

Meeting Minutes



May 15, 2024
86 West Gate

Present:

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

Staff: Heidi Koop

Parents: In-Person: Karen Peters - Online: none

1. Welcome – Sandi

2. Approval of the Agenda

- Motion brought forward by Karen and seconded by Cayla

3. Approval of the Minutes - April 9, 2024

- Motion brought forward by Karen and seconded by Cayla

4. Westgate Admin Report

- The bursary banquet held on Monday was outstanding. The board deserves commendation for their excellent organization.
- The community service day was a success. It was heartening to see the children put in so much effort. It's always wonderful when children engage with the community. However, finding placements for the younger ones can be challenging. We hope to instill in our students the value of volunteering and initiate discussions about the school's mission and values.
- Our focus is now shifting towards the end of the academic year, with exams and other activities on the horizon.
- We welcome Johanna Klassen, our new choir teacher.
- A massive thank you to everyone for the staff appreciation week. Your efforts are greatly appreciated.

5. Review Action Items

- Cayla - Remind Heidi about the usage of the IG account: Heidi and Cayla connected and they are scheduling a zoom meeting this week.
- Sandi - Confirm Staff Appreciation week with Heidi (see below)
- Sandi - Gather feedback data on the yard signs (See below)

6. Financials

- See attached Account Transactions & Balances documents

- Balance: \$8,918.60
- \$50 cheque yet to be deposited for Staff Appreciation payment that was erroneously sent to school account
- \$1,100 still set aside for Staff Request - Student Quiet Area
- Sandi thought that all online Moneris fees were complete for the Greenhouse Gift Cards however we were charged a \$20 admin fee by Moneris on May 1st. That reduces our profit to \$1010.17
- Staff Appreciation:
 - As part of our LGCA license, we cannot use money earned in fundraisers for anything outside of supporting the students/school and Staff Appreciation funding is not allowed.
 - Sandi asked for parents to donate for Staff Appreciation to help cover costs
 - Parents contributed: \$1,780.00
 - \$600 will go to the previously purchased staff chairs
 - \$167.80 went towards May 6th event
 - \$181 to be paid to Lindsay for grade 9 & 10 event – waiting for invoice
 - \$831.30 remaining
- In the email to parents regarding Staff Appreciation I said that any remaining funds contributed for Staff Appreciation would go to the general fund however I did not expect the number of contributions that we had, nor did I expect as much food/treats to be donated. Should we create a sub-account for Staff Appreciation, knowing that funds from fundraising cannot go towards this event or should we put the funds into our regular account?
- ➔ Motion to create a sub account allocate any staff appreciation surplus brought forward by Karen and second by Heather. Approved
- ➔ Motion to accept the Financials brought by Karen, seconded by Sebastien. Approved

7. Staff Requests

- Current Request - Quiet area
 - There has been a partial purchase for this request of shelving for \$290.08
 - Payment will be made once all purchases are complete
 - \$1,100 still set aside for this request
- New Request - Varsity Soccer Uniforms (see attached)
 - Should we fund this request? Yes
 - How much should we fund?
- ➔ Motion to fund the new request in full (\$2024.10+tx) brought forward by Karen and seconded by Heather. Approved

8. Staff Appreciation

- Held May 6 – 10
 - May 6, Grades 6 & 12: coffee, muffins & fruit
 - May 7, Grades 8 & 9: focaccia, cheese, grapes, meat & pastries
 - May 8, Grade 7: Popcorn Party!
 - May 9, Grade 10: Pastries
 - May 10, Grade 11: Pizza (donated), salads, pork bites
 - E-Card delivered May 10th

9. PA Executive

- Sandi will be stepping down as Chair but will remain available Ad Hoc
- Heather is stepping down as Treasurer
- Sebastien will be moving from Secretary to Treasurer
- Cayla will remain as Vice Chair
- We will need a Chair and Secretary for 2024/2025

Several alternatives have been proposed: appointing a coordinator for perogies, collaborating exclusively with

a co-chair, or implementing a system of rotating chairs.
Sandi will email parents to seek for PA chair and secretary.

