

Plaxton Busy Bees Fundraising Society
September 18, 2024 at 8:00pm

- 1. Call to order**
- 2. Welcome/Introductions**
- 3. Additions to Agenda**
- 4. Approval of Agenda**
- 5. Approval of minutes from June 17, 2024.**
- 6. Updates:**
 - a. Set up banking** - banking has been set up at ATB
 - b. AGLC License** - submitted
 - c. Registered Charity Status application** - plan for application
 - d. Panago Pizza fundraiser**
 - e. WestJet Raffle**
 - f. Plan for first Hive night (Sept 17) & Silent Auction for second Hive night**
 - i. Table set up on Sept 17 to provide information on the Society to the school community - sign up for members and for donations for silent auction. Idea for bottle drive for second Hive night.
- 7. Plans/ideas for future fundraising**
- 8. Next meeting – October 16, 2024**
- 9. Adjourn**

Plaxton Busy Bees Fundraising Society
Minutes
September 18, 2024

Directors:

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

1. Maria Lindsay called the meeting to order at 8:38 p.m.
2. Welcome/Introductions: Present = Maria Lindsay, Heather Osmond Hoover, Jaelyn Belisle, Jen Mackay, Nola Haynes, Allison Stewart, Jan Davies, Jennifer Gordon, Jette Allen, Jessica Kaupp, Andy Tyslau (Principal)
3. Additions to the agenda:
Insurance information for the society (Andy Tyslau)
4. Approval of Agenda: Jan Davies motioned, Jen Mackay 2nd.
5. Approval of Minutes from June 19, 2024; Jen MacKay motioned, Jette Allen 2nd.
6. Updates:
 - a. Set up banking - banking has been set up at ATB (4 Directors are signers on the account; need to have 2 people to make withdrawal)
Benevity: Society is registered under the organization called Benevity - some employers will donate money for volunteer hours to the Society.
Andy has information on grant that has to go through Benevity.
 - b. AGLC License - submitted
 - c. Registered Charity Status application - plan for application
Need to have a budget/plan for the year, will take some time as more information is needed, and more specific plans are made. Prefer to have 1 year under your belt. This is important because then we can issue tax receipts.
 - d. Panago Pizza fundraiser -
Tabled until next meeting.
Action Item: Jaelyn to email Christine Lee to confirm if school council can donate to Society (also ask how much a school council can hold in their account)
 - e. WestJet Raffle - will be registered now that we are registered with Benevity
Action Item: Heather will register with WestJet (potential to make up to \$10 000)
\$20 per ticket, 1000 tickets max. Two trips anywhere WestJet flies.
 - f. Plan for first Hive Night (Sept. 17) & Silent Auction for second Hive night
Bottle drive: Sarah Harmon has account set up for Fine Arts Program. Table the bottle drive for Society until the spring.
7. Plans/ideas for future fundraising (Timeline)
Donation Request letter
Shared Google doc that outlines who has been contacted
Send out via email.

Keep track of which businesses have been or are being asked.

Format for silent auction for November Hive Night (Nov. 21; Thursday 5-7 p.m.) 8-8
Caylee Low may own online auction house (twin auctions)

Action Item: Jennifer Gordon to contact Caylee Low re: auction house.

Donations so far from:

Subaru of Lethbridge (oil change, emergency kit)

Core Ag Inputs (Cooler with School Logo engraved)

Need a deadline of November 1st for donations (Have donations in hand by Nov. 8)

Discussion:

Classes could draw pictures of playground structures they would like to see - hang them up in space that silent auction

Bring a drawing of a playground - get entered to win a prize (kids)

8. Insurance Information (Andy Tyslau)

Andy shared email that the Society is required to have insurance. He will send this email to Jaelyn.

Action Item: Ask Paige Olson/Kaitlyn Krogman to add to Parent Council Agenda - request for \$ to get Society started (insurance costs, etc.) - amount to be donated could be discussed.

9. Next meeting - October 16, 2024

10. Adjournment: Allison Stewart motioned to adjourn the meeting. Jessica Kaupp 2nd.

a. Maria adjourned the meeting at 9:16 p.m.

