

Plaxton Busy Bees Fundraising Society
Minutes
March 19, 2025

Directors:

President - Maria Lindsay
Vice President - Heather Osmond Hoover
Treasurer - Jennifer Mackay
Secretary - Jaelyn Belisle

1. Maria Lindsay called the meeting to order at 8:26 p.m.
2. Welcome/Introductions: Present = Maria Lindsay, Heather Hoover, Jaelyn Belisle, Jenn Mackay, Jessica Kaupp, Andy Tyslau.
3. Additions to the agenda: a) Potential date/time change for April?
4. Approval of Agenda: Jessica Kaupp motioned, Jenn Mackay 2nd.
5. Approval of Minutes from February 12, 2025; Jenn McKay motioned, Heather Hoover 2nd.
6. Treasurer Report (Jenn McKay)
Starting balance = 4383.10
Payment for Insurance (Marsh Insurance) = \$622.21
Closing Balance = \$3760.89
7. Society Annual Return - plan to submit return
 - a. ACTION - at AGM, make a motion for 2 members at large to audit financials (as per bylaws).

Year end = March 31, 2025

ACTION ITEM: Andy to discuss with 2 staff members who have accountants in family and may be willing to complete audit for Society.

ACTION ITEM: Heather to confirm what documentation may be needed for annual return.

8. Applying for registered charity status (federal)
 - a. Need operating budget/financials
 - b. Need description of activities
 - c. Other information

We have BN# and RR#.

ACTION ITEM: Maria to look into CRA

ACTION ITEM: Jenn will create/generate report for financials

9. AGLC application has been approved -

- a. Webinars for directors/volunteers ([Registration](#); recorded/self guided)

ACTION ITEM: Directors to sign up/schedule as a group to view.

- b. Application for internet access needs to be applied for.

ACTION ITEM: Maria to apply for internet access for AGLC.

10. Plan for 50/50 for Spring Gala (May 15, 2025)

- a. Rafflebox: Jessica has been in contact - as previously discussed; \$100 start up fee, and 7-10% of Society portion of 50/50 will go to fees. Discussion that digital 50/50 will be more manageable, and likely more people will participate than cash. Jenn McKay motioned Society pay \$100 for start up and ongoing fees. Jaelyn Belisle 2nd. Vote: Unanimous - passed.

- b. Action - will need to apply for AGLC raffle license

ACTION ITEM: Maria will send Jessica the AGLC license info (internet acct)

ACTION ITEM: Jessica will apply for raffle licence for 50/50 Spring Gala.

ACTION ITEM: Andy to put QR code and information re: 50/50 in May Edition of The Buzz newsletter.

Discussion about timeline of 50/50 availability and draw date - decided that it would run/be open May 1 - May 15.

ACTION ITEM: Heather to create poster w/ QR code (Can print @ Staples), this will also be poster for Buzz - send to Andy.

Discussion regarding whether Society could do something for Sarah Harmon (Fine Arts Teacher) for the day of the Spring Gala as thank-you.

Heather Hoover motioned to buy Sarah Harmon's lunch & supper and thank-you gift (approximately \$100) Jenn McKay 2nd. Vote - unanimous; passed.

11. Grants

- a. Timeline for planning for grants

Discussion that once we know for sure what we will be using the funds for, it will be easier to have documentation prepared and know what we are requesting. Different grants are available - may be able to apply for multiple.

- b. Planning for what grants will be used for.

Outdoor learning space/natural play space.

\$49 000 package for outdoor classroom that Andy & Heather found online and available in Lethbridge (travel from Calgary).

\$30 000 for lesser package (no planters/fencing) - Andy shared that he would prefer no planters.

Will be important to price out installation costs (e.g. renting machinery, gravel, concrete, etc.)

Considerations - inclusive (accessibility, possibly communication board, etc.)

Discussion that it would be better to overestimate total costs when applying for grants to ensure all is covered. \$60 000 - \$75 000 with all materials, delivery and installation costs (can confirm after doing more research into finishing/installation costs)

12. *Addition - potential date/time change for next meeting.

Discussion that it is difficult to review/discuss in detail with starting after School Council, when there are many decisions to be made. Given the planning and decisions to discuss at next months' meeting - could the meeting be moved to April 9 @ 7:00 p.m.?

Andy to check school calendar (rentals etc.)

13. Next Meeting: April 9 @ 7:00 p.m.

14. Adjournment: Jenn McKay motioned to adjourn the meeting. Heather Hoover 2nd.

- a. Maria adjourned the meeting at 9:21 p.m.