

Meeting Minutes



March 13, 2024

86 West Gate

Present:

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

Staff: Jason Dyck

Parents: In-Person: Craig Kremer, Viney San, Carolyn Huebner, Nicky Gerwing - Online: Heather Lytwyn

1. Welcome – by Sandi + round of introductions

2. Approval of the Agenda

- Motion brought forward by Viney and seconded by Craig.

3. Approval of the Minutes - Feb. 13, 2024

- One correction to the February 13, 2024 Minutes - we approved the Minutes from January 10, 2024 and NOT January 10, 2023.
- Motion brought forward by Viney and seconded by Sebastien

4. Westgate Admin Report

- The projections for the upcoming year are highly promising.
- The ski trip was a success, marking the first one since 2019. It saw 95% of the usual participants, with around 12 people stayed in the lodge, which is less than the norm. The plan is to repeat this in two years, although there's a chance it might happen next year.
- The band and choir are preparing for their tour, scheduled for after the spring break. A special mention goes to Heidi Redfirm for her organizational efforts. Two-thirds of the senior students are participating.

5. Review Action Items

- School Update on reaching out to Armstrong Point - Per Heidi Koop: *"I spoke with James about advertising our Fundraisers to the APA. He has said that in the past that has been met with mixed responses from the neighbourhood. Some have been upset. He's happy to continue to feel that out with the neighborhood, but thinks we should take it slow."*
- Update on Moneris decision to be PA's new online payment platform: We were accepted by Moneris and just in time! There were some technical requirements, which I could not have accomplished without the help of my partner, Andrew Maxwell. We finished setting it all up the evening of February 16th and Stripe shut us down the morning of the 17th. Talk about cutting it close! Lack of sleep, stress and anxiety aside, I think this was a win for the PA because the online processing fees are slightly cheaper (2.85% instead of 2.9%).
- Staff Appreciation: Sandi will be reaching out to the Grade Reps to see if they have any suggestions

6. Financials

- See attached Account Transactions & Balances documents
- Balance : \$11,664.42

- \$1,100 still set aside for Staff Request - Student Quiet Area (To be claimed this year or goes back into the available)
- Motion brought by Nicky seconded by Cayla

7. Fundraisers

● 50/50 Raffle

- The raffle closed March 12, 2024 and the draw was the same day at 7PM
- The Pot reached \$5960
- The winner is Kevin Ostash - winning \$2,980
- Total Sales:
 - \$410 in-person sales (fee of 8% to Funding Change)
 - \$5,550 online sales (fee of 11% to Funding Change)
- Total Profit: \$2,336.70
- Total paid to Funding Change: \$643.30

● Greenhouse Gift Cards

- We sold a total of \$7,230 (\$200 paper orders & \$7030 online orders) in Gift Cards:
 - Glenlea (15% of sales): 22 x \$25 cards = \$550
 - Lacoste (15% of sales):
 - 4 x \$20 = \$80
 - 93 x \$50 = \$4650
 - St. Mary's (20% of sales):
 - 2 x \$25 = \$50
 - 10 x \$50 = \$500
 - 14 x \$100 = \$1400
- Total online fees (between 2.9% & 2.85% because of both Stripe & Moneris): approximately \$203.87
- Total Profit: approximately \$1,117.13

8. Staff Requests

- There are no new staff requests
- There is one pending staff request for \$1,100 that needs to be fulfilled

9. Grade Events

- Grade 6 did Lasertopia on the 15th & Grade 8 did FunPark on the 23rd
- Rave reviews from reps for Lasertopia
- All grade events complete.

10. Other/Call for New Business

1. As previously indicated, we were approved by Moneris. I have since learned that we had 2 different accounts with Stripe - one directly with Stripe and one with WooCommerce (website) as the middle-man between us and Stripe. I have learned that it was our account through WooCommerce that was terminated and that we still have an account with Stripe. So, it turns out that all of the stress and anxiety was essentially for nothing although on the plus side, we're paying less for online services and we have a fall-back should anything happen with Moneris. That being said, **both companies strictly prohibit organizations from being involved in any form of gambling such as lotteries or raffles - any decisions to participate in this sort of function should be strongly considered and NO ADVERTISING/SALES SHOULD BE ON THE WEBSITE.**

2. PA Social Media

- While Westgate does have an Instagram account, it's not currently used for fundraising. It might be beneficial to establish an account specifically for Parent Association (PA) initiatives.
- The staff recommends utilizing the school's social media channels as the most effective strategy.
- The issue of credential access arises - whether a PA representative should be granted access or if posts should be managed through school resources.
- The general agreement leans towards making use of the school's account.
- The conversation will continue with Heidi and Nathalie Johnson, who is the development coordinator.