Plaxton Busy Bees Fundraising Society
October 16, 2024 at 8:00pm

1. Call to order
2. Welcome/Introductions
3. Additions to Agenda
4. Approval of Agenda
5. Approval of minutes from Sept 18, 2024.
6. HIVE NIGHT Silent Auction – planning
 - a. Items we currently have
 - b. Organizing one-line site for auction
 - c. Organizing event
7. Next meeting – November 20, 2024
8. Adjourn

Plaxton Busy Bees Fundraising Society
Minutes
October 16, 2024

Directors:

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

1. Maria Lindsay called the meeting to order at 8:15 p.m.
2. Welcome/Introductions: Present = Maria Lindsay, Heather Osmond Hoover, Jaelyn Belisle, Jenn Mackay, Nola Haynes, Jan Davies, Jennifer Gordon, Jessica Kaupp, Andy Tyslau (Principal)
3. Additions to the agenda:
4. Approval of Agenda: Jessica Kaupp motioned, Jenn Mackay 2nd.
5. Approval of Minutes from Sept. 18, 2024; Jen Gordon motioned, Jenn MacKay 2nd.
6. Hive Night Silent Auction Planning (Hive Night is November 21, 5:00-7:00 p.m.):
 - a. Reviewed current donations (see spreadsheet for details)
 - Action Item: Jaelyn to send donation letter to membership list (only sent to Hive night emails previously)
 - Action Item: Jaelyn to contact Caylee Low re: online auction site options? (e.g. texting when you are outbid on an email).
 - Action Item: Jaelyn to contact Paige Olson; chair of parent council to send the donation request letter to the Parent Council mailing list.
 - Action Item: Jaelyn to send email as call for help: set up, during hive night watching table - 3 people per time slot (4:00-5:00; 5:00-5:30, 5:30-6:00, 6:00-6:30, 6:30-7:00)
 - Action Item: Maria to contact Superstore & Canadian Tire for donation
 - Action Item: Jaelyn to contact Tim Hortons for donation
 - b. Organizing online site for auction (Jenn MacKay has option as well - free up to 20 items; cost beyond that)
 - Andy to send information about Hive Night AND auction to school community by November 12, 2024.
 - c. Organizing event
 - i. Idea: Have a piece(s) of Plaxton merchandise (possibly sponsored by Parent Council) as a raffle/draw. (Heather Hoover will donate piece of clothing for the raffle)
 - ii. Location for silent auction items at Hive Night. Foyer & hallway. (Art room is being used for smaller siblings/childcare area). Andy shared that the school has 13 tables which can be used.
 - iii. Jessica Kaupp offered to help with planning/organizing committee.

7. Next meeting - November 20, 2024.
8. Adjournment: Heather Hoover motioned to adjourn the meeting. Jessica Kaupp 2nd.
 - a. Maria adjourned the meeting at 8:44 p.m.

Plaxton Busy Bees Fundraising Society
January 15 at 8:00pm

1. Call to order
2. Welcome/Introductions
3. Additions to Agenda
4. Approval of Agenda
5. Approval of minutes from Oct 2024.
6. Treasurer report
7. Review of Silent Auction
8. Insurance for Society
 - a. Options and cost for Insurance
 - b. Decision on insurance provider
9. Grant possibilities - see next page
10. Future fundraising - planning
11. Next meeting
12. Adjourn

GRANT SUMMARIES:

TD Friends of the Environment Foundation (FEF) Grant

The Foundation supports a wide range of environmental initiatives, with a primary focus on environmental education and green space programs (e.g. outdoor classrooms and nature play)

No set minimum or maximum, but typically between \$2000-8000

Winter deadline: January 15; Summer deadline: July 15

Telus Community Grant

We put community funding in the hands of local leaders to support programs that best meet our vision and clearly demonstrate the following criteria:

- Support youth up to age 29 experiencing obstacles to reach their full potential
- Align with our interest in health and education
- Will be successful with single year funding of up to \$20,000
- Preference is given to programs that best demonstrate the use of technology to make positive impacts in the community

The McLean Foundation

The McLean Foundation is committed to supporting work that is not as likely to be funded by others, but that can make a positive difference. We look for projects that show promise of improving the wellbeing of people, communities, and our environment which may initially lack broad public appeal.

Areas of Interest:

We support work within and across sectors including: Arts, Environment, Education, Social Welfare and Health.

We are flexible in the types of funding we provide. You can apply for a specific project, an existing program, or general operations. Our grants tend to be up to \$15 000. We also provide larger grants and/or multi-year funding. These types of grants often emerge from previous funding relationships.

The Community Facility Enhancement Program (CFEP) SMALL - Alberta Government

[Community Facility Enhancement Program Small | Alberta.ca](#)

Provides up to \$125,000 in financial assistance to upgrade, expand, purchase or build arts, cultural, heritage, recreational, sport or other related public-use community facilities - Community halls, parks, playgrounds, natural areas, outdoor spaces (e.g., sports fields, campsites).

