

# AGM

## Meeting Minutes

**June 12, 2024**  
**86 West Gate**

Present:

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

Staff: Heidi Koop

Parents: Olga Lytvynenko, Allison Pollard, Linsy Gariepy - In-Person: Online: Heather Lytwyn

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### 1. Welcome – by Sandi

### 2. Approval of the Agenda

- Motion brought forward by Allison and seconded by Olga. Carried.

### 3. Approval of the Minutes - May 15, 2024

- Motion brought forward by Sebastien and seconded by Cayla. Carried.

### 4. Westgate Admin Report

- The school is abuzz with the excitement of exam week:
  - o Interviews for the European study tour have taken place.
  - o The choir auditions were conducted this week.
  - o Preparations are underway for the upcoming camping trip.
- The banquet was a success, raising over \$20,000.
- An adult bike trip fundraiser is currently in progress. It's a great opportunity to engage alumni. The trip to Banff is being led by D. Durksen and V. Pankratz.
- The last day of school is on June 28. It's an opportunity for a community farewell for the students and staff who are leaving.

### 5. Review Action Items

- Cayla - Remind Heidi about the usage of the IG account. We had a discussion with Heidi and Nathalie, and the plan moving forward is for Nathalie to continue managing the posts. However, Cayla will be providing Nathalie with the content to post.
- Sandi - Email parents for new PA positions (see below)
- Sandi - Follow up to the grad committee regarding grad yard signs (costs)
  - o Email was sent and order form was created
  - o 33 people purchased a yard sign
  - o Parent picked them up and delivered them to school on 2024/06/04

- o Initiative was well-received and this is something that we should consider facilitating in the future. I have created and saved signs up to and including 2034



## 6. Staff Requests

- Current Request - Quiet area (Pending - No changes)
  - o There has been a partial purchase for this request of shelving for \$290.08
  - o Payment will be made once all purchases are complete
  - o \$1,100 still set aside for this request
    - ▣ Ensure that the funds are utilized before the year ends, as any unused amount will be forfeited.
- New Request - Varsity Soccer Uniforms (Update - Complete)
  - o Invoice received for \$2020.48 however per accounting department, we pay full amount less GST rebate portion which is \$1,959.14
  - o Cheque written although waiting for it to be deposited by school (financial reflect this transaction pending)

## 7. Financials

- See attached Account Transactions & Balances documents
- Balances:
  - o Chequing: \$7,852.89
  - o Staff Appreciation: \$1,036.77
- \$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
- \$1,959.14 cheque to school for varsity soccer uniforms (staff request #4) not yet deposited on financial reports but has now been cashed and is reflected in our Wave account.
- With above bills and invoices reconciled, we are left with \$4,843.75 in chequing account
- The grad yard signs varied in price depending on how many were purchased. Based on interest, I estimated the cost at \$10/sign. We sold a couple more than expected and the price per sign was actually \$9.45. There is a surplus of \$18.24 for which I have sent an email to the Safe Grad Committee to see if they would like this money deposited for Safe Grad (less banking fees).
- I have enquired with Moneris with respect to the \$20/month fees I've seen in the last 2 months. As it turns out, there is a \$20 monthly fee if we do not reach our minimum monthly sales. I have inquired with Moneris as to what this minimum fee is. My thinking is that perhaps we "sell" something that is that minimum; someone from the PA would do the transaction monthly and then the PA account would reimburse them. The "sale" funds would go to the PA and then this way the PA would only incur the cost of the banking fees to reimburse the "purchaser".

- ☐ Motion to approve the payment of the Moneris monthly fee (\$20) brought by Sandi and seconded by Cayla. All in favour.
- ☐ Motion to approve the financials brought by Olga, seconded by Allison. All in favour.

## 8. Grade Representatives

- As shown in the chart below, most grades have representatives but some grades need reps (asterisk denotes return volunteers)
- It would be ideal if we can get more than one representative per grade to help reduce the workload per person

6	Linsy Gariepy
7	Susan Loewen
8	*Rachel Laurendeau; *Nina Kandra; Trisha Klassen
9	*Allison Pollard; Carolyn Minor
10	Angela Kornelsen; Olga Lytvynenko
11	*Jennifer Goreski; *Jennifer Lewis
12	*Mardina Andrews; *Zilla Jones; *Anna Swaine; Anna Randall-Gryz

## 9. PA Executive

- Given the lack of interest in the Chair position, Sandi will stay on as Chair to ensure the other members of the Executive are well supported
- 2024/2025 will be Sandi's last year as she will no longer be part of the PA due to her daughter graduating
- Cayla McKechnie staying another year as Vice-Chair
- Heather will step down as Treasurer
- Sebastien De Lazzer would like to stay another year however no longer wants to be Secretary and would like to be Treasurer
- Linsy Gariepy has offered to be Secretary
  - ☐ Motion to sanction the new roles within the Parent Association for the 24/25 term. Brought forward by Allison and seconded by Olga. Carried.

