

# Westgate Parent Association Meeting Minutes



November 13, 2024  
86 West Gate

Present:

- PA Exec: Sandi Conrad, Cayla, McKechnie, Linsy Gariepy, Sebastien De Lazzer
- Staff: Heidi Koop
- Parents: Carolyn

1. **Welcome**

2. **Approval of Agenda**

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

3. **Approval of Minutes** - October 8, 2024

Motion brought forward by: Sandi; Motion seconded by: Carolyn

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

1. Heidi thanks the PA for all the work behind the scenes. Fantastic to see all the family events happening.
2. Last week, 10 teachers were missing! Lots of professional development is happening, which is really exciting. Parliament, 6 teachers off to a treaty education conference, Cara went off on a Math PD
3. Volleyball is wrapping up, with basketball starting soon. One Act Play is also starting up. Wondering how we might be able to encourage new students to participate, particularly those in grade 9.

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

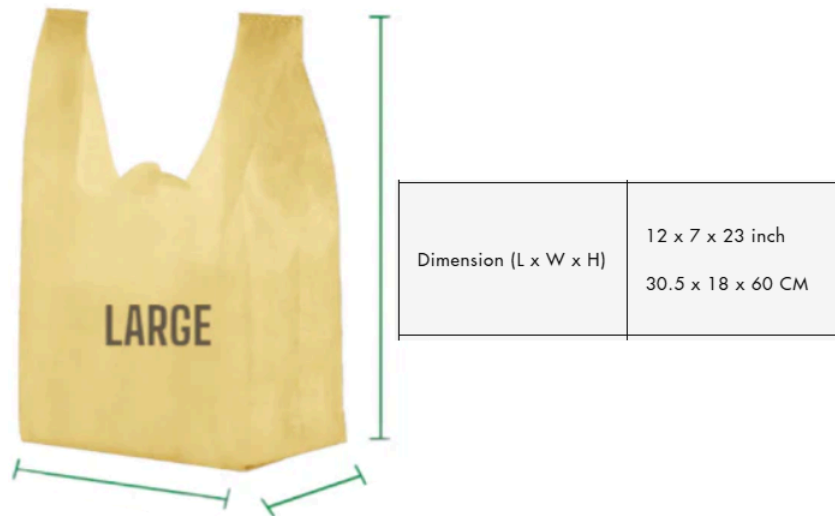
- Cayla - Researched greenhouses in the North end of the city. Five have been contacted and all have declined(Jensen's, Vandermeere, Good Turf, Schreimers, Schumski's). Cayla will keep looking!
- Heidi - Communicate with staff regarding requests. Action filled!

- Heidi - Inquire about whether we get discounts for laptops. We can but will have to buy too many to benefit, so it's a no-go.

## 6. **Fundraisers**

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

- i. I will let Sebastien discuss the financials for this event
  - We made approximately 4k from the fundraiser. We have not yet received a cheque from The Country Perogy Shop. It will be over 1,700\$, totalling close to 6,000\$!
- ii. Pickup is tomorrow - This year is the first year that all volunteer positions were filled and not only were they filled, they were filled on the first day the email went out specifically requesting volunteers for this event.
- iii. We will need to purchase bags for next year. After some research I have found 3 viable options:
  - I found this site which is cheap, although not pretty: <https://www.kimecopak.ca/products/reusable-shopping-bags-size-l>. Price is \$149 for 400 plus tax and shipping might be free. There are black bags available however the dimensions are smaller.



- This site seems to be mid-point, having various colours (including blue) and of a good size. Price is \$216.24 for 400 plus shipping (approx \$25): <https://www.bagoutlet.ca/t-shirt-reusable-shopping-bags-s5-12-x-7-x-21-inches-persian-blue-case-of-100/>



**Colour:** Persian Blue  
**Size:** 12"L x 21"H x 7" Width / Gusset  
**Material:** Polypropylene  
**Thickness:** 60 GSM  
**Case:** 100

- The company we went with last time is out of stock of the size we ordered but this is a viable option, being the most attractive and likely most durable of the 3 options, while being the most expensive:  
<https://www.blanks.ca/ideal-id1815-spacious-reusable-non-woven-shopping-grocery-totes-bags-eco-friendly-packing-bag-for-party-school-gift-promotional-event-etc-18x15x7-5-black-os.html>. Price is \$247.80 for 400 plus shipping.



**18x15x7.5"**

- iv. Vote & decide to go with option number 3  
Motion brought forward by: Linsy; Motion seconded by: Sebastian
- **FundScrip Gift Card Fundraiser**
  - i. Just as I was preparing to go live with the fundraiser, I was told by FundScrip that we need to go with the dates within their table and as such, the dates had to change from Nov.1 - Dec.4 to Nov.1 - Nov.22. This also impacts our pickup dates from being Dec.12 & 16 to Dec. 5 & 10. I think these pickup dates are much better because people will have their order sooner. One supporter advised that the pickup dates were still too late for his employee Christmas gifts, advising that a pickup at the end of November would have been ideal.

