

Westgate Parent Association

Meeting Minutes

January 8, 2025 Minutes

86 West Gate

Present:

- Parents: Alden Braul. Online: Dennis Krahn
- PA Exec: Sandi Conrad, Cayla McKechnie, Sebastien De Lazzer
- Staff: Heidi Koop

Welcome at 7:38

Approval of Agenda

Motioned by Cayla, seconded by Alden. Carried

Approval of Minutes

Motioned by Alden, seconded by Cayla. Carried

Westgate report

- Reminder: Heidi is present as a guidance and observer but does not have voting rights.
- Exams: Grade 12 students are currently in the middle of their provincial exams. Other exams will take place in two weeks, with teachers actively preparing students. Grade 9 follows a hybrid system with one exam and two midterms, while Grades 6-8 continue with regular classes.
- Extracurricular Activities: Various activities are underway, including the one-act play, the start of the basketball season, musical auditions, a winter hike for Grades 11-12, and Queensie camping for Grades 10-12. The German exchange program is also being organized.
- Recruitment Season: The open house is scheduled for the last Sunday of January. There will be a half-day event for Grade 5 and 6 students. A call for promotion and diffusion is in place.

Review Action items

- Cayla's update on greenhouses in the North End of the city
 - Historically, we have worked with Lacoste.
 - There has been ongoing difficulty in finding a more conveniently located nursery.
 - Cayla found the following options:
 - Jardin St. Leon: Confirmed – 7%
 - Vandermere Greenhouse (Île des Chênes): Confirmed – 15%

Fundraisers

- Perogy, Sausage & Meat Bun Fundraiser
 - We should decide on when to purchase bags and how many to purchase. You need approximately 200/year but since you pay for shipping, it may be a good idea to buy a couple years' worth, keeping in mind that someone would need to store them.
<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>
- ➔ The PA to buy 400 bags for around \$380.
 - FundScrip Gift Card Fundraiser
 - Started November 1, 2024 & Ended November 22, 2024
 - Pickup Dates were December 5, 2024 & December 10, 2024
 - 48 orders totalling \$41,310.00
 - Total Profit: \$1506.41 (3.65%)
 - *Notes for future fundraisers - we have to request a payout and we can only request it 2 weeks after we submit the orders/pay. Additionally, we can only request 2 payouts per year although I don't see us doing this fundraiser more than once a year anyway.
 - Spring Fundraiser
- ➔ The gift card sale is planned for March, before spring break, with pickup scheduled for mid-April.

Financials

Presented by Sébastien. See supporting documents.

Motion to Approve the Minutes – Motioned by Sandy, seconded by Dennis. Carried.

Grade Rep Activity Update

- Grade 6: Reps, Linsy Gariepy; Dorothea Osborne; Rosemarie Mauer held their event on November 23rd at FunPark. There were 13 registrations and 36 attendees.
- Grade 7: Complete
- Grade 8: Reps, Rachel Laurendeau; Nina Kander; Trisha Klassen; Zilla Jones, held their event at Activate on November 24th. She said the venue was great and that people had a great time. 26 families registered with a total of 65 attendees. They said that it was overall a successful event and nice to see families visiting and meeting each other outside of school. Trisha had the following suggestions: plan events earlier, maybe even start at the end of the school year or right away in September. There would be more choices for outdoor events too if we had planned earlier. Also late Nov/Dec runs into the busy season if you wait too late so less able to attend. Think of the kind of event you are planning activity-wise; if last year was high activity (last year was Sky Zone) then okay for this event to be lower activity. Yet maybe next year you want to move back to a high activity event (that way younger siblings could attend too which might be helpful for some families). Also consider the interests of all, not everyone enjoys active moving/sports so playing board games was a nice alternative to offer this year.
- Grade 9: Complete
- Grade 10: Reps, Angela Kornelsen; Olga Lytvynenko, had planned their event for November 30th at Uptown Alley however, due to a low number of registrants, they've rescheduled for January 10th.
- Grade 11: Complete
- Grade 12: Mardina Andrews; Zilla Jones; Anna Swaine; Anna Randall-Gryz, had planned their Food, Trivia & Fun night for November 27th however, due to a low number of registrations, they've rescheduled for February 6th.

