

# Meeting Minutes

May 16, 2023

86 West Gate

Present: PA Exec: Heather Lytwyn & Sandi Conrad

Staff: Heidi Koop (Regrets - sick)

Attendees – Andrew Maxwell, Scott Antonatio & Viney San

---

## 1. Welcome – Sandi C.

## 2. Approval of the Agenda

- Heather moved that Agenda be accepted; Viney seconded; Approved & carried

## 3. Approval of the Minutes – February 8, 2023 & March 14, 2023

- Andrew moved that both sets of Minutes be accepted; Scott seconded; Approved & carried

## 4. Westgate Admin Report

- N/A

## 5. PA Executive Update – Sandi C.

- This year was particularly challenging for the PA in that everyone was new on the association, meaning that everything we did was new and challenging. This year presented a lot of hard work and growing pains and due to irreconcilable differences, both co-chairs, Heather Wallace & Jennifer Bell have resigned from the PA, leaving the Secretary and Treasurer positions remaining. I am acting in the chair position and would be willing to step up to the Chair position or remain as secretary, whichever is preferred. If I go for the chair position it must be recognized that if I'm not elected, then I lose my position on the PA. Heather is willing to stay on as the treasurer with the understanding that I remain on the PA and her position would not need to be voted on. That leaves us needing either a secretary or chair and a vice chair on which we'll need to vote next month. I will arrange for emails to go out ASAP with the understanding that we're looking for team players who recognize these positions will require both work and a commitment to deadlines. That being said, this coming year should be much easier since we have 2 positions that now have experience and additionally, significant improvements have been made to electronic resources, the website and manuals.
- Heather is a nurse by trade & finances have been under her portfolio as a result of many job positions – comfortable in staying in this position
- Looking into virtual meeting options
- Mandate explained; with respect to fundraisers – allowed up to 3/yr but we find that 2 is preferable given the timing around other fundraisers (e.g. cyclathon, Bursary Banquet, Community Service Day).

## 6. Review Action Items – Sandi C.

- Grade Party update - There was no electronic record of who the grade reps were so I had to search through emails to try to find them. The list I came up with is definitely incomplete and even then, not everyone got back to me. Grade 7 had been super keen on having various events this year and have needed no motivation whatsoever and Grade 11 held a games night. Grades 8 and 10 did not organize an event and I don't seem to have any reps for grades 6, 9 and 12 or some of those were the people who didn't get back to me.

I think that coming back from COVID may have contributed to the lack of event planning in that some reps were not aware they needed to organize an event while others didn't realize it was a way to engage parents as well as kids. This means that it should be earlier in the year, rather than near the end of the school year to give parents the opportunity to meet one another.

The biggest takeaway for me is that the PA needs to be more involved with the reps, as I think we fell down in this regard but I also think it would be worthwhile to have a list of suggested activities in case, as with myself, some people need help in figuring out what to do. PA needs to follow up with the reps and ensure that events are being planned and to offer assistance where needed.

So, if anyone has suggestions for events, I would be happy to hear them.

- Board game night
  - Corn maze
  - Sleigh rides
  - Paint night – instructor comes in and teaches you to paint
  - Video of Welcome to Westgate created by the kids
- Scott asks if the school has dances – Viney & Scott remember soc hops being super fun – separated by grade. Suggest we bring this up to Heidi for consideration

## 7. Financials & Credit Card – Heather L.

- Challenges with banking – bank at Access CU on North Henderson; challenging to get people to attend for deposits/withdrawals with all signatures; having troubles closing account but have mod
- Basket raffle was a huge success – many items donated and some people transferred money; 16 baskets (5 grand baskets & 11 regular) Gift card basket was the biggest seller; wanted kids to be able to participate so we sold tickets during lunch hour; \$895 in person tickets; \$2618 online sales total just over \$3800. Baskets were time-consuming with lots of man-hours being invested in preparing basket, obtaining license & selling tickets.
- Viney advises she is in PA at her school – part of fall supper with silent auction & auctioneer – lots of buy-in
- 3 teacher requests – phys-ed 10 pairs snow shoes at \$200/ea; Scott suggests asking parents for donations because they have 4 they'd be happy to donate; Student faculty may also be purchasing some; Sr. girls jerseys \$870; Library needed more book shelves \$1500 for total of \$4300.
- Close to \$12000 in account now so after requests will be around \$7000. Really important to hold a larger balance given that we're not sure what future demands might be.

- We were told we could get a credit card with Cambrian and only wanted \$500 credit to cover online subscriptions but since we're not a charity or business we can't get one so school is paying for subscription for online sales (approx. \$130/yr).
- Scott was on St. Boniface fundraising committee – suggests tracking hours & return. E.g. 40 hours & \$4000 vs 10hrs & \$2000. Do things with the greatest return; check timing & interest; Scott suggests possibly involving the Gates community. Scott & his wife were on the community board and admit there has been some friction between the community & the school but working on improving that. Suggests involving them in the perogy & sausage fundraiser.

## 8. Other/Call for New Business

- Sandi C. – Teacher/Staff appreciation is something we try to do once a year. The teachers and staff at Westgate work hard for our kids and it's nice to give them a little thank you. We'd like to keep costs low because, although we do appreciate them very much, we also show them our appreciation by being able to fulfill their financial requests, as mentioned by Heather in her financial update. I'd like to do an e-card that students and parents can write in, while doing something else like perhaps fruit trays and chocolates - suggestions welcome - need to finalize a date (June 5/6th).
  - Each grade bring/make something
  - Draw pictures of teachers in art class
  - Skit for the teachers by drama class
  - Make pancakes & serve teachers
  - Dress like your favourite teacher day
  - June 5 – 7 would be best
  - Suggest teacher appreciation be planned earlier in the year

## 9. Adjournment

- Motion to Adjourn by Sandi. - Meeting adjourned at 20:35
- Next meeting: **June 14, 2023 @ 7:30pm**

## Summary of Action Items:

- Look into online meeting
- Get email out regarding PA exec
- Organize Teacher/Staff Appreciation