## 10. Other/Call for New Business

The PA will try to have a laptop donated for the PA use.

- ☐ Motion to adjourn at 8:08 brought forward by Sandi and seconded by Allison. Carried

## Summary of Action Items:

- ☐ Sandi is assigned the duty of managing the yard signs that haven't been distributed yet.
- ☐ It is Sandi's responsibility to find out the minimum charge for the Moneris account.
- ☐ Sandi is tasked with the duty of sending an email to parents, asking for a donation of a gently used laptop for the Parent Association.

**Financial Reports, April 11 – June 9, 2024:**

Account Balances						
Westgate Parent Association						
Date Range: 2024-05-11 to 2024-06-09						
ACCOUNT	STARTING BALANCE	DEBIT	CREDIT	NET MOVEMENT	ENDING BALANCE	NOTES
<b>Assets</b>						
Accounts Receivable	\$0.00	\$50.00	\$0.00	\$50.00	\$50.00	Grad Yard Signs - Payments to School
Checking Account	\$8,918.60	\$485.00	\$1,550.71	-\$1,065.71	\$7,852.89	
Staff Appreciation Savings	\$0.00	\$1,218.77	\$182.00	\$1,036.77	\$1,036.77	
<b>Total Assets</b>	<b>\$8,918.60</b>	<b>\$1,753.77</b>	<b>\$1,732.71</b>	<b>\$21.06</b>	<b>\$8,939.66</b>	
<b>Liabilities</b>						
Accounts Payable	\$1,100.00	\$0.00	\$1,959.14	\$1,959.14	\$3,059.14	\$1100 - Quiet Room; \$1959.14 - Uniforms
<b>Total Liabilities</b>	<b>\$1,100.00</b>	<b>\$0.00</b>	<b>\$1,959.14</b>	<b>\$1,959.14</b>	<b>\$3,059.14</b>	
<b>Equity</b>						
Total Equity	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
<b>Income</b>						
Grad Yard Signs		\$311.76	\$330.00	\$18.24		*Emailed Safe Grad - do they want this?
Interest Earned		\$0.00	\$1.57	\$1.57		
Staff Appreciation		\$1,398.20	\$1,422.20	\$24.00		
<b>Total Income</b>		<b>\$1,709.96</b>	<b>\$1,753.77</b>	<b>\$43.81</b>		
<b>Expenses</b>						
Banking Fees		\$2.75	\$0.00	\$2.75		
Staff Requests		\$1,959.14	\$0.00	\$1,959.14		Soccer Uniforms
Supplies/Operating Costs		\$20.00	\$0.00	\$20.00		Moneris minimum charge
<b>Total Expenses</b>		<b>\$1,981.89</b>	<b>\$0.00</b>	<b>\$1,981.89</b>		
<b>Total for all accounts</b>		<b>\$5,445.62</b>	<b>\$5,445.62</b>			

# Account Transactions

## Westgate Parent Association

Date Range: May 11, 2024 to Jun 09, 2024

Accrual (Paid & Unpaid)



DATE	DESCRIPTION	DEBIT	CREDIT	BALANCE
<b>Checking Account</b>				
Under: Asset > Cash and Bank				
<b>Starting Balance</b>				<b>\$8,918.60</b>
May 15, 2024	Cheque - Staff Appreciation	\$50.00		\$8,968.60
May 15, 2024	Cheque - Staff Appreciation	\$100.00		\$9,068.60
May 15, 2024	Interac ETransfer In	\$55.00		\$9,123.60
May 15, 2024	Transfer Out to Staff Appreciation		\$1,217.20	\$7,906.40
May 17, 2024	Interac ETransfer In	\$10.00		\$7,916.40
May 17, 2024	Interac ETransfer In	\$10.00		\$7,926.40
May 17, 2024	Interac ETransfer In	\$10.00		\$7,936.40
May 17, 2024	Interac ETransfer In	\$10.00		\$7,946.40
May 17, 2024	Interac ETransfer In	\$10.00		\$7,956.40
May 17, 2024	Interac ETransfer In	\$10.00		\$7,966.40
May 17, 2024	Interac ETransfer In	\$10.00		\$7,976.40
May 18, 2024	Interac ETransfer In	\$10.00		\$7,986.40
May 18, 2024	Interac ETransfer In	\$10.00		\$7,996.40
May 18, 2024	Interac ETransfer In	\$10.00		\$8,006.40
May 18, 2024	Interac ETransfer In	\$10.00		\$8,016.40
May 19, 2024	Interac ETransfer In	\$10.00		\$8,026.40
May 20, 2024	Interac ETransfer In	\$10.00		\$8,036.40
May 20, 2024	Interac ETransfer In	\$10.00		\$8,046.40
May 20, 2024	Interac ETransfer In	\$10.00		\$8,056.40

