

MEETING MINUTES

7- 8pm (Following School Council meeting) Learning Commons at Heritage Hills September 18, 2025

- 1. Welcome and Call to Order (7:01pm)
 - 1.1 Introductions
 - Co-Presidents: Jen Shiniman and Andrea Aleksic
 - Vice President: Tori Eskelson
 - Treasurer: Katie Castle
 - FAHHE Secretary role is vacant
- 2. Review the Agenda (Additions, Deletions and Changes) (7:03)
- 3. Reports from Executives (7:04-7:26pm)
 - 3.1 President (JS)
 - Stock the Staffroom:
 - Thank you to everyone who donated not only physical items but their time as well
 - We had to add to the sign up genius because everyone was so generous!
 - Received \$220 monetary donation and only spent \$145. Remaining \$75 will go into Teacher appreciation budget
 - Meet the Teachers/BTS BBQ:
 - Thank you to all our volunteers to help run the event, it was great to see new faces, as well as our regulars
 - Switched it up this year:
 - Day before school starts
 - Bring school supplies to drop off/meet the teacher
 - BBQ at the back of the school
 - Increased purchase quantities from 600 to 650, perfect amount!
 - o Great feedback from families/staff
 - Spent just under \$600 for the food (Had drinks & some supplies left over from spring '25)
 - 3.2 Treasurer (KC)
 - See Financial report attached
 - 3.3 Halloween Dance Committee (TK)

- Date: Friday October 24, 2025 6-8pm
- Subcommittee Volunteers: Trish Kercher, Jada Prodahl....
- Discussion: Charity solutions website for silent auction items
 - Table Silent auction for another time
- 4. Old Business (7:26-7:46pm)
 - 4.1 FAHHE Meeting Dates (AA)
 - September 18, 2025
 - October 16, 2025 (TBD)
 - If we get what needs to be voted on and approved, we may not need the October meeting.
 - ▼ TO DO: Communicate there will be NO FAHHE meeting in Octoberadd to October SC/FAHHE Newsletter (JS)
 - November 20, 2025
 - January 15, 2026
 - February 19, 2026 (TBD) * Typo in Sept Newsletter
 - April 16, 2026
 - May 14, 2026 (AGM) * Typo in Sept Newsletter
 - 4.2 Hot Lunch Coordinator (JS/SS)
 - Shauna is overseeing subcommittee until we have a committed lead to take over
 - First hot lunch will be Sept 25/26: Cobs bread
 - Cut off will be Sept 20 (Thursday) and 21(Friday)
 - Changes to test out:
 - Kinder A & Grades 1-3 (Thursday)
 - Kinder B & Grades 4-6 (Friday)
 - No recess before serving lunch
 - Reach out for more volunteers to support handing out hot lunch (11:30am -12:30pm)
 - **V TO DO:** Post to Facebook Parents group- reminder for Hot lunch (SS)
- 5. New Business (7:47-8:26pm)
 - 5.1 School Council/HHE Wishlist (SS)
 - Teacher's Discretionary Fund \$4800
 - Clubs- start up \$500
 - Prizes for "Best Recess Bins" \$TBD
 - Replacement Recess Balls \$275
 - Regulation Space (TBD)
 - 5.2 Ongoing Fundraisers (AA)
 - Save on Foods
 - Lead: Jen Shiniman
 - Waiting for Jan-Jun '25 cheque (Last communication 9/12/25)
 - How it works:
 - 5% back on all purchases (except Tobacco and Pharmacy)
 - Wye Rd location only

- Save receipts and hand into the office every month (Blue box behind desk)
- Receipts will be dropped off bi-monthly
- We can only submit receipts for current year
- Will put out reminders prior to big events for families to bring in receipts (ie. holiday concert)
- Mabel's Labels
 - Lead: Jen Shiniman
 - 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, search school name, shop!
- Cobs Bread
 - o Lead: Jen Shiniman
 - 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
- True Earth
 - o Lead: Jen Shiniman
 - How it works:
 - 20% commission on all sales
 - Can be bundled up with promotions and discounts
 - Use link to purchase https://tru-earth.sjv.io/FAHHE

