

**BOSOM BUDDIES COMMITTEE MEETING**  
4 p.m., Wednesday, July 22, 2015, VPL Office

**Present:**

Shirley Hauptman Brenda Turner Mary Lister Betty Blackmore  
Theresa Thompson Rachele Grace Donna Payne Vonda Peterson  
JoAnn Blackmore

**Absent:**

Kathleen Payne

**Thank you Letters:** Two impact statements are ready to be included with the Thank You letters to Worley Parsons and Keyera, certificates are not yet done but they will be included with the letters and mailed from the VPL office.

**Our Theme:** "IMPACT & CHANGE" Our website has been updated and ACF has approved the theme. We are allowed to use large patient impact statement boards as part of the decorating and fundraising. Shirley has created some new artwork for the website – [www.bosombuddiespl.com](http://www.bosombuddiespl.com). Bosom Buddies Patient Impact Report is available now. Amber, although she has taken a new role with ACF, is staying on with Bosom Buddies. We now have a Letter of Endorsement and Impact Statements to give out.

**Catering:** Nathan Zukiwski has declined a request for catering. Bob Ronnie Catering has been booked. He will give us 2 meats and all the fixings plus dessert for \$21 a plate PLUS they will do all of the serving and clean up! NO DEPOSIT IS REQUIRED. Notice for numbers required by Tuesday September 29 and they will accept additions right up until the day of the event. The Committee agreed on CHICKEN & BEEF as the two meats.

**Hall Rental:** Lakedell Ag Hall has been booked, with Theresa as our liaison person. We will be required to submit a cheque for \$300 for hall rental fee. As in the past, the Board may decide to return the \$300 as a donation to Bosom Buddies. We will put the Lakedell Ag Hall on our list of Supporters. Theresa has agreed once again to look after the bar contents and liquor license.

**Treasurer:** Mary Lister has accepted the responsibility of Treasurer. She will look into Liability Insurance. A deposit was required for Dueling Ivories - Brenda and Shirley agreed to be signators for the cheques. Donations can go through the online website and directly to ACF. ACF will send a receipt for income tax purposes to the donor. If a committee member receives a cheque, they are to take it to the VPL office for Mary to record and deposit to the bank. Cheques should be made out to Bosom Buddies, **not** the Alberta Cancer Foundation, Patient Financial Assistance Fund, although the money will automatically be credited to this fund as the designated signature charity of the Village.

**Secretary:** Vonda has volunteered to take minutes, which will be distributed electronically within a few days after a meeting.

**Next Meetings:** 4pm VPL Office AUGUST 26 and SEPTEMBER 23

**Community Challenge:** The Challenge page is on the website <http://www.bosombuddiespl.com/Community-Challenge> . Donna suggested that we challenge other communities to hold an event or fundraiser for the ACF Financial Assistance Program. Shirley reported that this would be a good year to do a test. Currently waiting to get Donna onto Global TV, once press release is written. Team Development Coordinator has been assigned to Bosom Buddies to help with this idea. Offer two opportunities to donate to PFA Program. Amber suggested “Ignite to Support” to create a companion event like Keyera and Worley Parsons; to offer our blueprint to other communities. Are we willing to share that? Filter funds directly into the BB Fund – cash on line, or funneling the funds by inviting them to our event to present their amount or they could create their own event. Ideas: Boat Rally – suggested by Brenda - jello shooters for sale – perhaps partner with them. Brenda and Rachelle will look into this. Theresa advised you have to get a liquor license and charge a minimum \$3. Lots of ideas on the website for people to hold an event. Donna is working on the Press Release with Amber and Shirley.

**Master of Ceremonies:** SIENNA Collins cannot MC this year, but we could book for next year. John Hauptman and Pat Sloan have agreed to return as our MCs

**Fundraising Ideas:** There are ideas on the website, also the following were suggestions:

Envelope at Churches, Ice Golf, Car Rally, Boat Rally, Car Wash, Ice Bucket Challenge. Shirley will approach Ron Taylor to help make a video for the website, to include Donna’s heartfelt plea. This could also be shared on our facebook pages. Theresa suggested that we go on facebook and put on a video clip of why we donated to Bosom Buddies, and challenge your friends to donate online or at the Village businesses, attend the Gala and/or buy a Bosom Buddies lapel pin. Example: Write message on pieces of paper that you hold in front of you. Say, “My name is.....and I support Bosom Buddies, a charity designed to assist cancer patients who experience financial difficulties while dealing with treatments. My friend/cousin/neighbor lost her income while going through chemo, and she had the additional expense of babysitters and taxis. The PFA Program was able to take away the anxiety that she would have endured. I challenge YOU, to go to the website, [www.bosombuddiespl.com](http://www.bosombuddiespl.com) and make your donation to change someone’s life. There are other options – buy a Bosom Buddies lapel pin for \$5 at a Village at Pigeon Lake business; or come out to the Bosom Buddies Gala on October 2<sup>nd</sup> (tickets will be available at the Village Emporium). And then you could take a giant step for this cause, and make your own video to share on your facebook page. You could even hold an event of your own, and make the donation to Bosom Buddies.