Projects must be completed within 18 months of receiving funding

Deadlines: Jan 15, May 15, Sept 15

The Lethbridge Community Foundation <http://www.lethbridgecommunityfoundation.org/>

General fund grants are available to organizations with activities and programs in only the following fields: Culture, Recreation, Environment, Social need, Health, History; and Education. Grants are restricted to organizations and projects which benefit the residents of Lethbridge and surrounding areas.

Plaxton Busy Bees Fundraising Society
Minutes
January 15, 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, Jaelyn Belisle, Jenn Mackay, Jessica Kaupp, Jan Davies, Andy Tyslau, Lois Van Roon (Vice Principal)
3. Additions to the agenda: N/A
4. Approval of Agenda: Jessica Kaupp motioned, Jenn Mackay 2nd.
5. Approval of Minutes from Oct. 2024; Jenn McKay motioned, Jess Kaupp 2nd.
6. Treasurer Report (Jenn McKay)
Starting balance = 0.00
Nov. 7 = \$2000
Nov. 21 Hive Night = 2286
Total = \$4286
7. Review of Hive Night Silent Auction: Total raised = \$2286. Overall positive response. Many donations from non Plaxton families due to use of online auction.
8. Insurance for Society:
 - a) Jaelyn shared update after contacting local insurance provider - Schwartz Reliance (Plaxton family connections). They are unable to match the price/coverage that was shared by Marsh Insurance through school division. Explained different types of coverage and importance of having liability and D & O coverage at this time due to type of fundraising and amount currently held in Society.

Discussion in group of cost and needing to plan/host other events to offset cost of insurance every year (over \$1000 per year for insurance).

Jan Davies motioned for Society to purchase Insurance through Marsh Insurance - with Liability and D & O (Directors and Officers) (approximate cost = \$1023) Voted - unanimous yes.

Plan: Jaelyn Belisle to complete the application form and submit with payment on behalf of Society.
9. Grant possibilities (Maria provided information on options)

Discussion: Grant for outdoor tables, etc. - could use some grant money, along with Rattlesnake coffee company sponsorship.

Potential to use chat GPT to support grant writing.

The Lethbridge Community Foundation - may be good place to start to support the outdoor seating.

- a. Ideas including round seating area - stumps (similar to Lakeview)
- b. Safe play area (e.g. hay bails; tires, etc.)

Need to be very specific in the grant; may need to review other outdoor spaces.
Design an outdoor space activity for leadership group students in grade 5.

Action Item: Schedule Society Meeting Feb. 12 @ 7:00 p.m.

Action Item: Andy to include Society meeting in Buzz newsletter and include information that discussion will be regarding outdoor learning/leisure space.

10. Future fundraising - planning

- a. Next time the whole school is together is the Spring Gala (May 15)
- b. 50/50 fundraiser (can also consider doing this at basketball games, etc.) Use QR codes.
Jessica Kaupp will send more info from what they use at Wilson Middle School
- c. Could also do another fundraiser e.g. Mother's Pantry, etc. (Check with Heather Hoover for other ideas).
- d. Maria will follow up with Value Village; register for fundraiser there (Get a percentage for item donated, etc.)

11. Next Meeting: Feb. 12 @ 7:00 p.m.

12. Adjournment: Jenn McKay motioned to adjourn the meeting. Jan Davies 2nd.

- a. Maria adjourned the meeting at 9:01 p.m.

Plaxton Busy Bees Fundraising Society
February 12 at 7:00pm

1. Call to order
2. Welcome/Introductions
3. Additions to Agenda
4. Approval of Agenda
5. Approval of minutes from January 15, 2025
6. Treasurer report
7. Grant - The Lethbridge Community Foundation
<http://www.lethbridgecommunityfoundation.org/>
Plan for grant and application (deadline for grant is in March)
8. AGLC application has been approved - information webinars available and applying for a Casino and/or Bingo.
9. Next meeting
10. Adjourn

Plaxton Busy Bees Fundraising Society
March 19 at 8:00pm

1. Call to order
2. Welcome/Introductions
3. Additions to Agenda
4. Approval of Agenda
5. Approval of minutes from Feb 12, 2025
6. Treasurer report
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)
8. Applying for registered charity (federal)
 - a. Need operating budget/financials
 - b. Need descriptions of activities
 - c. Other information
9. AGLC application has been approved -
 - a. webinars for directors/volunteers [Registration | AGLC](#)
 - b. Application for internet access needs to be applied for
10. Plan for 50/50 for Spring Gala
 - a. Rafflebox
 - b. ACTION - will need to apply for AGLC raffle license
11. Grants -
 - a. timeline for planning for grants
 - b. planning for what grants will be used for
12. Next meeting
13. Adjourn

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.