3. Yard Sign

Regarding the Westgate graduation yard sign, Viney made an inquiry to the school, but they don't provide such a service. There is a proposal for the Parent Association (PA) to get involved in creating these signs.

Viney to contact the school (specifically Doug Durksen) to discuss the logistics, including the supplier, cost, and other details.

- Motion to adjourn at 8:24 brought forward by Sandi and seconded by Viney

Summary of Action Items:

- Initiate conversation about social media with Heidi and Nathalie Johnson.
- Viney to contact the school to discuss the logistics, including the supplier, cost, and other details.

Financial Reports, February 11 - March 12 2024:

Account Balances

Westgate Parent Association

Date Range: Feb 11, 2024 to Mar 12, 2024

ACCOUNT	STARTING BALANCE	DEBIT	CREDIT	NET MOVEMENT	ENDING BALANCE
Assets					
Checking Account	\$4,908.11	\$6,815.01	\$58.70	\$6,756.31	\$11,664.42
Total Assets	\$4,908.11	\$6,815.01	\$58.70	\$6,756.31	\$11,664.42
Liabilities					
Accounts Payable	\$1,100.00	\$0.00	\$0.00	\$0.00	\$1,100.00
Total Liabilities	\$1,100.00	\$0.00	\$0.00	\$0.00	\$1,100.00
Equity					
Total Equity	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Income					
50/50 Raffle		\$0.00	\$2,581.19	\$2,581.19	
Greenhouse Gift Gards		\$57.95	\$4,233.82	\$4,175.87	
Total Income		\$57.95	\$6,815.01	\$6,757.06	
Expenses					
Banking Fees		\$0.75	\$0.00	\$0.75	
Total Expenses		\$0.75	\$0.00	\$0.75	
Total for all accounts		\$6,873.71	\$6,873.71		

Account Transactions

Westgate Parent Association

Date Range: Feb 11, 2024 to Mar 12, 2024

Accrual (Paid & Unpaid)

DATE	DESCRIPTION	DEBIT	CREDIT	BALANCE
Checking Account				
Under: Asset > Cash and Bank				
Starting Balance				\$4,908.11
Feb 12, 2024	Pre-Authorized Credit WooPayments	\$145.63		\$5,053.74
Feb 13, 2024	50/50 in person sales	\$20.00		\$5,073.74
Feb 14, 2024	Pre-Authorized Credit WooPayments	\$291.29		\$5,365.03
Feb 15, 2024	Pre-Authorized Credit WooPayments	\$145.64		\$5,510.67
Feb 16, 2024	Pre-Authorized Credit WooPayments	\$339.84		\$5,850.51
Feb 23, 2024	Pre-Authorized Credit 7174366 Manitoba	\$1,024.44		\$6,874.95
Feb 28, 2024	Pre-Authorized Credit 0059 V12790671 (Moneris)	\$250.90		\$7,125.85
Feb 28, 2024	Pre-Authorized Credit 0059 V12790671 (Moneris)	\$50.30		\$7,176.15
Feb 28, 2024	Pre-Authorized Credit 0059 V12790671 (Moneris)	\$50.30		\$7,226.45
Feb 28, 2024	Pre-Authorized Credit 0059 V12790671 (Moneris)	\$140.30		\$7,366.75
Feb 28, 2024	Pre-Authorized Credit 0059 V12790671 (Moneris)	\$150.30		\$7,517.05
Feb 29, 2024	Pre-Authorized Credit 0059 V12790671 (Moneris)	\$50.30		\$7,567.35
Feb 29, 2024	Pre-Authorized Credit 0059 V12790671 (Moneris)	\$25.30		\$7,592.65

PA Meeting March 13, 2024 (Continued)

