

Westgate Parent Association Meeting Minutes



October 8, 2024
86 West Gate

Present:

PA Exec: Sandi Conrad, Cayla, McKechnie, Linsy Gariepy, Sebastien De Lazzer

Staff: Heidi Koop

Parents: , Viney San, Carolyn Minor

1. **Welcome**

2. **Approval of Agenda**

Motion brought forward by: Viney San ; Motion seconded by: Linsy Gariepy

3. **Approval of AGM Minutes** - June 12, 2024 & September 11, 2024

Motion brought forward by: Viney San ; Motion seconded by: Carolyn Minor

4. **Westgate Admin Report** - Heidi Koop, Vice Principal

Chapel Theme this year : We are celebrating 500 years of anabaptism and so the topic of the month is *mutual aid*, to get back to the roots of what it means to be Mennonite, bridging the gap between the past and present.

The “Identity Wall” in the hallway has been revealed, though the name will change.

The cyclothon was a huge success and brought the entire community together.

Dine and Donate is approaching! October 16 is a come and go dinner by donation, organized by retired teachers

Spiritual Emphasis Week: How do you integrate your faith in what you do?
Parents and community members are welcome to attend.

5. **Review Action Item(s)**

- Sandi - Seek feedback from the community on Pioneer Meats, as it is new to the Perogy fundraiser this year.
 - i. This will wait to be addressed until after the fundraiser

- Heidi to seek out staff requests for future consideration. Carrying over this action to next month.
- Sandi to email class reps
 - i. Class reps have been emailed; Grade 9 is in the planning stages and Grade 7 has planned their event for October 25th. Grade 11 is also in planning stages. I've reached out to the reps to gently remind them to start their planning if they haven't done so already.

6. **Financials** - Sebastien De Lazzer

Motion brought forward by: Viney; Motion seconded by: Cayla

7. **Fundraisers**

- **Perogy, Sausage & Meat Bun Fundraiser**
 - i. September: \$3562.20 in sales compared to \$6262.05 last year (sales down 43% in month of September)
 - ii. October 1st-6th: \$2195.70 in sales compared to \$1741.45 last year (sales up 26% for same period last year)
 - iii. Email sent October 6th to remind people of the fundraiser
 - iv. Cayla created a graphic for social media which went out last week
 - v. I've discovered that you can manually create online orders so I'll be using this method to convert all hardcopy orders to online orders. This will help those packing the orders as the hardcopy orders can sometimes be difficult to follow.
- **FundScrip Gift Card Fundraiser**
 - i. This is planned for November 1st - December 4th; pickup dates of December 12th & 16th
 - ii. FundScrip advises that if we keep up with our orders online, they'll package all of the orders for the customers, meaning we won't have to do that. This will save a lot of time.
- **Spring Fundraiser?**
 - i. We've decided to do a Greenhouse Gift Card Fundraiser with Lacoste and one other greenhouse. We need to try to find a greenhouse in the North end of the city that participates in fundraising. Action item : Cayla will research greenhouses in the North end of the city.

8. **Staff Requests**

- **PA Staff Request Mandate:**
 - i. Requests should enhance the student experience in ways that they would not otherwise have within the regular school budget.
 - ii. It is not the PA's responsibility to fund regular school, staff or equipment needs

- We have committed \$5000 towards the bleachers for the graphic

9. **Other/Call for New Business**

- Opening Ceremonies is on the 10th at 7pm. Cayla went out and bought all of the treats and she, Sandi and another parent, Theresa Vandean, met on the 2nd and packed all of the treat bags (630 total). This has been a tradition for at least the last 3 years and we think it's worthwhile.
 - i. The labels for the treat bags have proven to be a challenge these last couple of years so Lori has saved the file on her computer so that she can print them whenever they're needed and we don't need to try to re-make them every year.
 - We received a donation of a laptop from parent, Lisa Cowan. Sandi is going to try to get it set up and ready for use next year.
- Motion to Adjourn brought forward by: Viney; Motion seconded by: Trisha
 - Summary of Action Items:
 - Cayla will research greenhouses in the North end of the city
 - Heidi will communicate with staff regarding requests
 - Heidi will also inquire about whether we get discounts for laptops

Balance Sheet

Westgate Parent Association

As of Oct 06, 2024



ACCOUNTS

Oct 06, 2024

Assets	
Cash and Bank	
Checking Account	\$9,701.23
Staff Appreciation Savings	\$1,046.77
Total Cash and Bank	\$10,748.00
Other Current Assets	
Total Other Current Assets	\$0.00
Long-term Assets	
Total Long-term Assets	\$0.00
Total Assets	\$10,748.00
Liabilities	
Current Liabilities	
Total Current Liabilities	\$0.00
Long-term Liabilities	
Total Long-term Liabilities	\$0.00
Total Liabilities	\$0.00

Equity	
Retained Earnings	
Profit for all prior years	\$6,665.83
Profit between Sep 1, 2024 and Oct 6, 2024	\$4,082.17
Total Retained Earnings	\$10,748.00
Total Equity	\$10,748.00