5.3 Sept/October Fundraisers (AA/TE)

- 100% Fundraiser (AA)
 - Letter drafted up by JS/AA
 - Run fundraiser from September 19-Nov 17, 2025
 - Email to families
 - **V TO DO:** Email to Admin to send to families (AA)
 - **V TO DO**: Have Kyla add to News from the Den Fri Sep 26 (AA)
 - TO DO: Add reminder after tax return- May 2026 (AA)
 - TO DO: Add to bottom of every sales fundraiser (fundraiser lead)
- Halloween Dance (TK)
 - Admission \$2/person
 - Concession \$1-2 chips/candy/drinks
 - TO DO: Plan first Subcommittee Meeting (TK)

- Art Cards for Kids (TE)
 - o Kyla already requested for the kit
 - Teachers to do in art class (Ideally)
 - Orders to be completed end of Oct/start of Nov for Dec delivery (Before Xmas)
 - Kyla to keep Tori in the loop, as Tori + volunteers will support with sorting order when received

5.4 FAHHE Annual Budget and Fundraising plan (JS)

- See attached Annual Budget
 - Vote on budget
 - APPROVED: Lindsay Giese
 - SECOND: Kimberly Giddings
- See attached Fundraising Plan
 - o Go over Oil Kings Fundraiser
 - Potential dates: Jan 25, Feb 14, Feb 28, Mar 1, Mar 7, Mar 8, Mar 14
 - Looks like Sunday 4pm games would be the most ideal
 - Participants like March 1 @ 4pm the best
 - **TO DO:** Add dates to survey (JS)
 - **TO DO:** Ask Dr. Boyer if any music class would be interested in partnering on the same date.(JS)
 - **TO DO:** Connect with the Oil Kings contact re: Music performance the same day we do the fundraiser (JS)
 - Vote on Fundraising Plan
 - APPROVED: Kimberly Giddings
 - SECOND: Lindsay Giese

5.5 Fundraising/Hot Lunch Survey (JS)

- **V TO DO**: Make survey (JS)
- Run survey for 2-3 weeks
- 6. Adjourn meeting (8:26pm)



FAHHE Financial Statement as at Sept 15, 2025

Assets				Notes
	Account Balance			
FAHHE Operating Account	\$15,494.24			
FAHHE Casino Account	\$1,675.14			Only available for specific AGLC projects
Liabilities				Notes
Universal Hot Lunch Fund				
Revenue	Revenue (Projected)	Costs	Net Revenue	
Interest Casino	\$2.00	\$0.00		
Interest	\$5.00	\$0.00		
Hot Lunch	\$10,000.00	\$0.00		
Save on Foods	TBD	\$0.00		
Cobs	\$50.00	\$0.00		
Mabel's Labels	\$250.00	\$0.00		
100% Fundraiser	\$1,275.00	\$0.00		
Halloween Dance	\$1,300.00	\$0.00		
Art Cards for Kids	\$2,500.00	\$0.00		
Purdy's Chocolate	\$1,000.00	\$0.00		
Fundscrip	\$1,500.00	\$0.00		
Holiday/Fall Movie Night	\$800.00	\$0.00		New for 2025/2026
Best seat in the house raffle	\$1,200.00	\$0.00		
Cash for Kids (formerly silver collection)	\$1,000.00	\$0.00		
Little Caesar's Pizza	\$1,000.00	\$0.00		
Oils Kings Game	\$500.00	\$0.00		New for 2025/2026
Mathaton	TBD	\$0.00		New for 2025/2026
Stawnichy's	TBD	\$0.00		New for 2025/2026

\$800.00

\$23,182.00

\$0.00

Expenses	Budgeted	Expense	Remaining	Notes
Operating Reserve	\$2,500.00		\$2,500.00	MUST
Administrative Operating Fees	\$500.00		\$500.00	Not used 24/25
Insurance	\$1,200.00		\$1,200.00	
Misc	\$250.00		\$250.00	Not used 24/25
Staff Appreciation	\$1,220.00	\$144.98	\$1,075.02	Additional \$220 from STSR, \$75 unused to be kept in Staff appreciation
Doob to Ook on LDDO	44 000 00	* F00.40	*400.54	landard MAAA 00 and and and
Back to School BBQ	\$1,000.00	\$590.46		Includes \$144.03 not yet pd out
Halloween Dance	\$500.00		\$500.00	
Movie Night (Fall)	\$100.00		\$100.00	
Christmas Concert	\$100.00		\$100.00	
Milk and Cookies	\$200.00		\$200.00	
Carnaval- Bon Homme/Cabane a sucre	\$1,500.00		\$1,500.00	
Mathaton Prizes	TBD			
School Wishlist				
Teachers Discretionary Fund	\$4,800.00		\$4,800.00	
Clubs	\$500.00		\$500.00	
Prizes (Best Recess Bin)	TBD			
Replacement Recess Balls	\$275.00			
Movie Night (Spring)	\$100.00		\$100.00	
ABC Countdown	\$500.00		\$500.00	
Sports Day	\$200.00		\$200.00	
End of School Event	TBD			
TOTAL	\$15,445.00	\$735.44	\$14,434.56	