10. Other/Call for New Business

- **Graduation Yard Signs**

- We received 41 responses to the online questionnaire
- 4 people did not want signs; 37 did
- Of those that wanted the signs:

Keep - Double	1
Keep - Single	3
Return - Double	14
Return - Single	13

- Cost:
 - \$390+tx for single-sided (50 signs)
 - \$519.91+tx for double-sided (50 signs)
- Order:
 - Company could help with design if needed (free of charge)
 - Order can be ready in approximately 2 days
- We need to decide:
 - a. Do we want to support this? If so,
 - b. Should they be single or double sided?
 - c. Do we want to bother with having the signs returned? If so,
 - d. How will the signs be distributed?
 - e. How will they be tracked that they've been picked up?
 - f. How would you keep track of the money?
 - g. Where would these be stored?

➔ Motion that the PA will not fund the yard signs and agree to coordinate the orders of single sided signs. Motion brought forward by Karen seconded by Sebastien.

➔ 20:37 Motion to adjourn at brought forward by Karen and seconded by Sandi.

Summary of Action Items:

- Sandi - Follow up to the grad committee regarding grad yard signs (costs)
- Sandi - Email parents for new PA positions
- Cayla - Meet with Heidi and Natalie to discuss PA using school's social media

Staff Request:

REQUEST #4 | RECIPIENTS: 2 of 5 | MAY 02, 2024

Westgate PA - Staff Request Form

You have been requested to review the following:

Requestor:	jhow@westgatemennonite.org
Name & Position:	Jennifer How - Teacher
Current Date:	May 02, 2024
Details of Request:	We would like to replace the varsity soccer uniforms. This set of uniforms was purchased around 2002. We would be looking to order 40-45 uniforms which could cover both the girls and <u>boys</u> teams.
Options & Pricing:	We have found a good quality, modestly priced jersey option Jersey with print and number - \$26.06 plus tax each 45 jerseys - \$1172.70 plus tax Shorts with a logo - \$18.92 plus tax each (we have ordered some shorts without logos in the past and found these get misplaced and not returned more frequently) 45 shorts - \$851.40
Timing:	The soccer season is currently on now so this would be to order uniforms prior to the end of the school year to have them available for next season.
Is this funded through the school budget and if not, <u>why?</u> :	We do often fund uniforms through our budget but when possible to look to supplement the funding with PA and council requests.
Have funds been requested from the student councils and if not, <u>why?</u> :	We will be asking Senior Student Council as well
Are there other funds being secured and/or can this be partially funded? If so, please elaborate.:	Yes. We should be able to cover some of it through our budget. <u>Also</u> only funding jerseys would work.

Financial Reports, April 7 – May 12, 2024:

Account Balances

Westgate Parent Association

Date Range: Apr 07, 2024 to May 11, 2024

ACCOUNT	STARTING BALANCE	DEBIT	CREDIT	NET MOVEMENT	ENDING BALANCE
Assets					
Checking Account	\$7,227.90	\$1,880.00	\$189.30	\$1,690.70	\$8,918.60
Total Assets	\$7,227.90	\$1,880.00	\$189.30	\$1,690.70	\$8,918.60
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					
Greenhouse Gift Gards		\$20.00	\$100.00	\$80.00	
Total Income		\$20.00	\$100.00	\$80.00	
Expenses					
Banking Fees		\$1.50	\$0.00	\$1.50	
Staff Appreciation		\$167.80	\$1,780.00	-\$1,612.20	
Total Expenses		\$169.30	\$1,780.00	-\$1,610.70	
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Total for all accounts		\$2,069.30	\$2,069.30		

Account Transactions

Westgate Parent Association

Date Range: Apr 07, 2024 to May 11, 2024

Accrual (Paid & Unpaid)

