

Meeting Minutes

March 14, 2023

86 West Gate

Present: PA Exec: Heather Lytwyn & Sandi Conrad;
Staff: Vice Principal, Heidi Koop;
Attendees – Myriam Gouthiere

1. Welcome – Sandi C.

2. Approval of the Agenda

- Cannot approve – insufficient number of attendees

3. Approval of the Minutes – February 8, 2023

- Cannot approve – insufficient number of attendees

4. Westgate Admin Report – Heidi Koop

1. New students

- 3-4 Interviews a day
- A number of our grades are full and we won't be accepting any more students
- We still have room in grade 6 and 7 => spread the word!
- Many of our students, especially our junior students, are excellent ambassadors!!!
- Projected attendance is highest in at least 9 years; would like more grade 6 and 7s

2. Music Tour (Senior Band and Concert Choir)

- 60ish students participating
- Saturday, March 18 - Thursday, March 23
- Three elementary school concerts
- One church service
- An evening concert in rural Saskatchewan
- One joint concert with our sister school, RJC High School - RJC High School very similar to Westgate

3. Friday, March 17

- Tour Concert for the students at school
- Talent Show

4. DNTT (Definitely Not the Tour)

- 90 ish student participating
- Volunteering at Siloam Mission and Winnipeg Harvest
- Campfire Cooking, Sushi Making, and Dining
- Board Games, Badminton, Bowling
- Activate, Go-Karts, Exchange Store Tour, the Zoo, and more
- Junior classes run normally but often a lighter feel with so many students away and a bit more relaxed in gym and cafeteria space; Heather mentions the multi-grade breakfast and how her daughters (grade 7 & 9) really enjoyed it – gives juniors ability to feel more comfortable with older students and seniors have some responsibility

5. German-Exchange Students
 - a. Ten Grade 11 Students will be leaving for Hamburg on Saturday, March 25 for a 3 month Exchange
 - b. Blessing in Chapel for their journey
 - c. Flight strike may pose some issues with German exchange but will still be happening
6. Report Cards came out last week, March 7th
7. Parent-Teacher Conferences
 - a. Thursday, March 23 from 4 - 8 p.m.
 - b. Friday, March 24, 9 - 12, 1:30 - 4 p.m.
 - c. Teachers will be excited to talk about the wonderful learning that has been taking place and areas where we can further encourage.
 - d. On a personal note, I look forward to the interviews coming to a close soon, so that I can spend some more time popping into classes and checking out some of the great student work that has been happening.
8. Basketball Season is over, Ultimate and Soccer are starting up

5. Call for new business

- None

6. Review Action Items

- Heather L.:
 - Obtain photos of baskets for posting at school & on website - Done
 - Obtain 1 year of bank statements for credit card application – Done, got 2 years. Obtained new bank account already and waiting until fundraiser is complete to close Access account
- Sandi:
 - Complete raffle license submission – Done & we were approved week before March 6, when fundraiser opened.
 - Update website with basket & donor details – Done went live prior to sales opening so that people could see what was available.
 - Submit credit card application once statements are obtained – Done, waiting to hear back from bank. Asked for our registration number which we don't have so they are going to look into it.

7. Fundraisers

- Heather – daily at lunch selling tickets; loonies & toonies and \$10 in dimes. Averaging around \$100/day. Currently at \$680 in cash. Kids seem to love the gift card basket, tattoo/piercing & movie baskets. We really tried to
- Online at \$1677.
- We would like to hit \$3000 total and fulfill all requests. Maybe we can wait and get snowshoes on sale when off-season and get more (e.g. 13) if desired. Jerseys need to be purchased before April so we'll be going ahead with that.
- Heather's daughter's idea to put up a count down for students to know how many days are left in the raffle

- Online sale time-consuming because as per lotteries, I need to email people pictures of people's purchased tickets. So I need to keep a spreadsheet of each ticket, who purchased it and for what basket. The spreadsheet info and photos of coinciding tickets are then emailed to purchaser.
- Will want kids to draw the tickets for us to help involve them
- Natalie has put on social media for us

8. Financials & Credit Card

- Over \$5000 in Access account and approx. \$2400 in Cambrian – does not include online or cash sales. We want to keep some money in account in case we have some light years and need some money for various requests. Once complete we will close old account

9. Other

- Given the Bursary Fundraiser and Community Service Fundraiser are coming up and this one was delayed, we will not be running a 3rd fundraiser as we don't want to negatively impact those fundraisers. Heidi agrees that it would be wise to hold off on a 3rd fundraiser due to these 2 fundraisers and don't want to put too much pressure on parents.
- Heather suggests that perhaps PA could offer to support the Bursary fundraiser in some way.

10. Adjournment

- Motion to Adjourn by Sandi. - Meeting adjourned at 20:30
- Next meeting: **April 11, 2023 @ 7:30pm**

Summary of Action Items:

- Look into Grade parties – get an update