

Westgate Parent Association Meeting Minutes



September 11, 2024
86 West Gate

Present:

PA exec: Sandi Conrad, Cayla McKechnie, Linsy Gariepy

Staff: James Friesen

Parents: Alison Pollard, Andrew Maxwell, Olha Lytvynenko

Regrets: Sebastien De Lazzer (Treasurer)

- **Welcome by Sandi**
- **PA Executive 2024/2025 Introductions**
 - Sandi Conrad - Chair, 3rd/final year
 - Cayla McKechnie - Vice Chair, 2nd year
 - Linsy Gariepy - Secretary, 1st year
- **Approval of Agenda**

Motion brought forward by: Cayla ; Motion seconded by: Olha
- **Approval of AGM Minutes** - June 12, 2024 (Was not sent out with pre-meeting package; will need to approve next meeting)
- **Westgate Admin Report** - James Friesen, Principal
 1. Healthy number of students - 345 full time. We also have 11 German exchange students. We've had to be creative, especially getting them into chapel.
 2. New staff: Johanna Klassen - new choral director. Brianna Neufeld - new EA. Kara Reimer Barkwell - returning math and grade 6 teacher.
 3. New cell phone policy has gone well. We have to work on ways to allow students to listen to music while working.
 4. Cyclathon is coming soon. We continue to work with our students to record fundraising.

Discussion about fundraisers, and how to follow up with online donors regarding amounts for the purpose of classroom records.

- **Review Action Item(s)**

- Sandi is assigned the duty of managing the yard signs that haven't been distributed yet - All signs were distributed
- Sandi's to find out the minimum charge for the Moneris account - Confirmed that we pay \$5/month when we are not running fundraisers (i.e. having transactions through Moneris)
- 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 - with the timing of our last meeting, I decided to wait until the new school year to send out the request. It was sent Friday, Sept. 06 along with the meeting information. No response as of September 11.

- **Financials** - Prepared by Sandi Conrad

Second account opened for staff appreciation. See below for financial details.

Banking fees monthly 1.50\$ plus extra for cheques and such.

Motion brought forward by: Linsy ; Motion seconded by: Andrew

- **Fundraisers**

- **Perogy, Sausage & Meat Bun Fundraiser**

- We usually start the 3rd Friday of September, which will be September 20th. We have product pickup mid-November so I'm thinking November 14th. Since we need to give the companies 3 weeks to prepare the order, plus a couple days for us to compile the orders, I'm thinking the order deadline should be October 22nd, giving us just over 4 weeks to run the fundraiser.
- Last year and the year prior, we had a lot of issues with Winkler Meats; late delivery, missing items & incorrect invoices. As a result, I reached out to Pioneer Meat
- There is a difference in products between the 2 meat companies:

Winkler Product title	Items sold	Net sales	Orders	Category
Farmer Sausage - BREAKFAST SAUSAGE (450g)	40	\$ 290.00	23	Farmer Sausage
Farmer Sausage - LARGE Variety Pack	8	\$ 576.00	8	Farmer Sausage
Farmer Sausage - MINIS (500g)	46	\$ 425.50	27	Farmer Sausage
Farmer Sausage - MINIS WITH CHEESE (500g)	11	\$ 101.75	6	Farmer Sausage
Farmer Sausage - REGULAR Variety Pack	20	\$ 720.00	20	Farmer Sausage
Farmer Sausage - SKINLESS TWIN PACK (500g)	122	\$ 1,128.50	55	Farmer Sausage

Farmer Sausage - SLICES/PATTIES (500g)	30	\$ 277.50	19	Farmer Sausage
HAM (1kg) - Valley Lea Farms	23	\$ 287.50	20	Farmer Sausage
Hot Dogs - ALL BEEF BOMBERS (5 per pack)	11	\$ 101.75	8	Farmer Sausage
Hot Dogs - DIAMOND DOG PORK (10 per pack)	4	\$ 33.00	3	Farmer Sausage
LEAN GROUND PORK (500g) - Valley Lea Farms	27	\$ 168.75	17	Farmer Sausage
Old Fashioned GARLIC SAUSAGE/KULBASA (Fine) - 450g	35	\$ 323.75	27	Farmer Sausage
Pork Bangers (450g) - Valley Lea Farms	5	\$ 38.75	4	Farmer Sausage
SLICED BACON (1kg) - Valley Lea Farms	28	\$ 525.00	23	Farmer Sausage

Pioneer Meat:

\$11.79	Pure Pork Easy Peel Farmers Sausage (700g)
\$11.79	33% Less Salt Easy Peel Farmers Sausage (700g)
\$12.03	Double Smoked Easy Peel Farmers Sausage (650g)
\$12.03	Pork and Beef Easy Peel Sausage (700g)
\$10.57	Farmers Sausage Patties (8 per pkg) (625g)
\$10.57	Farmers Sausage Jalapeno Patties (8 per pkg) (625g)
\$10.57	Farmers Sausage Minis (8 per pkg) (585g)
\$9.23	Homemade Beef Ring (Ready to Eat) (500g)
\$7.89	Liverwurst Ring (Ready to Eat) (500g)
\$11.66	Farmer Sausage Deli Roll (Ready to Eat) (1kg)
\$11.36	Pepperoni Deli Roll (Ready to Eat) (1kg)
\$3.23	Pure Lard (2lb)