- ii. Order form was updated & flier created. Additionally, Cayla has created an ad for social media which is live. Website is live with details & the order form.
  - iii. As of 2024/10/11 we have received:
    - 8 orders
    - \$3,870.00 in orders
    - \$117.93 in profit
  - iv. Orders over \$3000 pay half of the delivery costs and orders over \$5000 pay no delivery costs. I am confident we'll make it over \$5000
  - v. We have learned that purchases cannot be made on a phone and must be done on a computer, unfortunately.
- **Spring Fundraiser**
    - i. We need to decide on dates for this. For now, this will be tabled. We will get back to it at a later date.

7. **Financials** - Sebastien De Lazzer

- Current Assets: \$9142.88 minus FundScrip order (less our profit) = \$5390.81 remaining for additional requests

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

8. **Grade Rep Activity Update**

- **Grade 6:** Reps, Linsy Gariepy; Dorothea Osborne; Rosemarie Mauer. They sent out a survey to determine the best date for the event and have now planned their event for November 23rd at FunPark.
- **Grade 7:** Rep, Susan Loewen, held their event at Activate on October 25th. She said the venue was great and that people had a great time. 29 families registered with a total of 74 attendees.
- **Grade 8:** Reps, Rachel Laurendeau; Nina Kander; Trisha Klassen; Zilla Jones, holding their event at Across the Board on November 24th.  
**\*Across the Board requires a \$500 deposit so the PA has committed to contribute \$100 towards this fee**, with the rest being divided equally among the attending families. If they get over 55 people, then the deposit is waived.
- **Grade 9:** Reps, Allison Pollard; Carolyn Minor, held their event at A Maze in Corn on October 27th. Carolyn said, "They had a beautiful day, the venue was great and people enjoyed their time there." 20 families registered with a total of 65 attendees.
- **Grade 10:** Reps, Angela Kornelsen; Olga Lytvynenko, have started planning their event for November 30th at Uptown Alley. I'm waiting on details of the event so that a registration form and emails/announcements can be created.
- **Grade 11:** Reps, Jennifer Goreski; Jennifer Lewis, held their event at Uptown Alley on November 8th. 23 families registered with a total of 51 attendees.

Jennifer Lewis said, “We were also able to reserve the back section of the restaurant area for parents to visit. It was slightly quieter there, and we were able to order drinks and food. We had two tables full of parents chatting. Overall, it was a successful evening. My son actually asked me if we could plan a second grade event later in the year.”

- Grade 12: Mardina Andrews; Zilla Jones; Anna Swaine; Anna Randall-Gryz, have planned their event for November 27th. It is a Food, Trivia & Fun night, similar to what they planned for grade 11 last year and which was well received.

## 9. **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 had committed \$5000 towards the bleachers for the graphics. I received the invoice and it is actually \$7566 so we’ll need to vote on whether we stick to the \$5000, pay the full amount, or do something in between. We would like more details before making a decision, such as where would the difference come from if we are unable to cover the difference. We will have to re-evaluate our finances after the fundraisers.
- We have received 2 new requests:

REQUEST #6 | RECIPIENTS: 2 of 5 | OCT 10, 2024

Westgate PA - Staff Request Form

You have been requested to review the following:

Requestor: cthiessen@westgatemennonite.org

Name & Position: Crys Thiessen

Current Date: Oct 02, 2024

Details of Request: Cameras for Photo Club

Options & Pricing: 2 Canon Cameras (approx \$1000x2 = \$2000)

Timing: The sooner the better as photo club has started. I have 20 kids and only 3 cameras.

Other: Photo Club is a great club for students who are looking to get involved in the school.

Is this funded through the school budget and if not, why?: There is no Fund for Photo Club

Have funds been requested from the student councils and if not, why?:

Council is just getting up and running

Are there other funds being secured and/or can this be partially funded? If so, please elaborate.: No

REQUEST #7 | RECIPIENTS: 2 of 5 | OCT 21, 2024

Westgate PA - Staff Request Form

You have been requested to review the following:

Requestor: hkoop@westgatemennonite.org

Name & Position: Heidi Koop (Vice-Principal)

Current Date: Oct 21, 2024

Details of Request: In tightening up our cell phone policy to be in line with Manitoba Education, some of our previous methods of instruction have become more difficult. In French and German classes, teachers will often provide opportunities for students to listen to real German or French speakers and complete connecting activities. Our language classrooms have a diversity of levels and so students aren't always watching the same videos. Having headphones allows our teachers to meet the students at their unique level. Some of our other teachers have also expressed interest so that kids can play music from their chromebooks while working on a quiet assignment. Some of our students have headphones, some have earbuds, some don't have any. Some of our chromebooks allow for bluetooth connection and some don't. We would like to purchase a number of headphones so that teachers can sign them out for a class and 2 stands to help keep them organized as they may move from room to room.

Options & Pricing: We want to balance cost and durability. We found these in a catalog for schools, so they aren't too cheap, but the price is still incredible.