Requests

- PA Staff Request Mandate:

Requests should aim to enhance the student experience in ways that would not be possible within the regular school budget.

It is not the PA's responsibility to fund routine school operations, staff, or standard equipment needs.

- We have committed to the following:
 - o \$5000 towards the bleachers for the graphics - not yet fulfilled
 - o \$2000 Cameras for photo club - not yet fulfilled
 - o \$308+tax for headphones & racks for classrooms - not yet fulfilled
- We have received 2 new requests:
 - o Request #8: Chromebooks – Funding to cover the upgrade.
- ➔ Motion to approve \$2,000 (proposed by Sandy and seconded by Alden). Carried.
 - o Request #9: Art Equipment – No specific amount requested.
- ➔ Motion to approve \$300 (proposed by Cayla and seconded by Dennis). Carried.

Other/Call for New Business

- o PA Executive 2025/2026:
 - This is Sandi's last year so we're going to need a new Chair
 - We need to start thinking about what the PA executive will look like next year
 - I've reached out to a number of people who have volunteered for events with the PA to let them know we'll be looking for new member/members of the executive
- o Staff Appreciation - what is a good week?

Action items: Heidi to check the week for staff appreciation.

Motion to Adjourn

The meeting was adjourned at 9:16 PM, motioned by Sandi and seconded by Dennis.

Balance Sheet

Westgate Parent Association

As of Jan 05, 2025

Report Type: Accrual (Paid & Unpaid)



ACCOUNTS

Jan 05, 2025

Assets	
Cash and Bank	
Checking Account	\$9,225.62
Staff Appreciation Savings	\$1,053.18
Total Cash and Bank	\$10,278.80
Other Current Assets	
Accounts Receivable	\$1,506.16
Total Other Current Assets	\$1,506.16
Long-term Assets	
Total Long-term Assets	\$0.00
Total Assets	\$11,784.96
Liabilities	
Current Liabilities	
Accounts Payable	\$7,344.96
Total Current Liabilities	\$7,344.96
Long-term Liabilities	
Total Long-term Liabilities	\$0.00
Total Liabilities	\$7,344.96

Equity	
Retained Earnings	
Profit for all prior years	\$6,665.83
Profit between Sep 1, 2024 and Jan 5, 2025	-\$2,225.83
Total Retained Earnings	\$4,440.00
Total Equity	\$4,440.00

Profit and Loss

Westgate Parent Association

Date Range: Sep 01, 2024 to Jan 05, 2025

Report Type: Accrual (Paid & Unpaid)



Sep 01, 2024
to Jan 05, 2025

ACCOUNTS

Income

FundScrip Gift Card Fundraiser	\$1,506.16
Interest Earned	\$8.78
Perogy & Sausage Fundraiser	\$4,005.04
Total Income	\$5,519.98

Total Cost of Goods Sold	\$0.00
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Gross Profit	\$5,519.98
As a percentage of Total Income	100.00%

Operating Expenses

Banking Fees	\$33.65
Opening Ceremonies	\$362.20
Operating Costs	\$5.00
Staff Requests	\$7,344.96
Total Operating Expenses	\$7,745.81

Net Profit

As a percentage of Total Income

-\$2,225.83

-40.32%

Account Transactions

Westgate Parent Association

Date Range: Sep 01, 2024 to Jan 05, 2025

Report Type: Accrual (Paid & Unpaid)



DATE	DESCRIPTION	DEBIT	CREDIT	BALANCE
Staff Requests Under: Expense > Operating Expense				
Starting Balance				\$12,510.93
Sep 14, 2024	Westgate Mennonite Collegiate - Bill - Staff Request	\$5,000.00		\$17,510.93
Jan 04, 2025	Westgate Mennonite Collegiate - Bill Request #6 - Staff Request	\$2,000.00		\$19,510.93
Jan 04, 2025	Westgate Mennonite Collegiate - Bill Request #7 - Staff Request	\$344.96		\$19,855.89
Totals and Ending Balance		\$7,344.96	\$0.00	\$19,855.89
Balance Change Difference between starting and ending balances				\$7,344.96