

Westgate Parent Association Meeting Minutes

February 10, 2026
86 West Gate

Present:

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

1. Welcome

Meeting called to order: 7:32pm

2. Approval of Agenda

- a. Motion Jeremy Mitchel-Koch , Carried by Tammy Sawatzky

3. Approval of Minutes - December 09, 2025

- b. December motion: Flora Fan, Jeremy Mitchel-Koch

4. Westgate Admin Report (Heidi Koop)

- Thank you to parents and Westgate cheerleaders for spreading the word about Westgate. The school is getting lots of excellent applications for the 2026-27 school year for a variety of reasons. Word of mouth is powerful and is working.
- Grade 6-8 first ever interterm week took place during senior high exam week. Students participated in the following classes: cooking, art, woodworking, sewing, ice fishing and swimming activities to name a few. Some tweaking but will run this again.
- Second semester has started and is going well.
- Manitoba Federation for Independent School - Linden Christian is hosting a parent night, Thursday, February 12, 7-830pm. PA to circulated notification to parents.

5. Review Action items

Grade Event Planning (Jeremy Mitchel-Koch)

- Jeremy to work with grade 9 class to organize an event.

Staff Appreciation Week

- Jeremy, we need to come up with a week that suits the school best. Talk with Heidi and get things going with so people can start planning. Last year we had it at the beginning of May.

6. Financials - Presented by Flora Fan

- Motion Flora Fan, Carried Jeremy Mitchel-Koch

7. Fundraisers

Greenhouse Gift cards

- The spring Greenhouse Gift Card Fundraiser is underway. So far we only have about 11 orders but it is still early.
- This year we have 4 local businesses involved:
 - St.Leon's, LaCoste, T&T Seeds and Ron Paul Garden Centre.
 - All have been awesome to work with so far.
- Last year we allowed credit card payment for the greenhouse fundraiser but this year I set it up to only take e-transfer and cheques as it won't eat up as much of our profit. So we will see if that hinders sales or not. I hope it doesn't but time will tell.
- The fundraiser runs from Feb 6 to Feb 27.
- Pick up is Thursday, March 12 from 3:30-5:30pm.
- Cayla might need one of our team to help with the pick up date? Anyone available at that time? Jeremy might be available to assist.

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.

- Consideration for funding towards Interterm. Heidi to let us know. Revisit in March.
- Investigation into lighting outside the gym (north side). Heidi to talk to James.
- No formal requests to report to date.
- With no current funding requests, money raised from fundraisers sit idle accruing interest.

9. Other/Call for New Business

- n/a

Action items:

- Grade 9 class event (Jeremy)
- Staff appreciation - need date (Jeremy and Heidi to come with options in March)

Motion to Adjourn

The meeting was adjourned at 8:10pm, Motion by Tammy Sawatzky, Carried Jeremy Mitchel-Koch

NEXT MTG: Wednesday, March 11 at 7:30

Balance Sheet

Westgate Parent Association

As of Feb 07, 2026

Report Type: Accrual (Paid & Unpaid)



ACCOUNTS

Feb 07, 2026

Assets	
Cash and Bank	
Checking Account	\$8,289.08
Staff Appreciation Savings	\$1,068.55
Total Cash and Bank	\$9,357.63
Other Current Assets	
Total Other Current Assets	\$0.00
Long-term Assets	
Total Long-term Assets	\$0.00
Total Assets	\$9,357.63
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 Feb 7, 2026	\$6,220.02
Total Retained Earnings	\$9,357.63
Total Equity	\$9,357.63

Profit and Loss

Westgate Parent Association

Date Range: Dec 07, 2025 to Feb 07, 2026

Report Type: Accrual (Paid & Unpaid)



Dec 07, 2025
to Feb 07, 2026

ACCOUNTS

Income	
FundScrip Gift Card Fundraiser	\$1,572.69
Greenhouse Gift Cards	\$1,301.80
Interest Earned	\$1.82
Total Income	\$2,876.31
Total Cost of Goods Sold	\$0.00
Gross Profit	\$2,876.31
As a percentage of Total Income	100.00%
Operating Expenses	
Banking Fees	\$1.70
Moneris Online Fees	\$10.00
Total Operating Expenses	\$11.70
Net Profit	\$2,864.61
As a percentage of Total Income	99.59%

Account Balances

Westgate Parent Association

Date Range: Dec 07, 2025 to Feb 07, 2026



ACCOUNT	STARTING BALANCE	DEBIT	CREDIT	NET MOVEMENT	ENDING BALANCE
Assets					
Checking Account	\$5,426.29	\$2,874.49	\$11.70	\$2,862.79	\$8,289.08
Staff Appreciation Savings	\$1,066.73	\$1.82	\$0.00	\$1.82	\$1,068.55
Total Assets	\$6,493.02	\$2,876.31	\$11.70	\$2,864.61	\$9,357.63
Liabilities					
Total Liabilities	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Equity					
Total Equity	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Income					
FundScrip Gift Card Fundraiser		\$0.00	\$1,572.69	\$1,572.69	
Greenhouse Gift Cards		\$0.00	\$1,301.80	\$1,301.80	
Interest Earned		\$0.00	\$1.82	\$1.82	
Total Income		\$0.00	\$2,876.31	\$2,876.31	

Expenses			
Banking Fees	\$1.70	\$0.00	\$1.70
Moneris Online Fees	\$10.00	\$0.00	\$10.00
Total Expenses	\$11.70	\$0.00	\$11.70
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Total for all accounts	\$2,888.01	\$2,888.01	