<https://hamiltonbuhl.com/hamiltonbuhl-schoolmate-personal-sized-headphone-with-leatherette-cushions/>

<https://hamiltonbuhl.com/store/products/876/HamiltonBuhl-Headphone-Holder-Rack>



30 x \$7 (per headphone) = \$168

2 x \$70 (per storage rack) = \$140

Total: \$308 plus tax

Timing: Teachers have already expressed a need, so the sooner the better. But there is no direct deadline

Other: Thanks for your support and good luck with the perogy fundraiser!

Is this funded through the school budget and if not, why?: We have not needed headphones in the past

Have funds been requested from the student councils and if not, why?:

Yes, the junior council is contributing \$400 to 20 headphones with mics so that classes can record their speech. And we are now coming to the P.A. with more of the simpler headphones

Are there other funds being secured and/or can this be partially funded? If so, please elaborate.: No

- Request #6 Approved; Additional details: full amount (2,000\$)
- Request #7 Approved; Additional details: full amount (308\$ plus tax)

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

#### 10. **Other/Call for New Business**

- We received a donation of a laptop from parent, Lisa Cowan. Sandi tried to set it up, however unfortunately the software was not compatible with Windows 11 and as such, was too slow to run all that we needed.
- Sandi has donated a new laptop, bluetooth mouse and Snagit software to the PA. Sandi has been using it since October 21st and it seems to be



working well - it will be tested by the other members to ensure it meets everyone's needs. Thank you Sandi!

- Motion to Adjourn brought forward by: Cayla ; Motion seconded by: Linsy
- Summary of Action Items:
  - Cayla will keep on looking for a greenhouse in the North end of the city.



# Balance Sheet

## Westgate Parent Association

As of Nov 11, 2024

Report Type: Accrual (Paid & Unpaid)



ACCOUNTS	Nov 11, 2024
<b>Assets</b>	
Total Cash and Bank	\$27,982.78
Total Other Current Assets	\$1,796.00
Total Long-term Assets	\$0.00
<b>Total Assets</b>	<b>\$29,778.78</b>
<b>Liabilities</b>	
Total Current Liabilities	\$20,635.90
Total Long-term Liabilities	\$0.00
<b>Total Liabilities</b>	<b>\$20,635.90</b>
<b>Equity</b>	
Total Other Equity	\$0.00
Total Retained Earnings	\$9,142.88
<b>Total Equity</b>	<b>\$9,142.88</b>

# Profit and Loss

## Westgate Parent Association

Date Range: Sep 01, 2024 to Nov 11, 2024

Report Type: Accrual (Paid & Unpaid)



Sep 01, 2024  
to Nov 11, 2024

ACCOUNTS	
<b>Income</b>	
FundScrip Gift Card Fundraiser	\$3,870.00
Interest Earned	\$4.76
Perogy & Sausage Fundraiser	\$19,608.94
<b>Total Income</b>	<b>\$23,483.70</b>
<b>Total Cost of Goods Sold</b>	
	<b>\$0.00</b>
<b>Gross Profit</b>	<b>\$23,483.70</b>
As a percentage of Total Income	100.00%
<b>Operating Expenses</b>	
Banking Fees	\$3.55
Opening Ceremonies	\$362.20
Operating Costs	\$5.00
Staff Requests	\$20,635.90
<b>Total Operating Expenses</b>	<b>\$21,006.65</b>
<b>Net Profit</b>	<b>\$2,477.05</b>
As a percentage of Total Income	10.55%

# Account Transactions

## Westgate Parent Association

Date Range: Sep 01, 2024 to Nov 11, 2024

Report Type: Accrual (Paid & Unpaid)



DATE	DESCRIPTION	DEBIT	CREDIT	BALANCE
<b>Accounts Receivable</b>				
Under: Asset				
<b>Starting Balance</b>				<b>\$0.00</b>
Nov 11, 2024	The Country Perogy Shop - 3	\$1,796.00		\$1,796.00
<b>Totals and Ending Balance</b>		<b>\$1,796.00</b>	<b>\$0.00</b>	<b>\$1,796.00</b>
<b>Balance Change</b>				<b>\$1,796.00</b>
Difference between starting and ending balances				

# Account Transactions

## Westgate Parent Association

Date Range: Sep 01, 2024 to Nov 11, 2024

Report Type: Accrual (Paid & Unpaid)



DATE	DESCRIPTION	DEBIT	CREDIT	BALANCE
<b>Accounts Payable</b> Under: Liability				
<b>Starting Balance</b>				<b>\$0.00</b>
Sep 14, 2024	Westgate Mennonite Collegiate - Bill		\$5,000.00	\$5,000.00
Oct 23, 2024	Pioneer meat - Bill		\$2,393.90	\$7,393.90
Oct 23, 2024	Deb's Meatbuns - Bill		\$3,276.00	\$10,669.90
Oct 24, 2024	The Country Perogy Shop Inc - Bill 3332		\$9,966.00	\$20,635.90
<b>Totals and Ending Balance</b>		<b>\$0.00</b>	<b>\$20,635.90</b>	<b>\$20,635.90</b>
<b>Balance Change</b> Difference between starting and ending balances				<b>\$20,635.90</b>