

Westgate Parent Association AGM Meeting Minutes



June 10, 2025
86 West Gate

Present:

- Parents: Jeremy Mitchell-Koch, Flora Fan, Tammy Sawatzky, Alden Braul
- PA Exec: Sandi Conrad, Cayla McKechnie
- Staff: Heidi Koop

1. Welcome

2. Approval of Agenda

- a. Motioned by Tammy, Seconded by Linsy. Carried.

3. Approval of Minutes - May 14, 2025

- a. Motioned by Jeremy, Seconded by Tammy. Carried.

4. Westgate report

- It is exam week, a very different pace and energy. Teachers and supporting and challenging students. Next week is alternative education week. James and Lori are in the Middle East with students. Lots of staff are on the European Tour with students - in France and Germany. Next week other students are off on their camping, canoe adventures. Urban rec will also be happening next week, as well the yearbook committee. School is about more than academics. It is also about learning who you are and taking on new challenges. It is important to learn other skills outside of academics in the development of students. Also, a thank you to the PA committee.

5. Review Action items

- a. Sandi - Email for Grade Reps - will discuss in grade rep section

Westgate Parent Association

AGM Meeting Minutes

6. Fundraisers

a. Plan on continuing with the same fundraisers next year:

i. Fall Fundraiser - Perogy, Sausage & Meatbuns:

- We are considering adding New Bothwell Cheese. Here are the details:
 - a. Between 20-25% profit on purchases (depends on item purchased)
 - b. Require order at least 2 weeks in advance
 - c. Can deliver at date/time we choose
 - d. They will send invoice a couple days prior to delivery which will be total amount owing (Total sales less our profits - we keep profits and only pay what's left)
 - e. Provide cheque on day of delivery
 - f. We'll need to request that they pack delivery based on product as that is not normally how they would pack. They normally have multiple sellers (e.g. students selling and having multiple orders) and would pack each order but they can't pack each of our orders.
- If we go with them it will be Perogies, Sausage, Meatbuns & Cheese, Oh my! I think we need to think of a shorter name! Here are some suggestions from ChatGPT:
 - a. Fall Feast Fundraiser
 - b. Harvest Bites & Delights
 - c. Cozy Comforts Fundraiser
 - d. Taste of Tradition
 - e. Savour the Season
 - f. Perogy & More Fall Sale
 - g. Hearty Harvest Sale
 - h. Warm-Up with Westgate
 - i. Fall Freezer Fill-Up
 - j. Deliciously Westgate

It has been decided to go ahead with the New Bothwell fundraiser, and we will go with the name Fall Freezer fill up

ii. Winter Fundraiser - FundScrip Gift Cards

- No change

Westgate Parent Association

AGM Meeting Minutes



- iii. Spring Fundraiser - Greenhouse Gift Cards
 - No change

7. Financials

- a. Presented by Sandi. Financial Report includes the following reports:
 - i. **Balance Sheet** (As of June 8)
 - ii. **Profit & Loss** and **Account Balances** (Since last report; May 11, 2025 - June 8)
 - iii. **Profit & Loss** and **Account Balances** (YTD: 2024/09/01 - 2025/06/08)
- b. **Balance Sheet:**
 - i. Currently have a total of \$8,136.92 in our accounts; \$7,077.03 in Chequing and \$1,059.89 in Staff Appreciation accounts
 - ii. Our liabilities are \$5000 for bleachers
 - iii. \$2,077.03 remaining in chequing account after liabilities
- c. **Profit & Loss** (May 11, 2025 - June 8, 2025)
 - i. Income:
 - We ran the Grad Yard Sign event:
 - a. 34 people indicated an interest in ordering a total of 45 signs
 - b. I learned from last year to remove about 5 from the total to account for duplicate orders or people who don't end up ordering
 - c. Based on 40 signs, total cost was estimated at \$9.50/each (rounded up to the nearest 50)
 - d. 37 people ended up ordering a total of 46 signs. A couple of people paid \$10 instead of \$9.50
 - e. Final price per sign was \$9.02 (incl tax), totalling \$414.90
 - f. Total monies on the profit and loss document was \$421.00
 - We received \$40 cash for Staff Appreciation, which was e-transferred to the PA chequing account due to there already being so much in the Staff Appreciation account
 - *One order was paid to the school. The school gave us cash so that will be e-transferred to the PA account.

