



Westgate Parent Association Meeting Minutes

December 09, 2025
86 West Gate

Present:

- Parents: Desiree Single,
- PA Exec: Cayla McKechnie, Jeremy Mitchel-Koch, Flora Fan, Tammy Sawatzky
- Staff: Heidi Koop

1. Welcome

2. Approval of Agenda

- a. Motion Desiree Single, Carried Jeremy Mitchel-Koch

3. Approval of Minutes - October 8, 2025 and November 12, 2025 (No Quorum)

- a. October Motion Jeremy Mitchel-Koch, Carried Desiree Single
- b. November Motion Desiree Single, Carried Flora Fan

4. Westgate Admin Report (Heidi Koop)

- Wonderful to host the Christmas concert at the school last night (Dec 8). There were approximately 650 at the school and about 500 online.
- Recent highlights were A Wrinkle in Time play and Evening of the Arts.
- Choir is going caroling to Misericordia Hospital and Lions Place on Portage Ave.
- Students helped out with Giving Tuesday and the Misericordia Angel Squad, singing on Sherbrooke St.
- As announced to parents/caregivers, school is being more strict with front doors open given a recent break in.

5. Review Action items

Grade Event Planning (Jeremy Mitchel-Koch)

- All events are planned or have happened.
- Grade 9 is still in planning stage.

6. Financials - Presented by Cayla McKechnie (Flora fan was away and just catching up on things now)

- Financials are in flux at this time due to recent fundraisers and cash flow.
- October Motion Desiree Single, Carried Jeremy Mitchel-Koch
- November Motion Flora Fan, Carried Tammy Sawatzky

7. Fundraisers

Fall Freezer fill-up update

- Our fall freezer fill-up was successful! Deliveries and packing went very well. We did have a few hiccups which was expected but easily fixed once the issue was identified. There were a couple of damaged food packages that the companies replaced. Overall, everything went smoothly and want to thank everyone for volunteering their time to make this fundraiser happen - it was greatly appreciated.
- New Bothwell Cheese customer service was outstanding.
- Our total profit was **\$3,783.90**.

Fundscrip

- The Fundscrip Gift Card Fundraiser is now complete.
- I have requested our donation cheque and it is on the way.
- We ended up getting some big orders on the last 2 days.
- Thank you to all who supported our fundraiser.
- Our total profits was **\$1172.69**.

Greenhouse Gift cards

- Ron Paul Garden Centre asked to participate. They are happy to do a 20% return and their gift cards are good on all items except Barkman Concrete products.
- St. Leon's Garden is participating with a 10% return for the spring fundraiser.
- T & T Seeds and LaCoste are also involved.
- All but one organization involved has a connection to the school.
- Greenhouse Fundraiser from **February 6-27, with pick up being March 12.**

8. 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.

- No requests to report to date.
- With no current funding requests, money raised from fundraisers sit idle accruing interest.

9. Other/Call for New Business

- Given the limited agenda and a scheduling conflict, it was proposed to not have a January 7 meeting. All agreed.
- Next meeting is **February 10, 2026**
- Notification of a READ ME file for Fall Freezer Fill Up 2026 indicating suggestions has been created in the shared PA drive.

Action items:

- Investigate alumni list option to circulate fundraiser information - especially the fall freezer fill up.

Motion to Adjourn

The meeting was adjourned at 8:12pm, Motion Tammy Sawatzky, Carried Desiree Single

NEXT MTG: February 10 at 7:30, 2026

Profit and Loss

Westgate Parent Association

Date Range: Nov 09, 2025 to Dec 06, 2025
Report Type: Accrual (Paid & Unpaid)



Nov 09, 2025
to Dec 06, 2025

ACCOUNTS

Income	
FundScrip Gift Card Fundraiser	\$27,510.00
Interest Earned	\$0.88
Perogy & Sausage Fundraiser	\$1,498.00
Total Income	\$29,008.88
Cost of Goods Sold	
FundScrip Gift Card Fundraiser	\$33,100.00
Perogy & Sausage Fundraiser	\$111.10
Total Cost of Goods Sold	\$33,211.10
Gross Profit	-\$4,202.22
As a percentage of Total Income	-14.49%
Operating Expenses	
Banking Fees	\$7.65
Moneris Online Fees	\$5.00
Total Operating Expenses	\$12.65

Net Profit	-\$4,214.87
As a percentage of Total Income	-14.53%

Balance Sheet

Westgate Parent Association

As of Dec 06, 2025
Report Type: Accrual (Paid & Unpaid)



ACCOUNTS		Dec 06, 2025
Assets		
Cash and Bank		
Checking Account		\$5,426.29
Staff Appreciation Savings		\$1,066.73
Total Cash and Bank		\$6,493.02
Other Current Assets		
Total Other Current Assets		\$0.00
Long-term Assets		
Total Long-term Assets		\$0.00
Total Assets		\$6,493.02
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	\$3,137.61
Profit between Sep 1, 2025 and Dec 6, 2025	\$3,355.41
Total Retained Earnings	\$6,493.02
Total Equity	\$6,493.02

Account Balances

Westgate Parent Association

Date Range: Nov 09, 2025 to Dec 06, 2025



ACCOUNT	STARTING BALANCE	DEBIT	CREDIT	NET MOVEMENT	ENDING BALANCE
Assets					
Checking Account	\$25,587.04	\$29,008.00	\$49,168.75	-\$20,160.75	\$5,426.29
Staff Appreciation Savings	\$1,065.85	\$0.88	\$0.00	\$0.88	\$1,066.73
Total Assets	\$26,652.89	\$29,008.88	\$49,168.75	-\$20,159.87	\$6,493.02
Liabilities					
Accounts Payable	\$15,945.00	\$49,156.10	\$33,211.10	-\$15,945.00	\$0.00
Total Liabilities	\$15,945.00	\$49,156.10	\$33,211.10	-\$15,945.00	\$0.00
Equity					
Total Equity	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Income					
FundScrip Gift Card Fundraiser		\$0.00	\$27,510.00	\$27,510.00	
Interest Earned		\$0.00	\$0.88	\$0.88	
Perogy & Sausage Fundraiser		\$0.00	\$1,498.00	\$1,498.00	
Total Income		\$0.00	\$29,008.88	\$29,008.88	

Expenses			
Banking Fees	\$7.65	\$0.00	\$7.65
FundScrip Gift Card Fundraiser	\$33,100.00	\$0.00	\$33,100.00
Moneris Online Fees	\$5.00	\$0.00	\$5.00
Perogy & Sausage Fundraiser	\$111.10	\$0.00	\$111.10
Total Expenses	\$33,223.75	\$0.00	\$33,223.75
Total for all accounts	\$111,388.73	\$111,388.73	