- Winkler Meats offers 25% cashback whereas Pioneer Meat offers 30%
- I would like to propose that we try Pioneer Meat this year.
Motion brought forward by: Sandi; Motion seconded by: Linsy
- Action: seek feedback from community on the product

○ **FundScrip Gift Card Fundraiser**

- This will be new to us and I've already started working with FundScrip. Here are some suggested dates:
- FundScrip suggests either going with a couple of dates or just one (e.g. Oct 4 - 25 AND Nov 8 - 29 or just a single run)

distribute order forms (3-5 per participant)	order return date	cheques clear bank	check out order	order processing date	delivery day but add extra days if courier delay/ bad weather/ rural area
		place orders			
Friday Oct 4	Friday Oct 25	w/o Oct 28	Friday Nov 1	Monday Nov 4	Thurs Nov 7 / Fri Nov 8/ Mon Nov 11
Friday Oct 11	Friday Nov 1	w/o Nov 4	Friday Nov 8	Tuesday Nov 12	Fri Nov 15/Mon Nov 18/Tues Nov 19
Friday Oct 18	Friday Nov 8	w/o Nov 11	Friday Nov 15	Monday Nov 18	Thurs Nov 21 / Fri Nov 22/ Mon Nov 25
Friday Oct 25	Friday Nov 15	w/o Nov 18	Friday Nov 22	Monday Nov 25	Thurs Nov 28 / Fri Nov 29/ Mon Dec 2
Friday Nov 1	Friday Nov 22	w/o Nov 25	Friday Oct 29	Monday Dec 2	Thurs Dec 5/ Fri Dec 6/ Mon Dec 9
Friday Nov 8	Friday Nov 29	w/o Dec 2	Friday Dec 6	Monday Dec 9	Thurs Dec 12/ Fri Dec 13 / Mon Dec 16

- I'm leaning towards going with the single highlighted dates, giving us a couple of weeks after the closing of the perogy fundraiser and still 4 weeks to run the fundraiser. Order pickup would be scheduled for December 19th, giving us 3 days to pack/prepare orders. Alternatively, we could start earlier and run longer (e.g. start Nov 1 but following the other dates highlighted in green).
- Decision: Start fundraiser November 1 with pickup December 12th and the 16th. This will give us the opportunity to email reminders. Motion brought forward by Sandi: ; Motion seconded by: Cayla

○ **Spring Fundraiser?**

- We don't have to decide now however we can give some consideration as to whether or not to run a spring fundraiser as we are allowed to run up to 3 per year.
- The Greenhouse gift card fundraiser was quite easy to run, requiring a total of only 10.5 hours of work. We earned \$1005.71.
- Suggestion to collaborate with greenhouses in different areas for those not living in the South end.
- The 50/50 was more involved, requiring approximately 18.5 hours of work. We earned \$2306.11. This fundraiser had mixed reviews due to it being considered as gambling by some. Decision to not continue with the 50/50 in 2025

- **Staff Requests** - as this is a new school year, any unfulfilled requests from last year must be resubmitted as new requests.
 - We had one partially filled request last year. The request was from Crystal Thiessen for a quiet area in the library & student services and was approved for \$1100. We received a bill for \$290.08 for a divider which was paid out at the end of the school year.
 - Suggestion to contribute PA funds to bleachers this year.

Motion to pay for aesthetic of bleachers (approx \$5000) brought forward by Sandi; Motion seconded by Cayla, Olha, Linsy, Andrew, Alison
 - Heidi has an Action item to send out email for staff requests.
 - **PA Staff Request Mandate:**
 - Requests should enhance the student experience in ways that they would not otherwise have within the regular school budget.
 - It is not the PA's responsibility to fund regular school, staff or equipment needs
- **Other/Call for New Business**
 - Treat bags for Opening Ceremonies. Labels printed. Plans to have an evening of filling bags.
 - Action call for Sandi: email to class reps
- Motion to Adjourn brought forward by: Linsy ; Motion seconded by: Olha 9:10
- **Summary of Action Items:**
 - Seek feedback from the community on Pioneer Meats, as it is new to the Perogy fundraiser this year.
 - Heidi to seek out staff requests for future consideration
 - Sandi to email class reps

