

Meeting Minutes

September 13, 2022
86 West Gate

Present: PA Exec: Heather Lytwyn, Heather Wallace, Jen Bell & Sandi Conrad; Staff: Vice Principal, Heidi Koop; Parents - refer to Meeting Attendee List (11)

1. **Welcome** - Heather W.; Introductions
2. **Approval of the Agenda**
 - Amanda Ross moved that September 13 Agenda be accepted; Nicky Louizos Gerwing seconded; Approved & carried
3. **Approval of the Minutes - June 14, 2022**
 - Heather L. moved that June 14 Minutes be accepted; Heather W. seconded; Approved & carried
4. **Discuss Mandate**
 - Per Heidi, found information on Westgate website which indicates that it's to support staff, students & families. Examples would be planning events in grades so that families can get to know one another; Implement fundraisers to raise funds for staff & students (these come through form submissions & student council suggestions); planning staff appreciation days although this is not a priority.
 - PA constitution is available on PA website
 - Advises that all parents & guardians are members of the PA
5. **Fundraisers**
 - Heather W. wants to try to do electronic payments for fundraisers
 - We had over \$8000 in account; \$4000 given to school for climbing wall; remainder for this year; largest fundraiser is perogies & sausage - needed at end of October
 - We'd like to look into possibly using E-Transfer or online payments
 - Heidi is okay with us reaching out to Lori regarding Sign-up.com
 - Scholastic is run by teachers, not by PA
 - Heidi advises that teachers fill out forms to request items for consideration by PA (example: Pottery Wheel) - **Action item - Heidi to reach out to teachers to request they submit new forms to ensure PA list is up-to-date**
 - a. **Perogy & Sausage fundraiser**
 - Made approximately \$5800 on this fundraiser last year
 - Critical that this starts soon - communication important via Friday email, attachments in email and reminders. *Order form to go out this Friday via Lori - Weekly Update.
 - Instagram - reach out to Lori who will contact [Natalie Johnson](#)

- Orders must be in by Oct. 17
- Heather L. - Country Perogy Shop & Winkler Meats (draft of order form shared with attendees); perogies went up in price but weight went down on large products; some products no longer available.
- Form needs to include pickup date (tentative) and location
- Heather L. reaching out to vendors to get updated pricing
- Will need volunteers for distributing
- Brought up that may be worthwhile to consider traffic control as it can get quite busy
- Sara Thiessen volunteered to distribute order forms to churches without reps
- **Action item - Sandi & Heather L. to finalize order form & Sandi to reach out to Andrew Krahn regarding website & online ordering**

b. Other Fundraising

- Usually do 2 other fundraisers - Spring is usually fruit & Sobeys in fall but Sobeys is no longer viable due to low return
- Suggestions:
 - Peak of the Market - very heavy & lots of space needed so can be quite labor intensive; matched donation with Harvest Manitoba which makes this desirable to donors
 - Glenlea Greenhouses - Might be good for Spring; do they deliver?
 - Boston Pizza gift cards
 - Garage & Bake Sales - have done bake sales during elections in schools and gets lots of sales
 - Pizza day once a month - concerns with conflict to cafeteria
 - Freezies, candies, ice cream
 - Gift baskets @ Christmas program; donations, raffle tickets
 - Gondola Pizza
 - Splatter paint Art Auction
 - Art Gallery in school - sell copies of students' art
- Other fundraisers outside of PA:
 - 2 Student Council: Move-A-Thon & Work Day. These help with ski trip and class parties as well as requests that may come in
 - Board: Bursery Banquet & Golf Tournament
 - Perogy Dinner
 - Question raised about remaining mortgage which Heidi believes is around \$700K

6. Church & Grade Reps

- a. Discuss needs for Grade Reps - explain responsibilities as being to facilitate an event whereby families in that grade can meet and get to know each other
Grade Reps Needed:
 - o Gr. 6
 - o Gr. 12
- b. Church Reps needed - **Action item - Heather & Jen to work at identifying individuals;** Reps do not need to have students in Westgate and will facilitate the fundraisers in their church
Churches without Reps:
 - o Bethel
 - o Charleswood
 - o First Mennonite
 - o Home Street
 - o Springfield Heights
 - o Jubilee

7. Other

- Heidi reports on the 1st week of school - approx 320 students. Opening day & jr. day was a great success with lots of singing, dancing and student participation; mentorship of younger students by older students & lots of positive energy. Mark, Sherisse, Kara, Owen & Tessa new welcomes to team & many other teachers have changed positions; started recess for grades 6 & 7 - never had recess before & going well (occurs around morning break)
- Heidi advises that there are 2 PA websites, one that's managed by Westgate & other by PA. Believes PA website is Wordpress but unknown who updates it - Andrew Krahn may know
- PA still needs to arrange signing authority
- Looking into more tech options for PA (using Google Drive in lieu of flash drives)
- Looking for ways to reach out with school community:
 - o Opening Program - PA has reception; rents room & can set up table
 - o Amanda Ross suggests games night open to families - grade 7 really got into games; Heidi suggests Amanda reach out to Grade 7 rep to help plan parent night as this may be a good option.
 - o Newcomers/refugees - consider gift baskets

8. Adjournment

- Meeting adjourned at 20:45
- Next meeting: Wednesday, Oct 12, 2022, 19:30

Summary of Action Items:

- Heather & Jen to work at identifying individuals for Church Representatives for the above churches
- Sandi & Heather L. to finalize order form for Perogy & Sausage fundraiser
- Sandi to reach out to Andrew Krahn regarding website & online ordering
- Heidi to reach out to teachers to request they submit new forms to ensure PA list is up-to-date