

Westgate Parent Association Meeting

Wednesday, February 15, 2017, Chapman Library

Present: Patricia Baker (Chair), Jodi Lee, Karl Wiebe (Staff Rep), Rachel Franz, Andrew Krahn, Sandra Epp, Elizabeth Abercrombie, Jutta Essig

Regrets: Heidi Grieser, Heather Smith, Jan Barak, Trina Neufeld, Mardina Andrews, Monica Bock

1. Welcome

- We went around the room and discussed what has been a highlight so far in 2017.

1. Approval of the Minutes

- Jodi moved that the Nov 9, 2016 minutes be accepted; Seconded – Andrew. Approved and carried.

1. Approval of the Agenda

- Rachel moved that the Feb 15, 2017 agenda be accepted; Seconded – Andrew. Approved by consensus.

1. Reports

1. Chair Report (Patricia Baker)

- No report

1. No reports – Vice-Chair/Secretary

1. Treasurer Report (Andrew Krahn)

- Sobey's - Total sales of \$26,170. We achieved the highest profit margin available of 8%. Total profit was \$2093.60.
- Wish list payments update:
 - C Thiessen - GSA \$35.96

- Ross Brownlee - Ikea Shelves \$281.37
- James Friesen - Mars Elias \$500
- D Watson - School bus \$5000
- Randy Enns - 2015/16 wish list \$760
- Outstanding wishlist requests – haven't handed in a receipt.
- Fruit & Cheese – did well; profits will be available next meeting

1. Staff Representative report – Karl Wiebe

- 3 one-act plays were at the beginning of February
- Spirit week at school – week of Feb 21st
- Open houses, grade 5/6 days went well
- New pictures on the wall from the building site; building is 'on-track'
- Vice-Principal position closed February 6th – interviews have started.

1. PAC – Building PAC or “Community Building” Committee (Heather Smith)

- Grade reps – job description written up to explain role and how to liaise with PAC
- Create more engagement with the parents; more communication; good experience for the kids.
- Show that PAC is more than fundraising body
- May need to look at the constitution to see how the 'revisioning' of this committee fits in
- Constitution – will keep the ball rolling; back in the agenda – executive and fundraising chairs will read over their job descriptions or make them. Karl will review.

1. Business Arising

1. Online payments for fundraising programs

- Link on Westgate homepage of will take you to a separate link; post highlight of past fundraisers. Will need to include a link/button on the webpage.
- Uses all up-to-date encryption and safety measures for credit cards.
- Detailed fundraising reports; efficient deposits.
- Easy to get ready for next school year.
- Customizable for each type of fundraisers.
- Executive will all have access.
- Will still accept cheques.

- PAC will acknowledge the work/help of James Niessen & Mike Berg.
- Set up cost is \$1000.
- 3% charge on any money that comes in. Raise prices to cover this charge. Disclosure best course of action. Will let the parents know of the additional charge.
- Reach a broader audience.
- Less paper; Lower costs.
- Enhance the image of PA; Ongoing communication.
- Will check - Separate URL – one click and they are on the page.
- Will check - mobile friendly.
- Will need to make a decision next month.

5.2 Momentum scholarship

- Will ask Mardina follow-up.
- Information would be needed by end of May to be handed out in June.
- Purpose/criteria of scholarship to be decided by PAC.

1. New Business

1. Fundraising review team

- Are we happy with our fundraisers? Happy with the proceeds & amount of work?
- Email questions to the group so that people have time to think about it.
- Fruit & Cheese fundraiser in particular is a tradition of Westgate; different from coupon books/gift cards.
- Currently 3 fundraisers
 - Perogies & Farmer sausage – 25% profit
 - Fruit & Cheese – 45% profit
 - Sobeys – 8% profit

1. Spring workshop

- Traditionally in March – will have in April this year. Will find space in the calendar.

1. Staff appreciation

- Last year was good that it was spread out throughout March.
- Grade 12's last year did not contribute enough money to cover lunch; PAC stepped in and covered the funds.
- Heather Smith will organize along with grade representatives. Looking for volunteer to help Heather.

1. Spring Wish Lists

- Will be done twice this year due to the move back to Westgate.
- Generally sent in April
- Karl will ask staff in anything needed this year – perhaps next year in the new building.
- Money does not need to be spent
- Some things always needed – i.e. new uniforms for gym/sports.
- Millwork not included in cost of new building; perhaps can spend some of the wish list money for this.
- Will consider wish lists at the April meeting.

7.0 Adjournment

- Meeting adjourned at 8:30pm
- Next meeting: Wednesday, March 8, 2017 – 7pm @ Chapman Library