

Meeting Minutes

September 13, 2023

86 West Gate



Present: 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.

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- 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 after 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)

- o Grade Party update
 - i. 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.

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7. Financials

- 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

2022-23 School year

Paper copies

	3831 profit	total sales perogy/sausage fundraiser	16749.75 sold
	3824.43	basket fundraiser	
		895 inperson sales	
		2618.79 online sales	
		310.64 pre raffle donation	
	1661.81	supplies, gift cards, basket items, teacher appreciation, speaker USB adapter to name a few	
	130	WooCommerce payment	
30-Jun	11053.94	in new account as of the end of the year.	

This includes all the credits and debits from this school year.

2023-24 School year

fully electronic system

01-Sep **11718.84** starting amount

Closed 'Access' account permanent

etransfer sent to school for all 3 items

12-Sep	865.15	invoice# 26764	jerseys
12-Sep	1927.41	invoice # 154630	shelves
12-Sep	188.04	invoice# 128635	shipping shelves
	8737.4.33	closing amount as of sept 12	
	~2800	estimation of 10 snow shoe purchase	
	5937.4	left in account for the school year.	
	~130	WooComemerce payment	
	~550	Opening Cermony	
	5257.4	in account before 2023-24 fundraisers	

- 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.
 - i. 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.

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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.