DATE	DESCRIPTION	DEBIT	CREDIT	BALANCE
Checking Account				
Under: Asset > Cash and Bank				
Starting Balance				\$7,227.90
Totals and Ending Balance		\$1,880.00	\$189.30	\$8,918.60
Balance Change				\$1,690.70
Difference between starting and ending balances				
Greenhouse Gift Cards				
Under: Income > Income				
Starting Balance				\$930.17
Apr 10, 2024	Greenhouse Gift Cards - Cheque Deposit		\$100.00	\$1,030.17
May 01, 2024	Moneris Processing Fees - Pre-Authorized Debit MIN MDR12790671	\$20.00		\$1,010.17
Totals and Ending Balance		\$20.00	\$100.00	\$1,010.17
Balance Change				\$80.00
Difference between starting and ending balances				
Banking Fees				
Under: Expense > Operating Expense				
Starting Balance				\$9.25
Apr 30, 2024	Service Fee	\$1.50		\$10.75
Totals and Ending Balance		\$1.50	\$0.00	\$10.75
Balance Change				\$1.50
Difference between starting and ending balances				

Staff Appreciation			
Under: Expense > Operating Expense			
Starting Balance			\$1,165.95
Apr 15, 2024	Interac ETransfer In	\$25.00	\$1,140.95
Apr 15, 2024	Interac ETransfer In	\$500.00	\$640.95
Apr 15, 2024	Interac ETransfer In	\$50.00	\$590.95
Apr 15, 2024	Interac ETransfer In	\$30.00	\$560.95
Apr 15, 2024	Interac ETransfer In	\$25.00	\$535.95
Apr 15, 2024	Interac ETransfer In	\$10.00	\$525.95
Apr 15, 2024	Interac ETransfer In	\$40.00	\$485.95
Apr 15, 2024	Interac ETransfer In	\$50.00	\$435.95
Apr 15, 2024	Interac ETransfer In	\$20.00	\$415.95
Apr 15, 2024	Interac ETransfer In	\$40.00	\$375.95
Apr 15, 2024	Interac ETransfer In	\$30.00	\$345.95
Apr 15, 2024	Interac ETransfer In	\$50.00	\$295.95
Apr 16, 2024	Interac ETransfer In	\$50.00	\$245.95
Apr 16, 2024	Interac ETransfer In	\$50.00	\$195.95
Apr 16, 2024	Interac ETransfer In	\$20.00	\$175.95
Apr 16, 2024	Interac ETransfer In	\$20.00	\$155.95
Apr 16, 2024	Interac ETransfer In	\$25.00	\$130.95
Apr 17, 2024	Interac ETransfer In	\$40.00	\$90.95
Apr 17, 2024	Interac ETransfer In	\$30.00	\$60.95
Apr 17, 2024	Interac ETransfer In	\$25.00	\$35.95
Apr 17, 2024	Interac ETransfer In	\$50.00	-\$14.05
Apr 17, 2024	Interac ETransfer In	\$15.00	-\$29.05
Apr 17, 2024	Interac ETransfer In	\$20.00	-\$49.05
Apr 18, 2024	Interac ETransfer In	\$50.00	-\$99.05
Apr 19, 2024	Interac ETransfer In	\$40.00	-\$139.05
Apr 19, 2024	Interac ETransfer In	\$20.00	-\$159.05

PA Meeting May 15, 2024 (Continued)

Apr 20, 2024	Interac ETransfer In		\$25.00	-\$184.05
Apr 23, 2024	Interac ETransfer In		\$100.00	-\$284.05
Apr 27, 2024	Interac ETransfer In		\$20.00	-\$304.05
Apr 28, 2024	Interac ETransfer In		\$50.00	-\$354.05
Apr 29, 2024	Interac ETransfer In		\$30.00	-\$384.05
May 01, 2024	Interac ETransfer In		\$100.00	-\$484.05
May 03, 2024	Interac ETransfer In		\$50.00	-\$534.05
May 03, 2024	Interac ETransfer In		\$10.00	-\$544.05
May 03, 2024	Interac ETransfer In		\$50.00	-\$594.05
May 03, 2024	Interac ETransfer In		\$20.00	-\$614.05
May 09, 2024	Interac ETransfer Out To: Grade 6 & 12 Day	\$167.80		-\$446.25
Totals and Ending Balance		\$167.80	\$1,780.00	-\$446.25
Balance Change				-\$1,612.20
Difference between starting and ending balances				