

Plaxton Busy Bees Fundraising Society
Minutes
April 9, 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 7:09 p.m.
2. Welcome/Introductions: Present = Maria Lindsay, Heather Hoover, Jaelyn Belisle, Jenn Mackay, Jessica Kaupp, Selestia Jackson, Andy Tyslau. [get Selestia's email](#)
3. Additions to the agenda:
4. Approval of Agenda: Jessica Kaupp motioned, Jenn McKay 2nd.
5. Approval of Minutes from March 19, 2025; Jenn McKay motioned, Heather Hoover 2nd.
6. Treasurer Report (Jenn McKay)
Starting balance = \$3760.89
Closing Balance = \$3750.94

7. Society Annual Return - plan to submit return
 - a. ACTION - 2 members audit - who will do this?

Jessica Kaupp & Selestia Jackson completed review/audit and signed, and Maria Lindsay to submit form and financial statement and needed paperwork.

8. Applying for registered charity status (federal)
 - a. In process
9. AGLC application has been approved -
 - a. Webinars for directors/volunteers (Registration/AGLC)
 - b. Internet Access was approved

ACTION ITEM: Maria to apply for casino.

10. Plan for 50/50 for Spring Gala (May 15, 2025)
 - a. Rafflebox is set up.
Reviewed website together as a group.
Jessica can add members to the rafflebox dashboard.
Will be able to access on May 1, 2025 when distributed to the larger school population.
Discussion regarding the "about" section of the raffle. Would be beneficial to be specific about what the funds from the 50/50 will be raised for.
Cost of tickets - discussion - Jessica reviewed with rafflebox and they suggested

\$10.00 minimum.

1 for 10
4 for 20
20 for 50
100 for 100.

Decision:

1 for \$10, 3 for \$20, 10 for \$50 and 50 for \$100

How many tickets total?

ACTION ITEM: Jessica to determine the amount of tickets as outlined by AGLC.

Jessica got the information for the bank account to set up the raffle with Stripe.

ACTION ITEM: Jaelyn to create mission statement and/or vision document that can be linked from the rafflebox page with more details about Society in general with email contact and potentially photos of some of the ideas we are raising money for.

ACTION ITEM: Document with login and passwords for all things we have.

Action: Jessica to add the rules outlined from AGLC when she receives it.

ACTION ITEM: Andy to add the QR code to the back page of the program.

ACTION ITEM: At beginning of Gala can share where the fundraiser is at.

- b. Arranging for Sarah's lunch/dinner and thank you gift - Heather to arrange

ACTION ITEM: Heather to contact Sarah via email to arrange for meals.

- c. Heather to arrange for posters with QR code

Launch Date & draw date

ACTION ITEM: Heather to print posters at Staples, and submit receipt for reimbursement.

11. Grants

- a) Timeline for planning for grants - create a list of grants to apply for with deadlines.

ACTION ITEM: Jaelyn to create document of grants with deadlines, timeline for using grant, maximum amount, etc. (google document in table format) also could include if/when applied for.

ACTION ITEM: Heather to create draft letter for grants to be reviewed.

12. Planning for future fundraising events

- a. Ideas for events

b. Trying to get more help for events/planning

13. *Addition - creating a facebook page for Busy Bees Fundraising Society.

Discussion - using the Plaxton Busy Bees email address, so it can be transferable.

ACTION ITEM: Jessica Kaupp & Heather to create facebook page using the Busy Bees email.

Subcommittee - Social media committee = Heather Hoover, Jessica Kaupp

*Addition - Discussion regarding Society meeting dates/times

Priorities for :

Organizing and list of grants

Applying for grants if applicable

Planning for events/fundraisers for the next year (keeping in mind that budget/planning is required for most documentation, e.g. insurance)

Discussion that attending parent council is valuable for continuity purpose. Maria shared that some, but not all members from Society need to attend parent council - could make an agenda item for parent council to share updates.

14. Next Meeting: May 7 @ 7:00 p.m on Teams, June 11 @ 7:00

15. Adjournment: Jessica Kaupp motioned to adjourn the meeting. Jenn McKay 2nd.

a. Maria adjourned the meeting at 8:31 p.m.