

Meeting Minutes

November 8, 2022

86 West Gate

Present: PA Exec: Heather Wallace & Sandi Conrad; Staff: Vice Principal, Heidi Koop; Parents - refer to Meeting Attendee List (2)

Absent PA: Heather Lytwyn & Jen Bell

1. Welcome - Heather W.; Introductions

2. Approval of the Agenda

- Colleen moved that Agenda be accepted; Heidi seconded; Approved & carried

3. Approval of the Minutes - October 12, 2022

- Colleen moved that Agenda be accepted; Heidi seconded; Approved & carried

4. Westgate Admin Report

- Move a thon – walked to Assiniboine park & back; students raised money. Felt very in-house. Necessary over COVID & was easy to organize & do so thought was to keep going with this. After reflection, decided not a better than cyclathon. Cyclathon is board-organized as opposed to move-a-thon which is staff-organized. Board pulls in parent volunteers & rents group camping sites where there is a 5k track for walking & cycling. Sometimes people from alumni will attend or organize reunions around this event. Have food. Lots of opportunities to volunteer. Occurs on Saturday so asking staff to give up their Saturday who already do a lot (work through lunch, there on evenings...) was thought to make cyclathon less appealing however move-a-thon was not less work for teachers as they had to do all of the organizing so will do cyclathon next year. Great opportunity to Invite people to sign up as groups.
- Next week or so opening grade books – newer thing, only last done in spring of last year. Through Alma, open grade book and it can show you key assignments and keep track of little assignments. Varies by class. Take a look at what student is doing, what they've done & what is missing. Living document that is dynamic and not static. Trying to communicate and give a picture of student learning and well-being. Additional to other methods of communication (parent teacher, report cards)

5. Call for new business

- Purchase request from Heidi – school needs new dishwasher **imminent**; used by Lindsay, teachers, students . Dishwasher in cafeteria broke and repair person said \$3000 to repair. Bought 2nd hand 15> years ago. Other repairs done so no longer deemed viable to repair. used for staff functions, parent functions, student, alumni events. Not in school budget so exploring options to find money. Time-sensitive as it is currently non-functional and washing is by hand. Exact machine is \$10-12K which is very high-end and can go down to lower model: JetTech \$4890 (unknown if inc. tax/install), probably close to \$6000 if staff/volunteers help move it; service person said good model but easy to repair and parts are readily available. Other option is Omcan \$3999 – brand new make? No reviews yet so unknown if parts readily available.
- Heather: suggests looking to see if there are 2nd hand options since many restaurants are going out of business. Also are these readily available or is there a delay in availability – Heidi doesn't know about availability.
- Heidi wants to know if we can decide today if we can contribute and if so, how much. Heather advises that due to fund issues, we're not sure how much we can contribute because we have much lower amounts in account than expected. We will definitely contribute but unknown how much at this time – Exec will meet and discuss.
- Westgate provides space & equipment for cafeteria (provided by school council); Heather advises this is a normal practice. Heidi advises Lindsay is paid to run the business.
- Consider emailing parents to ask for 2nd hand availability.
- Action item – set up tea date to discuss amount for contribution
- Sandi to create order form for requests

6. Review Action Items

- Heather W & Jen to try to confirm church reps & grade reps
 - Church reps confirmed for all churches
 - Grade reps – all confirmed & email sent to them to remind them about scheduling their event; grade 7 done.
- Heather W & Sandi to finalize Sign-Up.com for volunteering
 - Order form created & went out - most positions filled
- Sandi to create donation letter for silent auction
 - Silent auction letter created – last day for donations will be Nov. 25 (event is Dec. 12, 2 weeks to place orders, weekend to prep baskets for advertising, leaving just over 2 weeks to get items for baskets) – finalize letter and get email out ASAP (please reach out to us if you can help).

7. Discuss Constitution - Concerns with some items

- Pass for today

8. Fundraisers

- Perogy & Sausage
 - Heidi will get tables set up in atrium and then food can go outside once packed to keep cold. Send email to volunteers – Heather will come up with email wording for Sandi to disseminate
 - Exact figures not currently available but is around \$4000 earned
- Christmas Basket
 - To use website for sales; *See action items #6 (above)
- Last one needs to be determined ...possibly greenhouse

9. Church & Grade Reps

- Refer to Action Items, #6 (above):

10. Other

- Issues with WordPress (Website) - There are currently many errors reported as it pertains to various templates being out of date. These have been present for years but get worse the longer they are not resolved. Sandi can work on this but may require assistance from Westgate website person
- Concerns with bank account – considerably lower than it was 3 years ago. Missing approx.. \$30000 – some items can be accounted for (approx. \$16000). We will be documenting and trying to make things more transparent. WE are not forensic accountants and will do our best to be clear moving forward. Clean slate – move forward.
- Heidi – PA is in AGM – Norrine previously wrote a report for this year but we'll need to submit one for next year.
- Consider changing date for baskets b/c last year only did 2 fundraisers – maybe we do it for valentines day, parent teacher, bursary in may. Angela suggests that Feb/March not much going on so might be a good time to have it. Feels a bit tight for Christmas. More time to work on website. Unanimous vote to delay silent auction (Sandi moves, Heather & Angela second).

11. Adjournment

- Motion to Adjourn by Heather W. - Meeting adjourned at 20:45
- Next meeting: Tuesday, January 10, 2023, **19:30**

Summary of Action Items:

- PA to meet to discuss amount of contribution for dishwasher
- Sandi to create order form for requests
- Sandi to try to resolve website issues