Plaxton Busy Bees Fundraising Society
April 9 at 7:00pm

- 1. Call to order**
- 2. Welcome/Introductions**
- 3. Additions to Agenda**
- 4. Approval of Agenda**
- 5. Approval of minutes from March 19, 2025**
- 6. Treasurer report**
- 7. Society Annual Return - plan to submit return**
 - a. ACTION - looks like we can have 2 members audit - who will do this.
- 8. Applying for registered charity (federal)**
 - a. In process
- 9. AGLC application has been approved -**
 - a. webinars for directors/volunteers [Registration | AGLC](#)
 - b. Internet Access was approved
- 10. Plan for 50/50 for Spring Gala**
 - a. Rafflebox is set up
 - b. Arranging for Sarah's lunch/dinner and thank you gift - Heather to arrange
 - c. Heather will arrange for posters with QR codes
- 11. Grants -**
 - a. timeline for planning for grants- create a list of grants to apply for with deadlines
- 12. Planning for future fundraising events**
 - a. Ideas for events
 - b. Trying to get more help for events/planning
- 13. Next meeting**
- 14. Adjourn**

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.

Plaxton Busy Bees Fundraising Society
Minutes
May 7, 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 8:34 p.m.
2. Welcome/Introductions: Present (Virtual) = Maria Lindsay, Heather Hoover, Jaelyn Belisle, Jenn Mackay, Jessica Kaupp, Andy Tyslau.
3. Additions to the agenda:
4. Approval of Agenda: Jessica Kaupp motioned, Jenn McKay 2nd.
5. Approval of Minutes from April 9, 2025; Jenn McKay motioned, Heather Hoover 2nd.
6. Treasurer Report (Jenn McKay)
 - Starting balance = \$3760.89
 - Closing Balance = \$3750.94
7. Plan for 50/50 for Spring Gala (May 15, 2025)

Currently 50/50 is at \$930.
Rafflebox has great customer service.

Jessica shared the link as well as the QR code on poster

Heather will set up large poster

Heather will get Sarah sushi for supper, along with lunch (finalizing lunch plan) and a gift.

Heather will also be there when doors open for afternoon show, and will provide 'support' if anyone needs help with QR code.

1:45 doors open - evening show
6:10 doors open - evening show

Jaelyn will be there when doors open for evening show, and provide 'support' if anyone needs help with QR code/raffle

Andy will post the QR code on the screen during spring gala, rotating with sponsorship thanks.

May 16 - draw date for 50/50.

Jessica will contact the winner by phone that day.

Heather will send Andy the QR code (jpg image) so it will display properly on the screen during spring gala.

Rafflebox Info for future:

Username: busybees

Password: Plaxton2025

8. Next Meeting: June 11 @ 7:00

Action Item: Andy to add the date/time of Fundraising Society to Buzz "Important Dates" for the month

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

a. Maria adjourned the meeting at 8:57 p.m.

Plaxton Busy Bees Fundraising Society
June 11 at 7:00pm

1. Call to order
2. Welcome/Introductions
3. Additions to Agenda
4. Approval of Agenda
5. Approval of minutes from May 7, 2025
6. Treasurer report
7. Follow up on 50/50 for Spring Gala
8. Possible donation from a Casino fund - Andy
9. Grants -
 - a. timeline for planning for grants- create a list of grants we wish to apply for with deadlines
10. Planning for future fundraising events
 - a. Ideas for events for next school year
 - b. Trying to get more help for events/planning
11. Next meeting - Annual General Meeting September 17th at 8pm
12. Adjourn