DATE	DESCRIPTION	DEBIT	CREDIT	BALANCE
May 21, 2024	Interac ETransfer In	\$10.00		\$8,066.40
May 21, 2024	Interac ETransfer In	\$10.00		\$8,076.40
May 21, 2024	Interac ETransfer In	\$10.00		\$8,086.40
May 22, 2024	Interac ETransfer In	\$10.00		\$8,096.40
May 23, 2024	Interac ETransfer In	\$10.00		\$8,106.40
May 27, 2024	Interac ETransfer In	\$10.00		\$8,116.40
May 27, 2024	Interac ETransfer In	\$10.00		\$8,126.40
May 27, 2024	Interac ETransfer In	\$10.00		\$8,136.40
May 27, 2024	Interac ETransfer In	\$10.00		\$8,146.40
May 28, 2024	Cheque Deposit to account - RDC	\$10.00		\$8,156.40
May 28, 2024	Cheque Deposit to account - RDC	\$10.00		\$8,166.40
May 28, 2024	Interac ETransfer In	\$10.00		\$8,176.40
May 31, 2024	Interac ETransfer In	\$10.00		\$8,186.40
Jun 03, 2024	Service Fee		\$0.75	\$8,185.65
Jun 03, 2024	Moneris Processing Fees - Pre-Authorized Debit MIN MDR12790671		\$20.00	\$8,165.65
Jun 03, 2024	Yard Sign Payment		\$312.76	\$7,852.89
<b>Totals and Ending Balance</b>		<b>\$485.00</b>	<b>\$1,550.71</b>	<b>\$7,852.89</b>
<b>Balance Change</b>				<b>-\$1,065.71</b>
Difference between starting and ending balances				

<b>Staff Appreciation Savings</b>				
Under: Asset > Cash and Bank				
<b>Starting Balance</b>				<b>\$0.00</b>
May 15, 2024	Transfer In to Staff Appreciation	\$1,217.20		\$1,217.20
May 28, 2024	Grade 10 Staff Appreciation Day		\$182.00	\$1,035.20
May 31, 2024	Interest earned	\$1.57		\$1,036.77
<b>Totals and Ending Balance</b>		<b>\$1,218.77</b>	<b>\$182.00</b>	<b>\$1,036.77</b>
<b>Balance Change</b>				<b>\$1,036.77</b>
Difference between starting and ending balances				

<b>Accounts Receivable</b>				
Under: Asset				
<b>Starting Balance</b>				<b>\$0.00</b>
Jun 09, 2024	Westgate Mennonite Collegiate - 1	\$50.00		\$50.00
<b>Totals and Ending Balance</b>		<b>\$50.00</b>	<b>\$0.00</b>	<b>\$50.00</b>
<b>Balance Change</b>				<b>\$50.00</b>
Difference between starting and ending balances				

<b>Accounts Payable</b>				
Under: Liability				
<b>Starting Balance</b>				<b>\$1,100.00</b>
Jun 06, 2024	Westgate Mennonite Collegiate - Bill		\$1,959.14	\$3,059.14
<b>Totals and Ending Balance</b>		<b>\$0.00</b>	<b>\$1,959.14</b>	<b>\$3,059.14</b>
<b>Balance Change</b>				<b>\$1,959.14</b>
Difference between starting and ending balances				

<b>Interest Earned</b>				
Under: Income > Income				
<b>Starting Balance</b>				<b>\$0.00</b>
May 31, 2024	Interest earned		\$1.57	\$1.57
<b>Totals and Ending Balance</b>			<b>\$0.00</b>	<b>\$1.57</b>
<b>Balance Change</b>				<b>\$1.57</b>
Difference between starting and ending balances				

<b>Staff Appreciation</b>				
Under: Income > Income				
<b>Starting Balance</b>				<b>\$1,012.20</b>
May 15, 2024	Cheque - Staff Appreciation		\$50.00	\$1,062.20
May 15, 2024	Cheque - Staff Appreciation		\$100.00	\$1,162.20
May 15, 2024	Interac ETransfer In		\$55.00	\$1,217.20
May 15, 2024	Transfer Out to Staff Appreciation	\$1,217.20		\$0.00
May 15, 2024	Transfer In to Staff Appreciation		\$1,217.20	\$1,217.20
May 28, 2024	Grade 10 Staff Appreciation Day	\$181.00		\$1,036.20
<b>Totals and Ending Balance</b>			<b>\$1,398.20</b>	<b>\$1,422.20</b>
<b>Balance Change</b>				<b>\$24.00</b>
Difference between starting and ending balances				