Westgate Parent Association AGM Meeting Minutes



ii. Expenses:

- We pay \$5/month to Moneris to maintain our ability to sell online. We only pay this when we're not receiving online orders.
- We reimbursed a parent \$229.38 for staff appreciation purchases

d. **Account Balances** (May 11, 2025 - June 8, 2025)

- i. Nothing notable

e. **Profit & Loss YTD** (Sept 1, 2024 - June 8, 2025)

- i. Nothing notable

f. **Account Balances YTD** (Sept 1, 2024 - June 8, 2025)

- i. Nothing notable

Motion to Approve the Financials – Motioned by Linsy, Seconded by Alden. Carried.

Westgate Parent Association

AGM Meeting Minutes

8. Grade Rep Activity Update

- a. We sent out 2 emails requesting volunteers for Grade reps and all but grade 6 has been filled. I recommend another email go out very soon in the new school year, perhaps even before school starts:

Grade	Name(s)
6	
7	Linsy Gariepy
8	Susan Loewen
9	Rachel Laurendeau; Lauren Hope
10	Allison Pollard; Carolyn Minor
11	Olga Lytvynenko; Anna Randall-Gryz
12	Ila Wiebe; Theresa Vandean

9. Staff 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.

- a. We have committed to the following:
- i. \$5000 towards the bleachers for the graphics - not yet fulfilled. We had hoped to have the payment requisition by now however accounting is waiting on the final invoice from the company before they invoice us

10. Other/Call for New Business - Presented by Sandi Conrad

- a. Our current Secretary, Linsy Gariepy, will be leaving us this year as life with 4 kids and a full time job has made balancing the PA duties a bit too difficult. We appreciate her help this past year and wish her all the best.
- b. This is my last year because my daughter is graduating and as such, I cannot serve as a member of the PA. I will still remain available for consultation as needed and if you need volunteers, feel free to give me a call.
- c. Introduction & Voting for Current & new Executives:

Westgate Parent Association

AGM Meeting Minutes



- i. Chair - Cayla McKechnie. Cayla has been Vice-Chair for the last two years and is stepping up to fill the Chair position. Her daughter, Jaycee, will be entering grade 11
- ii. Vice Chair - Jeremy Mitchell-Koch. Jeremy is new to the PA. He has a son entering grade 10.
- iii. Treasurer - Flora Fan. Flora has 2 children; one going into grade 8 and the other into grade 10
- iv. Secretary - Tammy Sawatzky. Tammy has a son who will be graduating next year

Cayla has been hugely instrumental in the success of the PA and I could not have done it for the past 2 years without her. I believe she will be a phenomenal Chair for the PA, leading with experience, enthusiasm and a great sense of teamwork.

Both Cayla and I had prayed for good people to join the PA Executive and we believe our prayers were answered. We interviewed Jeremy, Flora and Tammy and we believe they will be a huge asset to the team, all being willing to help out in whatever way they can and bringing with them their experiences from various backgrounds.

My final year is bitter-sweet; it has been a lot of hard work, having been quite trying at times, but the improvements over the years have been remarkable and the relationships have made it all worthwhile. I see the team as it is presented here today and I wish I could have had it 3 years ago, but am so glad that at least we have them now! I know that Cayla will have the support she needs next year and am so very grateful for that.

- Can I get a motion to accept the slate of PA executive members as presented?

Motioned by Jeremy, Seconded by Sandi. Carried.

Westgate Parent Association AGM Meeting Minutes



Action items:

1. For Sandi - Email out for grade reps for next year

Motion to Adjourn

The meeting was adjourned at 8:34pm, Motioned by Sandi, Seconded by Cayla, . Carried.