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. Heather Hoover called the meeting to order at 7:42 p.m.
2. Welcome/Introductions: Present = Heather Hoover, Jaelyn Belisle, Jessica Kaupp, Jan Davies, Andy Tyslau.
3. Additions to the agenda: Annual Return denial discussion; charitable tax status
4. Approval of Agenda: Jessica Kaupp motioned, Jan Davies 2nd.
5. Approval of Minutes from May 2025; Jessica Kaupp motioned, Jan Davies 2nd.
6. Treasurer Report (Jenn McKay)
Starting balance = 3750.94
May 20 raffle box deposit = \$984.32
May 23 raffle box deposit = \$1514.17
May 27 raffle box deposit = \$441.85
May 27 e-transfer to 50/50 winner -\$1525.00
May 27 payment to raffle box - \$224.18
May 31 bank fees - \$5.00
Closing Balance = \$4937.10
7. Follow up on 50/50 for Spring Gala
 - Overall, successful.
 - Would be good to have in the program at future events.
 - Having posters in different locations would be beneficial - many people in line missed them due to long line up and "mad rush" for getting seats.
 - Idea for next year: ongoing 50/50 for Hive nights or have smaller one at each?
 - Idea for next year: basketball/volleyball 50/50.
 - The winner from Spring Gala would like to donate the money back with a tax receipt.ACTION ITEM: Directors to connect with Jan Davies when Society has charitable tax status.
8. Possible donation from a Casino fund - Andy
Partner with No stone left alone; world wide organization started in Canada.
Woman who served in armed services. Want poppy on every headstone for people who have served.
Needed AGLC and Society number in order to donate for bussing etc. Maria provided AGLC and Society numbers.

Plaxton students will paint poppies on rocks, and go to cemetery and place on headstones for those who have served.

9. Grants -

- a. **Timeline for planning for grants - create a list of grants we wish to apply for with deadlines - see document**

List of priorities from the school:

Jan Davies shared that Lakeview has “play commons” which is unused classroom with different imaginative play options and free play (e.g. vet centre, house centre, babies, etc.) rotating tubs with items. Idea for future fundraising opportunity?

Discussion - might be best to have two streams; 1 larger for playground; 1 for smaller, shorter term projects.

What is a master plan? Need more clear direction.

Andy shared:

Technology → Student iPads (\$12 000 for class set) in 2027

Staff iPads \$2300 staff.

Maker space - rig-a-majig (building toy)

3D printing

VR → 2 years

Athletics - jerseys

Gym mats → Heather sent Andy grant for gym mats.

Balance board

Therapy swing

Yoga balls

Plasma car

****Sensory package?****

Field trips and bussing

Group discussed having a clearer outline of what our priorities are - 3 year plan

Have Parent Council outline their priorities as well to clarify (e.g. hot lunch funds go towards fields trip every year.)

Jessica Kaupp motioned to have Society focus fundraising on Outdoor learning and risky play space. Jan 2nd - voted unanimous.

****Society is going to narrow focus - outdoor learning and risky play space.**
Timeline = Fundraising complete by September 2026
Project Completed by September 2027.

Priority to get Charitable Tax Status - get complete ASAP.
Action Item: Maria to complete paperwork and submit for Charitable tax status

Action Item: Jaelyn to update priorities of Society to include outdoor learning.

Society to fundraise for 2025-26: Maker Space items for building \$2500

10. Planning for future fundraising events

Discussion: Raffle box - Winter Wonderland; basketball/volleyball

Fundraiser for maker space:

Jessica Kaupp made a motion to donate \$2500 to maker space items. Jan Davies 2nd. Vote - unanimous passed.

Action Item: Andy to contact Avonlea - potential matching sponsor.

Action Item: Andy to connect with Libby Leusink (Learning Commons) to determine items to order that would fit.

Action Item: Andy to ask staff what outdoor learning related items would be on their wish list for future donation.

Other fundraising events for next year:

Art auction or art for sale. (Potentially displayed at Hive Night, and then for sale?)

Winter Wonderland? (Display at winter wonderland and then can be for sale.)

Action Item: Jan Davies to look at how Enchant runs theirs.

West Jet: Has not been submitted; need date, and more info before it can be submitted.

Andy shared that he signed up for Movie Mill party pack fundraiser. For every party pack sold, school gets percentage. Could potentially tie in to movie night?

Spring event? No spring gala, so could create event.

Fall event - Outdoor Movie night; Friday night? Welcome back movie night?

Movie Mill donate popcorn?

Pay per family?

Rent Movie Mill?

Action Item: Jaelyn to contact Stranville/Toyota about screen for outdoor movie.
ATCO for sound equipment? Look into options.

Mabels Labels: June 2026 → Jaelyn organize.

11. Annual General Return - not approved.

Action Item: Maria to update form and re-submit.

12. Charitable Tax Status - what needs to be done?

Action Item: Maria to complete paperwork

Action Item: Jaelyn to send Maria plans for fundraising 2025-26.

13. Next meeting - Annual general meeting September 17 following parent council meeting.

14. Adjournment: Jessica Kaupp motioned to adjourn the meeting. Jan Davies 2nd.

a. Heather adjourned the meeting at 9:38 p.m.