<b>Grad Yard Signs</b>				
Under: Income > Other Income				
<b>Starting Balance</b>				<b>\$0.00</b>
May 17, 2024	Interac ETransfer In		\$10.00	\$10.00
May 17, 2024	Interac ETransfer In		\$10.00	\$20.00
May 17, 2024	Interac ETransfer In		\$10.00	\$30.00
May 17, 2024	Interac ETransfer In		\$10.00	\$40.00



<b>Grad Yard Signs</b>			
<b>Under: Income &gt; Other Income</b>			
May 17, 2024	Interac ETransfer In	\$10.00	\$50.00
May 17, 2024	Interac ETransfer In	\$10.00	\$60.00
May 17, 2024	Interac ETransfer In	\$10.00	\$70.00
May 18, 2024	Interac ETransfer In	\$10.00	\$80.00
May 18, 2024	Interac ETransfer In	\$10.00	\$90.00
May 18, 2024	Interac ETransfer In	\$10.00	\$100.00
May 18, 2024	Interac ETransfer In	\$10.00	\$110.00
May 19, 2024	Interac ETransfer In	\$10.00	\$120.00
May 20, 2024	Interac ETransfer In	\$10.00	\$130.00
May 20, 2024	Interac ETransfer In	\$10.00	\$140.00
May 20, 2024	Interac ETransfer In	\$10.00	\$150.00
May 21, 2024	Interac ETransfer In	\$10.00	\$160.00
May 21, 2024	Interac ETransfer In	\$10.00	\$170.00
May 21, 2024	Interac ETransfer In	\$10.00	\$180.00
May 22, 2024	Interac ETransfer In	\$10.00	\$190.00
May 23, 2024	Interac ETransfer In	\$10.00	\$200.00
May 27, 2024	Interac ETransfer In	\$10.00	\$210.00
May 27, 2024	Interac ETransfer In	\$10.00	\$220.00
May 27, 2024	Interac ETransfer In	\$10.00	\$230.00
May 27, 2024	Interac ETransfer In	\$10.00	\$240.00
May 28, 2024	Cheque Deposit to account - RDC	\$10.00	\$250.00
May 28, 2024	Cheque Deposit to account - RDC	\$10.00	\$260.00
May 28, 2024	Interac ETransfer In	\$10.00	\$270.00

<b>Grad Yard Signs</b>				
Under: Income > Other Income				
May 31, 2024	Interac ETransfer In		\$10.00	\$280.00
Jun 03, 2024	Yard Sign Payment	\$311.76		-\$31.76
Jun 09, 2024	Westgate Mennonite Collegiate - 1 - Grad Yard Signs		\$50.00	\$18.24
<b>Totals and Ending Balance</b>		<b>\$311.76</b>	<b>\$330.00</b>	<b>\$18.24</b>
<b>Balance Change</b>				<b>\$18.24</b>
Difference between starting and ending balances				

<b>Banking Fees</b>				
Under: Expense > Operating Expense				
<b>Starting Balance</b>				<b>\$10.75</b>
May 28, 2024	Grade 10 Staff Appreciation Day	\$1.00		\$11.75
Jun 03, 2024	Service Fee	\$0.75		\$12.50
Jun 03, 2024	Yard Sign Payment	\$1.00		\$13.50
<b>Totals and Ending Balance</b>		<b>\$2.75</b>	<b>\$0.00</b>	<b>\$13.50</b>
<b>Balance Change</b>				<b>\$2.75</b>
Difference between starting and ending balances				

<b>Staff Requests</b>				
Under: Expense > Operating Expense				
<b>Starting Balance</b>				<b>\$11,361.71</b>
Jun 06, 2024	Westgate Mennonite Collegiate - Bill - Staff Request	\$1,959.14		\$13,320.85
<b>Totals and Ending Balance</b>		<b>\$1,959.14</b>	<b>\$0.00</b>	<b>\$13,320.85</b>
<b>Balance Change</b>				<b>\$1,959.14</b>
Difference between starting and ending balances				

<b>Supplies/Operating Costs</b>				
<b>Under: Expense &gt; Operating Expense</b>				
<b>Starting Balance</b>				<b>\$140.95</b>
Jun 03, 2024	Moneris Processing Fees - Pre-Authorized Debit MIN MDR12790671		\$20.00	\$160.95
<b>Totals and Ending Balance</b>			<b>\$20.00</b>	<b>\$0.00</b>
<b>Balance Change</b>				<b>\$20.00</b>
<i>Difference between starting and ending balances</i>				