Meeting Minutes

September 13, 2023 86 West Gate



<u>Present</u>: Connie Kines (online), Susie (online), Brendon Boland (online), Nicky Gerwing (online), Nina (online), Jackie Kelley, Viney San, Karen Peters, Heather Lytwyn, Kristy Matyar, Jen Goreski, Scott Antonation.

SchoolRepresentant: James Friesen

Excused: Cayla

- 1. Welcome at 7:30 + round of introductions.
- 2. Approval of Agenda D motion carried by Sebastien and seconded by Heather
- 3. Approval of AGM Minutes June 14, 2023 D motion by Heather seconded by Karen.
- 4. Westgate Admin Report James Friesen
 - This year, there's no addition to the teaching staff. The enrollment status is robust, with all spots filled and a waiting list in place.
 - The Cyclathon event has returned, providing an enjoyable opportunity for everyone to interact. Lyndon Baerg is coordinating the event.
 - The most significant change continues to be the updated school phone policy, fostering a pleasant atmosphere of progressive change over time.

5. Fundraisers

- Perogy & Sausage Dates:
- A hybrid system was in place from last year. The focus is on promoting electronic methods. The profit exceeded \$3,800.
- There's a request to include four types of meat buns. The Parent Association (PA) will aim to incorporate this and update the form accordingly.
- The forms are prepared and available on the website, but they are not yet active.

Meeting Minutes continued...

- Payments via paper and cheque are still acceptable. E-transfers are not permitted due to the complexity of reconciliation.
- Efforts will be made to involve the community more and strengthen relationships.

 James is set to contact the board chair of the APA (Armstrong Point Association).
- Based on last year's experience, there's a need to enhance communication and bundling processes. Typically, there are two shifts for packing and delivery.
- Schedule
 - i. Order Start: Friday, Sept. 15
 - ii. End: Tuesday, Oct. 24, 7pm.
 - iii. Pickup (*Must be 3 weeks + 2 days <u>after</u> end date and either thursday/Friday (no choice of days); recommended to be on a Thursday because Friday early dismissal doesn't give enough time to pack orders): Thursday, November 16th
 - iv. Volunteers needed for Pickup to bag/box orders & had them out
 - v. How/should we communicate this to the community?

6. Review Action Item(s)

- Grade Party update
 - Representatives for all grades have been appointed, with several grades having more than one volunteer.
 - ii. Email was sent 2023/09/12 to welcome them to the new school year and encourage them to start thinking about their event
- Suggestions for the event include a movie night, laser tag, and more.
- There's a query about how to estimate the number of attendees. Sandi will develop an attendance form using the data provided by the grade representatives.

Meeting Minutes continued...

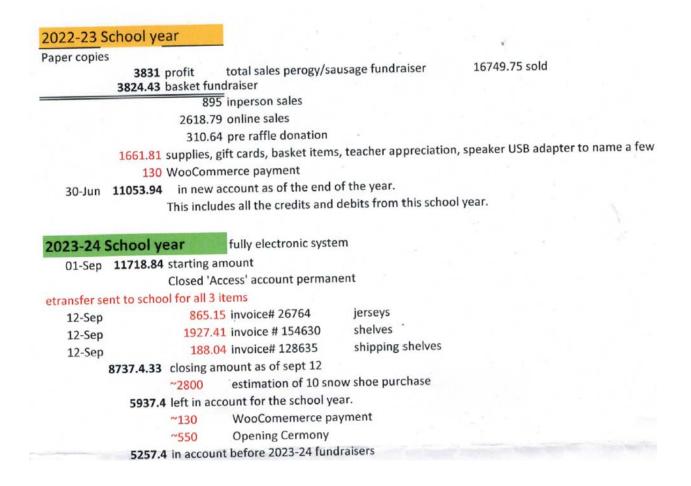
7. Financials

o 2022/2023 Summary

The shift from paper-based methods to electronic ones is underway.

We're transitioning from Access to Cambrian. Access account is now officially closed.

- 2023/2024 Budget
- For operational purposes, it's necessary to include the opening program and staff appreciation lunch in our considerations.
- We need to maintain a buffer ranging from 2K to 5K.
- There's a need to communicate effectively about the demands of the staff.
 - Financials and budget



1 Motion to accept the financials carried by Sandi seconded by Karen.

8. Other/Call for New Business

- The Opening Program is scheduled for October 5.
 - This event presents an opportunity for the Parent Association (PA) to introduce itself to an audience of approximately 350 attendees, including students.
 - ii. There's a plan to replicate last year's initiative, which involved distributing bags of candies and PA stickers. However, chocolate won't be included due to its tendency to melt.
- There's been a donation of snowshoes.
- While the basket fundraiser is a fantastic initiative, it's also quite time-intensive.
- The feasibility of a school dance for junior and senior students is being looked into.
 - i. The event would be planned for the second semester (January February).
 - ii. It would be held at the gym and will feature a canteen and games.It's primarily aimed at our Westgate students.
 - iii. There's a question about potential overlap with student council activities. However, it's intended to be a collaborative effort between the PA and the student council.
 - iv. There's a query about the possibility of inviting just one guest. It's necessary to consult with the insurance company regarding potential liability issues.
 - 1 To do: connect with student council to organize.

Meeting adjourned at 8:31 seconded by Viney.

Meeting Minutes continued...

Actionable Items:

- James to call the board chair of APA, Armstrong Point Association.
- Include meat buns in the fundraiser form.
- Sandi to create an attendance form based on information provided by grade reps.
- PA to connect with student council to organize the school dance.