**Lapel Pins:** It was agreed by the Committee that we should order 1000 lapel pins, and distribute them amongst the Village & community businesses for sale. They would be \$5 each. Shirley will order the pins tomorrow

**Chamber of Commerce:** MOTION: Donna moved Brenda seconded that we join the Pigeon Lake Regional Chamber of Commerce. CARRIED. The application will be done in VPL office. Shirley will challenge the Chamber members to buy lapel pins.

**Decorating:** Rachele and Vonda will coordinate the decorating. Butterflies in the specified colours will adorn the hall, along with the large impact statement posters. Balloons in the 5 colours will be set at each end of each table. Numbers will be placed in some of the balloons by the provider, Stacey at Memories Such as These. The balloons will be used in the \$35 plus prize auction at the END of the evening. Balloons are \$2 each if picked up the day of. They are providing floral arrangements for the tables. Suggestions for Flo in the Dark items in lieu of candles will be followed up. The decorating committee realizes the importance of making the heartfelt message very obvious through any means possible.

**Approaching Prospective Donors:** Each committee member will be asked to approach at least 10 potential donors with a copy of the new Patient Impact Report & Letter of Endorsement, ask for a donation, complete a form to identify donor and amount; and hand in cheques and/donations in kind to the Village Office, along with a description of the donated item, in order to keep the spreadsheet updated. Betty and JoAnn will design the form. It will include the name of the donor to whom a receipt should be issued, their address and phone # and amount. In the case of a donation in kind for the auction, the form shall include a description of the item, and the value. The donor will be advised that they will be receiving their receipt directly from the Alberta Cancer Foundation. Committee members are to let Betty and JoAnn know when a business/individual has been approached, in order to avoid duplicate requests, even if no donation has been given. Shirley will look into the current legislation regarding Donations in Kind. This would be important specifically for an individual, as opposed to a business that may already write off their donations. Auction items are to be dropped off at the Village Office.

**Roles:** It was agreed that this would be reviewed at the next meeting, although Mary Lister offered to coordinate all activities regarding floats, cash boxes, and such things generally overseen by the Treasurer. JoAnn offered to oversee the Facebook Page marketing role.

Meeting adjourned at 5.25 pm.

Recorded  
Vonda Peterson

Contact: Mary Lister, Treasurer, 780 586 2480  
Box 61, Falun, T0C 1H0

## **BOSOM BUDDIES COMMITTEE MEETING**

4 p.m., Wednesday, August 26th, 2015, VPL Office

Present:

Shirley Hauptman Mary Lister Betty Blackmore

Donna Payne Vonda Peterson Kathleen Payne

**Thank you:** A thank you letter was received from Les & Diane Hardstaff in appreciation for our assistance. The committee members and helpers that participated in the Poker Boat Derby fundraiser were acknowledged for their outstanding efforts in raising \$800 for Bosom Buddies. (Rachele Grace, Brenda Turner) Shirley and Betty will be responsible for acknowledging our donors that have been very generous to our cause, i.e. Keyara, Worley Parsons, Linda Z.

**Impact & Change:** Shirley has made a lot of progress on coordinating our mission with the ACF on the website. She will be using the impact statements in the decorating of the hall for the Gala. She is also arranging the promotion through the challenge to other communities via the radio and TV media, as well as social networks.

**Resignation:** Theresa Thompson has resigned from the Committee. She was acknowledged for her past hard work. Her duties were distributed amongst the other members.

**Decorating:** Vonda described the table decorations. Shirley will arrange for the floral centerpieces. The loose change jars have been redecorated in our colour scheme; the Glo Stix have been purchased, as well as a container to hold them. The butterflies are done. Shirley will arrange for the impact statement boards for the wall – 12 in all. Betty has offered to do the decorating of the bathrooms.

**Bar:** Brenda and her husband will be asked to look after the bar. Mary will arrange for the liquor license and purchases using last year's invoice. 50/50 Tickets and Bar Tickets will be sold at the same station. 50/50 tickets will also be sold amongst the guests.

**Liability Insurance:** Mary has received quotes, and will now arrange for the insurance. \$174.

**Silent Auction, Live Auction, Balloon Game:** There was a lot of discussion around how the auctions and game would work. Shirley will put together a clear description of how this can be done successfully.

**Donor Letters of Endorsement and Solicitations:** Each member to try to get at least ten donations each. Shirley will look after the Village businesses. The Village Emporium will do the special table once again. As a new member of the Chamber of Commerce, Shirley will represent Bosom Buddies and put out the request at their meeting. Betty and JoAnn will finalize the form that is to

be filled out when a donation is received and provide us with copies. Each member is responsible for letting Betty know when they have made a contact, whether or not the contact was successful. This will reduce the duplication of requests.

**Lapel Pins:** Pins have been ordered (1000), will be sold for \$8. Kathy & Donna will attach the pins to the cards, and put the price sticker on. They will be sold at the Village Emporium as well as other businesses.

**Tickets and Posters:** The tickets will once again be sold for \$45 ea. If a table for 8 is purchased at the same time, they will be given a bottle of wine at their table. The method of tracking this will be on the tally sheets which will be brought to the event. Shirley will have the tickets ready by the 1<sup>st</sup> of September, along with posters. Tickets will be sold at the Mulhurst ATB, Backstreet Antiques, and the Village Emporium. Kathy will contact them, and show them how it is done. They will stay in contact.

Meeting adjourned at 5.20 pm.

**NEXT MEETING: SEPTEMBER 23rd**