

Meeting Minutes

January 10, 2023

86 West Gate

Present: PA Exec: Heather Wallace, Heather Lytwyn, Jen Bell & Sandi Conrad;

Staff: Vice Principal, Heidi Koop;

Attendees – Mardina Andrews, Myriam Gouthiere, Preetinder Singh, Nicky Louizos Gerwing

1. Welcome - Heather W.; Introductions

2. Approval of the Agenda

- Heather L. moved that Agenda be accepted; Jen seconded; Approved & carried

3. Approval of the Minutes - November 8, 2022

- Mardina moved that Agenda be accepted; Nicky seconded; Approved & carried

4. Westgate Admin Report – Heidi Koop

- Had Christmas concert here last minute; change of plans from Westminster to here but there was the flood that went from Choir room, to library, to atrium, to basement – cleanup occurring shortly before event. Was nice to see the community come together. A lot of music was damaged/destroyed, including archives. Music was put into freezing so that it can be taken out a little at a time for drying.
- Open house at end of the month – spread the word to encourage people to come visit, have shadow day, get private tour.
- This coming Sunday concert choir and strings is leading worship at Springstein Church (7 this year, first one this Sunday)
- Publish 3 publications/year: Retrospective (alumni news), 2 Perspectives (community now) – published in December and used to do paper copies. Wonders, do we read it online or hardcopy. Mixed vote on that – consider sending an electronic copy while giving people option to receive hardcopy. Consider reducing quality of hardcopy to reduce cost.

5. Call for new business

- **2nd fundraiser** – canceled for December due to church being closed & timing. Considering baskets for Valentine’s Day. Require that people/businesses contribute to baskets and then can sell tickets online. Potentially have kids selling tickets for kids’ basket. Number of baskets will depend on the number of donations received. Consider doing themed baskets (movie night, games night, Art lover, cooking, etc.). Artwork from students being sold as well. Sell at One Act Plays. Make sure it doesn’t conflict with Student Council. Student Council does 2 fundraisers per year – Cyclathon & Work Day. Theme goes out to grade based on what their theme is but other donations (items or money) are welcome. February is okay for fundraiser but not after.

Don't want people to feel obligated to give anything. Consider a percentage being donated to something/charity (e.g. Bursary, Kiln for art). Jen will create email for distribution (Sentence for announcements & email for parents) & be sure to include reason for donations & donation letter. Don't want to limit number of baskets but have 7 themes; Heather W will look into whether we need a lottery license & will contact Natalie Johnson to announce on social media. Heidi will put on Facebook.

- Scheduling:
 - Communication goes out Jan. 13
 - Need basket items by Feb. 3
 - Advertise baskets on Feb. 6 display on foyer
 - Draw on Feb. 14
- Needs:
 - Get volunteers for selling tickets (Parent volunteers?)
 - Way to make financial donations (cash, cheque, direct deposit)
 - Tickets
 - Storage – Heather L. will
- Baskets (include sheet on donations with "PA fundraiser"):
 - Kids: Gift Card basket (Subway, gas, Starbucks, Shoppers, Shorty's) (\$2/1, \$5/3)
 - Westgate basket
 - Spa
 - Alumni
 - BBQ
 - Valentines
 - Family
 - Movie
 - Games
- Preet suggests considering an activity to do fundraising (e.g. paint night).

6. Review Action Items

- PA to meet to discuss amount of contribution for dishwasher
 - Previously indicated that we'll give \$2000 however circumstances have changed and they were able to repair dishwasher rather than needing to buy a new one. As a result, our contribution may be less – will wait to hear back regarding cost.
- Sandi to create order form for requests
 - Created Google form via PA's "store" gmail account because PA email account is through school which does not allow for adding functionality to add workflows to forms. Added workflow to form per Heidi's requirements (e.g. requestor submits form -> goes to Heidi for approval/decline -> If declined, goes back to requestor; if approved goes to PA & PA can either approve/decline ->
-> If declined or approved, goes back to requestor & Heidi)
 - Since it is a Google form, a link can be shared to access the form however **Sandi will look into adding a link to PA website** where only Westgate staff/students can access it.

- Sandi to try to resolve website issues
 - Ryan Santschi helped to update website so that there are no outstanding updates and it is now up-to-date. Do to update, appearance of website has changed slightly. Ryan recommended making some changes to site which were completed by Sandi (change how Minutes are displayed/entered) and these changes make it easier to both enter and access minutes.
- Preet recommends adding link to our website in signature of email – Sandi will do this.

7. Fundraisers

- See #5, above

8. Financials & Credit Card

- Have a bit more than \$7400 in account (includes pending cheque for \$2000 for dishwasher – this amount may change depending on change to request)
- Switching banks from Access on Henderson to Cambrian on Grant
- Would like a Cambrian credit card with \$500 limit for incidentals & annual subscription for online store (\$150) – Moved by Heather W. & Seconded by Jen Bell; Approved & carried
- Will be closing Access account once dishwasher cheque goes through
- Heather L. is reviewing old financials – caught up to 2021

9. Website Update

- See #6, above

10. Other

- Nicky asks how the gender-neutral bathrooms came to be and how it was communicated to students.
- Per Heidi, communication set up by student services; urinals on 1st floor were not removed for this reason but because they were non-functional and will not be replaced with urinals but will be replaced by stalls. Some students are concerned with sharing. Long term plan is to have structural changes. Some gender-specific bathrooms on 2nd floor and will stay this way. Want all people to feel safe in who they are.
- Sandi suggests that communication was poor in that notices were posted on bathrooms & change rooms before anything was communicated to students. Relying on kids to be mature decisions and not all kids feel safe.
- Mardina asks if this is mandated by government – Heidi advises it's not
- Heidi requests that parents/students to come to staff if they have any concerns

11. Adjournment

- Motion to Adjourn by Heather W. - Meeting adjourned at 21:30
- Next meeting: **Wednesday, February 8, 2023, 19:30**

Summary of Action Items:

- Valentines Fundraiser:
 - Jen will create wording for distribution (Sentence for class announcements & email for parents) & be sure to include reason for donations & donation letter
 - Heather W will look into whether we need a lottery license
 - Heather W will contact Natalie Johnson to announce on social media
 - Heidi will put on Facebook
- Sandi will look into easier way for staff/students to access online Request Form