DATE	DESCRIPTION	DEBIT	CREDIT	BALANCE
Feb 29, 2024	Pre-Authorized Credit 0059 V12790671 (Moneris)	\$150.30		\$7,742.95
Feb 29, 2024	Pre-Authorized Credit MC DEP 12790671 (Moneris)	\$200.60		\$7,943.55
Feb 29, 2024	Pre-Authorized Credit VSA DEP12790671 (Moneris)	\$420.90		\$8,364.45
Feb 29, 2024	Pre-Authorized Credit 7174366 Manitoba	\$340.53		\$8,704.98
Feb 29, 2024	Service Fee		\$0.75	\$8,704.23
Mar 01, 2024	Pre-Authorized Credit MC DEP 12790671 (Moneris)	\$50.30		\$8,754.53
Mar 01, 2024	Pre-Authorized Credit VSA DEP12790671 (Moneris)	\$200.30		\$8,954.83
Mar 01, 2024	Pre-Authorized Debit MC FEE 12790671 (Moneris processing fees)		\$19.95	\$8,934.88
Mar 01, 2024	Pre-Authorized Debit VSA FEE12790671 (Moneris processing fees)		\$38.00	\$8,896.88
Mar 04, 2024	Pre-Authorized Credit Final Deposit	\$242.72		\$9,139.60
Mar 04, 2024	Pre-Authorized Credit 0059 V12790671	\$200.60		\$9,340.20
Mar 04, 2024	Pre-Authorized Credit 0059 V12790671	\$170.30		\$9,510.50
Mar 05, 2024	Pre-Authorized Credit MC DEP 12790671 (Moneris)	\$100.30		\$9,610.80
Mar 07, 2024	Pre-Authorized Credit MC DEP 12790671 (Moneris)	\$50.30		\$9,661.10
Mar 07, 2024	Pre-Authorized Credit 7174366 Manitoba	\$498.06		\$10,159.16
Mar 08, 2024	Pre-Authorized Credit VSA DEP12790671 (Moneris)	\$350.60		\$10,509.76

PA Meeting March 13, 2024 (Continued)

DATE	DESCRIPTION	DEBIT	CREDIT	BALANCE
Mar 10, 2024	Deposit to Account - RDC	\$100.00		\$10,609.76
Mar 11, 2024	Pre-Authorized Credit VSA DEP12790671 (Moneris)	\$100.30		\$10,710.06
Mar 11, 2024	Pre-Authorized Credit VSA DEP12790671 (Moneris)	\$100.30		\$10,810.36
Mar 11, 2024	Pre-Authorized Credit VSA DEP12790671 (Moneris)	\$50.30		\$10,860.66
Mar 11, 2024	Pre-Authorized Credit MC DEP 12790671 (Moneris)	\$100.30		\$10,960.96
Mar 11, 2024	Pre-Authorized Credit MC DEP 12790671 (Moneris)	\$200.60		\$11,161.56
Mar 12, 2024	Pre-Authorized Credit MC DEP 12790671 (Moneris)	\$175.60		\$11,337.16
Mar 12, 2024	Pre-Authorized Credit 7174366 Manitoba	\$327.26		\$11,664.42
Totals and Ending Balance		\$6,815.01	\$58.70	\$11,664.42
Balance Change Difference between starting and ending balances				\$6,756.31

50/50 Raffle Under: Income > Income				
Starting Balance				\$425.00
Feb 13, 2024	50/50 in person sales		\$20.00	\$445.00
Feb 23, 2024	Pre-Authorized Credit 7174366 Manitoba		\$1,024.44	\$1,469.44
Feb 29, 2024	Pre-Authorized Credit 7174366 Manitoba		\$340.53	\$1,809.97
Mar 04, 2024	Pre-Authorized Credit 0059 V12790671		\$200.60	\$2,010.57
Mar 04, 2024	Pre-Authorized Credit 0059 V12790671		\$170.30	\$2,180.87

50/50 Raffle			
Under: Income > Income			
Mar 07, 2024	Pre-Authorized Credit 7174366 Manitoba	\$498.06	\$2,678.93
Mar 12, 2024	Pre-Authorized Credit 7174366 Manitoba	\$327.26	\$3,006.19
Totals and Ending Balance		\$0.00	\$2,581.19
Balance Change Difference between starting and ending balances			\$2,581.19