New for 2025/2026

\$0.00

Notes

Amount available to use \$9,824.24

Spring Movie Night
TOTAL PROJECTED

Operating Account balance less Operating Reserve and projected expenses (Admin fees, Insurance, Misc, Staff Appreciation)



ANNUAL BUDGET (25/26)

(25/26)	
3 PLAN	
RAISING	
FUND	

25/26 Budget	Fundraisers for 2025/26	Potential Dates	Leads
	Hot Lunch/Treat Days	All Year	Shauna Samu (interm), Erin Wallish
\$2,500.00	Save On Foods, Cobs	All Year	Jen Shiniman
\$500.00	Mabel's Labels, TruEarth	All Year	Jen Shiniman
\$1,200.00			
\$250.00	100% Fundraiser	Sept and May	Jen Shiniman/Andrea Aleksic
\$1,220.00			
	Halloween Dance	October 24, 2025	Trisha Kercher
ד	Art Cards by Kids	October 2025	Tori Eskelson
\$1,000.00			
\$500.00	Funscript	November 2025	Lindsay Giese
\$100.00	Holiday/Fall Movie Night	November 28 2025	Jen Shiniman/ Andrea Aleksic
\$100.00			
\$200.00	Holiday Concert VIP Seating	December 2025	Jen Shiniman/ Andrea Aleksic
\$1,500.00	Holiday Concert Cash for Kids	December 2025	Jen Shiniman/ Andrea Aleksic
Relook Jan/26	Little Caesar's Pizza	January 2026	Erin Wallish
\$4,800.00	Oil Kings Game	February/March 2026	VACANT
\$500.00			
TBD	Math-a-thon	March 2026	Jen Shiniman/ Andrea Aleksic
\$275.00	Spring Movie Night	March 2026	Jen Shiniman/ Andrea Aleksic
\$100.00			
\$500.00	Stawnichys	April 2026	VACANT
\$200.00			
Relook Jan/26		Event Fundraiser	
		Sales Fundraiser	
\$15,445.00		Event/Sales- Place holder	

Teacher discretionary Fund

> >

Mathaton (Prizes)

School Wish List

Replacement Recess Balls Prizes (Best Recess bin)

Movie Night (March) ABC Countdown

> > > >

End of school Event

Sports Day

School Activities and Support

Staff Appreciation

Back to School BBQ

Halloween Dance

Movie Night (End of Nov)

Christmas Concert

> > > > > >

Milk and Cookies

Winter Carnival

Operating reserve Administrative Operating Fees

Insurance

> > > > >

Expenses

Approved (Y/N)

24/25 Actual Fundraising Profit (Comparative)

** Removed fundraisers not in 25/26 school year

Cellioved	Removed furial alsers flot in 23/26 scribbly year	zo scrioui year
School Fundraiser	24/25	Comments/Notes
Hot Lunch/Treat Days	\$11,769.00	\$11,769.00 \$312 remaining universal HLF
Save On Foods	TBD	TBD still waiting for cheque (f/up 9/12/25)
Cobs	\$77.20	
Mabel's Labels	\$232.00	
100% Fundraiser	\$1,275.00	
Halloween Dance	\$1,316.00	
Art Cards by Kids	\$2,410.00	
Purdy's Chocolate	\$693.00	
Funscrip	\$1,477.00	
Holiday/Fall Movie Night		
Xmas Concert VIP Seating	\$1,219.00	
Xmas Concert Silver donation	\$694.00	
Little Caesar's Pizza	\$1,151.00	
Oil Kings Game		
Math-a-thon		
Stawnichys		
Spring Movie Night	\$322.00	\$322.00 concession only
TOTAL	\$22,635.20	
	Be	Being conservative
	-10%	-20%
	\$20,371.68	\$18,108.16