

Meeting Minutes

January 10, 2024
86 West Gate

Present:

PA Exec: Sandi Conrad, Cayla McKechnie & Sebastien De Lazzer

Staff: Vice Principal, Heidi Koop

Parents: In-Person: Scott Antonation; Jackie Culley Online: none

1. Welcome - 7:31 Sandi; Introductions

2. Approval of the Agenda

- Motion brought forward by Sebastien and seconded by Scott

3. Approval of the Minutes - Dec.12, 2023

- Motion brought forward by Cayla and Jackie

4. Westgate Admin Report

- Thirteen Christmas hampers were distributed. Fun to see people putting them together.
- Christmas chapel sessions took place featuring 9 lessons & carols ☞ scripture readings and corresponding carols. There was also a related video.
- The staff performed a spontaneous flash mob, with alumni in attendance. Accompanied by string instruments.
- Both junior and senior students celebrated with Christmas parties.
- Examinations are fast approaching. The Grade 12 English Provincial exam commenced last Tuesday, spanning a period of four days and accounting for 20% of the final grade.

5. Review Action Items

- Sandi reviewing staff request binder - I did not have time for this, will have to do this month

6. Financials

- See attached YTD & Monthly reports
 - Balance: \$9,599.13
 - Last month income: extra 2% payout from Winkler meats
 - Payable: \$1,700 (2 staff requests from last meeting, see section 8)
 - Profit Perogies: 4,269.38
 - Question comparison with last year? Sandi to look into it.
- Reports are as of 2024/01/07 (no changes since)
- Motion brought by Sebastien seconded by Jackie

7. Fundraisers

- **50/50 Raffle**

- LGCA application was submitted 2024/01/04, approved today.
- Guaranteed \$250 payout or 50% of pot, whichever is greater
- Goal is \$10,000, giving winner \$5000 & PA \$3900 after 11% payout to Funding Change (or 8% if payment in cash)
- Will start February 1 so that we can sell at Junior One Act Plays, and go until March 11 to cover the Senior musical.
- The draw is scheduled for 7pm on March 12.
- While advertising is necessary, Cayla has already designed an impressive poster for promotion.
- Scott is responsible for providing the contact information of the QR code company.
- The email will include a QR code and recipients will be requested to circulate it widely.

- **Other Fundraising**

- Glenlea Greenhouses gives 15% of sales (minus 3% for credit card processing)
- I have enquired with St. Mary's Nursery and they would be able to do a fundraiser with us; we'd get 20% of the total sales of gift cards minus the approximate 3% for online credit card processing
- Also sent email to Lacoste on 2024/01/09 - no response yet
- Should we pick one and if so, what criteria do we use to choose, or should we choose all and let people pick the one they want?
 - A vote was conducted, resulting in the approval of both fundraising initiatives.
 - Efforts should be made to connect with APA, as Scott is a member.

8. Staff Requests

- Request from Heidi Koop 2023/10/26 - Chairs for Teachers
 - As per last meeting, this request was approved and \$600 has been set aside for this request
- Request from Crystal Thiessen (Counsellor) 2023/10/27 - Furnishings for Quiet Area
 - As per last meeting, this request was approved and \$1,100 has been set aside for this request
- Request from Kevin Kampen (Teacher) 2023/11/01 - Curling Equipment
 - As per last meeting, this request was approved
 - This request has been fulfilled and a payment of \$281.10 was provided to the school on 2023/12/15

- A new request has been made for 60 Chromebooks, costing \$24,000, along with 2 carts. The Junior Student Council has pledged \$3,000 towards this. The Senior Council is also expected to contribute, but they are yet to finalize their decision.
 - A request has been made with no specific amount mentioned.
 - The discussion around the request has concluded:
 - Available amount: \$7,899.13
 - PA can commit \$5,000 towards this request.
 - Motion to commit \$5,000 brought forward by Jackie and seconded by Cayla.

9. Grade Events

- Grades 6, 8 and 12 will be planning events in the new year - an email reminder was sent 2024/01/07

10. Other/Call for New Business

a. None

- Motion to adjourn at 8:30 brought forward by Scott and seconded by Cayla

Summary of Action Items:

- Sandi is currently examining the binder containing staff requests.
- Sandi will investigate the revenue generated from last year's perogies sale.
- Heidi plans to discuss APA matters with James.
- Sandi is tasked with tallying the hours contributed by volunteers.
- Sebastien will request Amalia to design a poster for the greenhouse fundraiser.