Greenhouse Gift Gards			
Under: Income > Income			
Starting Balance			\$485.48
Feb 12, 2024	Pre-Authorized Credit WooPayments	\$145.63	\$631.11
Feb 14, 2024	Pre-Authorized Credit WooPayments	\$291.29	\$922.40
Feb 15, 2024	Pre-Authorized Credit WooPayments	\$145.64	\$1,068.04
Feb 16, 2024	Pre-Authorized Credit WooPayments	\$339.84	\$1,407.88
Feb 28, 2024	Pre-Authorized Credit 0059 V12790671 (Moneris)	\$250.90	\$1,658.78
Feb 28, 2024	Pre-Authorized Credit 0059 V12790671 (Moneris)	\$50.30	\$1,709.08
Feb 28, 2024	Pre-Authorized Credit 0059 V12790671 (Moneris)	\$50.30	\$1,759.38
Feb 28, 2024	Pre-Authorized Credit 0059 V12790671 (Moneris)	\$140.30	\$1,899.68
Feb 28, 2024	Pre-Authorized Credit 0059 V12790671 (Moneris)	\$150.30	\$2,049.98
Feb 29, 2024	Pre-Authorized Credit 0059 V12790671 (Moneris)	\$50.30	\$2,100.28

Greenhouse Gift Gards			
Under: Income > Income			
Feb 29, 2024	Pre-Authorized Credit 0059 V12790671 (Moneris)	\$25.30	\$2,125.58
Feb 29, 2024	Pre-Authorized Credit 0059 V12790671 (Moneris)	\$150.30	\$2,275.88
Feb 29, 2024	Pre-Authorized Credit MC DEP 12790671 (Moneris)	\$200.60	\$2,476.48
Feb 29, 2024	Pre-Authorized Credit VSA DEP12790671 (Moneris)	\$420.90	\$2,897.38
Mar 01, 2024	Pre-Authorized Credit MC DEP 12790671 (Moneris)	\$50.30	\$2,947.68
Mar 01, 2024	Pre-Authorized Credit VSA DEP12790671 (Moneris)	\$200.30	\$3,147.98
Mar 01, 2024	Pre-Authorized Debit MC FEE 12790671 (Moneris processing fees)	\$19.95	\$3,128.03
Mar 01, 2024	Pre-Authorized Debit VSA FEE12790671 (Moneris processing fees)	\$38.00	\$3,090.03
Mar 04, 2024	Pre-Authorized Credit Final Deposit	\$242.72	\$3,332.75
Mar 05, 2024	Pre-Authorized Credit MC DEP 12790671 (Moneris)	\$100.30	\$3,433.05
Mar 07, 2024	Pre-Authorized Credit MC DEP 12790671 (Moneris)	\$50.30	\$3,483.35
Mar 08, 2024	Pre-Authorized Credit VSA DEP12790671 (Moneris)	\$350.60	\$3,833.95
Mar 10, 2024	Deposit to Account - RDC	\$100.00	\$3,933.95
Mar 11, 2024	Pre-Authorized Credit VSA DEP12790671 (Moneris)	\$100.30	\$4,034.25
Mar 11, 2024	Pre-Authorized Credit VSA DEP12790671 (Moneris)	\$100.30	\$4,134.55
Mar 11, 2024	Pre-Authorized Credit VSA DEP12790671 (Moneris)	\$50.30	\$4,184.85

Greenhouse Gift Gards			
Under: Income > Income			
Mar 11, 2024	Pre-Authorized Credit MC DEP 12790671 (Moneris)	\$100.30	\$4,285.15
Mar 11, 2024	Pre-Authorized Credit MC DEP 12790671 (Moneris)	\$200.60	\$4,485.75
Mar 12, 2024	Pre-Authorized Credit MC DEP 12790671 (Moneris)	\$175.60	\$4,661.35
Totals and Ending Balance		\$57.95	\$4,661.35
Balance Change Difference between starting and ending balances			\$4,175.87

Banking Fees			
Under: Expense > Operating Expense			
Starting Balance			\$3.25
Feb 29, 2024	Service Fee	\$0.75	\$4.00
Totals and Ending Balance		\$0.75	\$4.00
Balance Change Difference between starting and ending balances			\$0.75