Account Balances

Westgate Parent Association

Date Range: Jun 09, 2024 to Sep 07, 2024



ACCOUNT	STARTING BALANCE	DEBIT	CREDIT	NET MOVEMENT	ENDING BALANCE
Assets					
Checking Account	\$5,893.75	\$50.00	\$327.32	-\$277.32	\$5,616.43
Staff Appreciation Savings	\$1,036.77	\$7.63	\$0.00	\$7.63	\$1,044.40
Total Assets	\$6,930.52	\$57.63	\$327.32	-\$269.69	\$6,660.83
Liabilities					
Total Liabilities	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Equity					
Total Equity	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Income					
Grad Yard Signs		\$17.49	\$50.00	\$32.51	
Interest Earned		\$0.00	\$7.63	\$7.63	
Total Income		\$17.49	\$57.63	\$40.14	
Expenses					
Banking Fees		\$4.75	\$0.00	\$4.75	
Operating Costs		\$15.00	\$0.00	\$15.00	
Staff Requests		\$290.08	\$0.00	\$290.08	
Total Expenses		\$309.83	\$0.00	\$309.83	
Total for all accounts		\$384.95	\$384.95		

Account Transactions

Westgate Parent Association

Date Range: Jun 09, 2024 to Sep 07, 2024

Accrual (Paid & Unpaid)



DATE	DESCRIPTION	DEBIT	CREDIT	BALANCE
Checking Account				
Under: Asset > Cash and Bank				
Starting Balance				\$5,893.75
Jun 16, 2024	Westgate Mennonite Collegiate - Payment for Invoice #1	\$50.00		\$5,943.75
Jun 30, 2024	Service Fee		\$1.50	\$5,942.25
Jul 01, 2024	Yard Sign Payment - Clearing Cheque #84		\$17.49	\$5,924.76
Jul 02, 2024	Moneris Processing Fees - Pre- Authorized Debit MIN MDR12790671		\$5.00	\$5,919.76
Jul 18, 2024	Bill payment to Westgate Mennonite Collegiate		\$291.08	\$5,628.68
Jul 31, 2024	Service Fee		\$1.50	\$5,627.18
Aug 01, 2024	Moneris Processing Fees - Pre- Authorized Debit MIN MDR12790671		\$5.00	\$5,622.18
Aug 31, 2024	Service Fee		\$0.75	\$5,621.43
Sep 03, 2024	Moneris Processing Fees - Pre- Authorized Debit MIN MDR12790671		\$5.00	\$5,616.43
Totals and Ending Balance		\$50.00	\$327.32	\$5,616.43
Balance Change				-\$277.32
Difference between starting and ending balances				
Staff Appreciation Savings				
Under: Asset > Cash and Bank				
Starting Balance				\$1,036.77
Jun 30, 2024	Interest earned	\$2.53		\$1,039.30
Jul 31, 2024	Interest earned	\$2.58		\$1,041.88
Aug 31, 2024	Interest earned	\$2.52		\$1,044.40
Totals and Ending Balance		\$7.63	\$0.00	\$1,044.40
Balance Change				\$7.63
Difference between starting and ending balances				

Interest Earned			
Under: Income > Income			
Starting Balance			\$1.57
Jun 30, 2024	Interest earned		\$4.10
Jul 31, 2024	Interest earned		\$6.68
Aug 31, 2024	Interest earned		\$9.20
Totals and Ending Balance		\$0.00	\$9.20
Balance Change			\$7.63
Difference between starting and ending balances			

Grad Yard Signs			
Under: Income > Other Income			
Starting Balance			-\$31.76
Jun 16, 2024	Westgate Mennonite Collegiate - Payment for Invoice #1		\$18.24
Jul 01, 2024	Yard Sign Payment - Clearing Cheque #84	\$17.49	\$0.75
Totals and Ending Balance		\$17.49	\$0.75
Balance Change			\$32.51
Difference between starting and ending balances			

Banking Fees			
Under: Expense > Operating Expense			
Starting Balance			\$13.50
Jun 30, 2024	Service Fee	\$1.50	\$15.00
Jul 18, 2024	Bill payment to Westgate Mennonite Collegiate	\$1.00	\$16.00
Jul 31, 2024	Service Fee	\$1.50	\$17.50
Aug 31, 2024	Service Fee	\$0.75	\$18.25
Totals and Ending Balance		\$4.75	\$18.25
Balance Change			\$4.75
Difference between starting and ending balances			

Operating Costs			
Under: Expense > Operating Expense			
Starting Balance			\$160.95
Jul 02, 2024	Moneris Processing Fees - Pre-Authorized Debit MIN MDR12790671	\$5.00	\$165.95
Aug 01, 2024	Moneris Processing Fees - Pre-Authorized Debit MIN MDR12790671	\$5.00	\$170.95
Sep 03, 2024	Moneris Processing Fees - Pre-Authorized Debit MIN MDR12790671	\$5.00	\$175.95
Totals and Ending Balance		\$15.00	\$175.95
Balance Change			\$15.00
Difference between starting and ending balances			

Staff Requests			
Under: Expense > Operating Expense			
Starting Balance			\$12,220.85
Jul 18, 2024	Bill payment to Westgate Mennonite Collegiate	\$290.08	\$12,510.93
Totals and Ending Balance		\$290.08	\$12,510.93
Balance Change			\$290.08
Difference between starting and ending balances			