Profit and Loss

Westgate Parent Association

Date Range: Sep 01, 2024 to Oct 05, 2024



Sep 01, 2024
to Oct 05, 2024

ACCOUNTS

Income

Interest Earned	\$2.37
Perogy & Sausage Fundraiser	\$4,448.85
Total Income	\$4,451.22

Total Cost of Goods Sold	\$0.00
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Gross Profit	\$4,451.22
As a percentage of Total Income	100.00%

Operating Expenses

Banking Fees	\$1.85
Opening Ceremonies	\$362.20
Operating Costs	\$5.00
Total Operating Expenses	\$369.05

Net Profit	\$4,082.17
As a percentage of Total Income	91.71%

Account Transactions

Westgate Parent Association

Date Range: Sep 01, 2024 to Oct 06, 2024

Cash Only



DATE	DESCRIPTION	DEBIT	CREDIT	BALANCE
Perogy & Sausage Fundraiser				
Under: Income > Income				
	Starting Balance			\$4,269.38
Sep 23, 2024	VSA DEP12790671 - Pre-Authorized Credit VSA DEP12790671		\$113.30	\$4,382.68
Sep 23, 2024	MC DEP 12790671 - Pre-Authorized Credit MC DEP 12790671		\$383.20	\$4,765.88
Sep 23, 2024	VSA DEP12790671 - Pre-Authorized Credit VSA DEP12790671		\$107.80	\$4,873.68
Sep 23, 2024	MC DEP 12790671 - Pre-Authorized Credit MC DEP 12790671		\$113.30	\$4,986.98
Sep 23, 2024	VSA DEP12790671 - Pre-Authorized Credit VSA DEP12790671		\$125.60	\$5,112.58
Sep 23, 2024	MC DEP 12790671 - Pre-Authorized Credit MC DEP 12790671		\$226.90	\$5,339.48
Sep 24, 2024	MC DEP 12790671 - Pre-Authorized Credit MC DEP 12790671		\$118.35	\$5,457.83
Sep 24, 2024	VSA DEP12790671 - Pre-Authorized Credit VSA DEP12790671		\$358.55	\$5,816.38
Sep 25, 2024	MC DEP 12790671 - Pre-Authorized Credit MC DEP 12790671		\$163.60	\$5,979.98

DATE	DESCRIPTION	DEBIT	CREDIT	BALANCE
Sep 25, 2024	VSA DEP12790671 - Pre-Authorized Credit VSA DEP12790671		\$72.30	\$6,052.28
Sep 26, 2024	VSA DEP12790671 - Pre-Authorized Credit VSA DEP12790671		\$137.10	\$6,189.38
Sep 27, 2024	MC DEP 12790671 - Pre-Authorized Credit MC DEP 12790671		\$161.35	\$6,350.73
Oct 01, 2024	VSA FEE12790671 - Pre-Authorized Debit VSA FEE12790671	\$45.73		\$6,305.00
Oct 01, 2024	MC FEE 12790671 - Pre-Authorized Debit MC FEE 12790671	\$53.07		\$6,251.93
Oct 01, 2024	VSA DEP12790671 - Pre-Authorized Credit VSA DEP12790671		\$141.30	\$6,393.23
Oct 01, 2024	VSA DEP12790671 - Pre-Authorized Credit VSA DEP12790671		\$96.30	\$6,489.53
Oct 01, 2024	MC DEP 12790671 - Pre-Authorized Credit MC DEP 12790671		\$227.10	\$6,716.63
Oct 01, 2024	VSA DEP12790671 - Pre-Authorized Credit VSA DEP12790671		\$218.20	\$6,934.83
Oct 01, 2024	MC DEP 12790671 - Pre-Authorized Credit MC DEP 12790671		\$226.60	\$7,161.43
Oct 01, 2024	MC DEP 12790671 - Pre-Authorized Credit MC DEP 12790671		\$210.60	\$7,372.03
Oct 01, 2024	VSA DEP12790671 - Pre-Authorized Credit VSA DEP12790671		\$272.15	\$7,644.18

DATE	DESCRIPTION	DEBIT	CREDIT	BALANCE
Oct 01, 2024	MC DEP 12790671 - Pre- Authorized Credit MC DEP 12790671		\$88.60	\$7,732.78
Oct 02, 2024	VSA DEP12790671 - Pre- Authorized Credit VSA DEP12790671		\$274.40	\$8,007.18
Oct 03, 2024	VSA DEP12790671 - Pre- Authorized Credit VSA DEP12790671		\$95.80	\$8,102.98
Oct 03, 2024	MC DEP 12790671 - Pre- Authorized Credit MC DEP 12790671		\$264.95	\$8,367.93
Oct 04, 2024	VSA DEP12790671 - Pre- Authorized Credit VSA DEP12790671		\$162.60	\$8,530.53
Oct 04, 2024	MC DEP 12790671 - Pre- Authorized Credit MC DEP 12790671		\$187.70	\$8,718.23
Totals and Ending Balance		\$98.80	\$4,547.65	\$8,718.23
Balance Change Difference between starting and ending balances				\$4,448.85