl Deluxe	1	325	Kids said the food was good	Y
Little Caesars	1	374	Kids loved a different pizza option – they also loved the crazy bread as an alternative to pizza	Y
Purple Perogy	1	304	Smaller order needs to be picked up.	Y

Treat Day Summary

In addition to hot lunch, we ran 6 treat days this year which included chips, Carnavale, candy bags, donuts, and cookies. The largest order was cookie day with confetti sweets where 511 cookies were ordered!!

The hot lunch fund contained over \$816; \$191.90 carried over from 2023/24 and the remaining funds raised this year.

Outlook for Next Year

Below is the financials from hot lunch up to May 1, 2025:

Hot Lunch Summary 2024-2025										
Date	Restaurant	Net Revenue	Costs	Profit	Total (2 days)	Deposit	Deposit Date	UHL Used	UHL Donated	Misc.
09/25/04	Nitza's Pizza	\$149.20	\$128.00	\$21.20						
09/27/2024	Nitza's Pizza	\$3,320.40	\$2,917.30	\$403.10	\$424.30	\$424.30	Oct 4			
10/10/2024	Coba	\$239.30	\$157.60	\$81.70						
10/11/2024	Coba	\$2,483.15	\$1,780.10	\$703.05	\$784.75	\$784.75	Oct 18			
10/23/2024	Subway	\$96.60	\$66.84	\$29.76						
10/25/2024	Subway	\$2,886.65	\$2,059.43	\$827.22	\$856.98	\$856.98	Oct 31			
11/7/2024	Booster Juice	\$114.75	\$105.75	\$9.00						
11/8/2024	Booster Juice	\$1,505.25	\$1,405.50	\$99.75	\$108.75	\$108.75	Nov 14			
Nov 21/24	ihop	\$294.45	\$224.37	\$70.08						
11/22/2024	ihop	\$2,729.35	\$2,139.54	\$589.81	\$659.89	\$659.89	Nov 28			
11/28/2024	Candy Bags	\$58.00	\$2.61	\$55.39						
11/29/2024	Candy Bags	\$662.00	\$29.79	\$632.21	\$683.60	\$683.60	Dec 6			
12/13/2024	Chip Day	\$52.00	\$2.34	\$49.66						
12/13/2024	Chip Day	\$672.00	\$301.50	\$370.50	\$591.92	\$591.92	Dec 19			*cost includes 271.76 in product cost purchased by hot lunch coordinator
12/12/2024	Bar Burrito	\$280.36	\$223.34	\$57.02						
12/13/2024	Bar Burrito	\$2,375.80	\$1,856.25	\$519.55	\$576.57	\$576.57	Dec 19			Total deposit for Dec 19 was \$1108.49
12/18/2024	Papa Johns	\$97.75	\$74.49	\$23.26						
12/20/2024	Papa Johns	\$2,905.50	\$2,263.49	\$642.01	\$665.27	\$665.27	Dec 30			
1/16/2025	Nitza's Pizza	\$288.00	\$220.25	\$67.75						
1/17/2025	Nitza's Pizza	\$2,504.75	\$1,929.50	\$576.25	\$644.00	\$644.00	Jan 23			
1/22/2025	Subway	\$103.37	\$73.27	\$30.10						
1/24/2025	Subway	\$2,730.99	\$2,005.69	\$725.30	\$755.40	\$755.40	Jan 30			
2/12/2025	Tim Hortons	\$112.70	\$65.20	\$27.50						
2/14/2025	Tim Hortons	\$2,818.00	\$2,157.50	\$660.50	\$687.50	\$687.75	Feb 20	25.25		
2/20/2025	Carnival	\$83.15	\$4.18	\$88.96						
2/21/2025	Carnival	\$959.85	\$44.04	\$915.81	\$1,004.77	\$1,004.77	Feb 27		0.85	
2/27/2025	Rice Bowl Deluxe	\$249.96	\$182.71	\$67.25						
2/28/2025	Rice Bowl Deluxe	\$2,377.40	\$1,852.49	\$524.91	\$592.16	\$592.16	Mar 6		49.34	
3/5/2025	Donut Day	\$54.00	\$30.28	\$55.72					4	
3/6/2025	Donut Day	\$70.00	\$3.15	\$66.85	\$620.57	\$620.57	Mar 13			
3/13/2025	Panago	\$252.25	\$185.00	\$67.25						
3/14/2025	Panago	\$2,491.75	\$1,886.50	\$605.25	\$672.50	\$672.50	Mar 20		26.5	
3/19/2025	COBS	\$104.00	\$74.95	\$29.05						
3/20/2025	COBS	\$2,327.25	\$1,726.30	\$600.95	\$630.00	\$630.00	Mar 27			
4/10/2025	Little Caesars	\$586.50	\$456.58	\$129.92						
4/11/25	Little Caesars	\$2,408.25	\$1,902.64	\$505.61	\$635.53	\$614.03	April 17		\$22	
4/16/2025	Corfetti Sweets	\$1,277.50	\$1,022.00	\$255.50	\$255.50	\$255.50	April 24		\$5	
4/24/2025	Purple Perogy	\$268.00	\$217.00	\$51.00						
4/25/2025	Purple Perogy	\$2,564.75	\$2,114.50	\$450.25	\$450.25	\$474.25	May 1		\$27	
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