

Westgate Parent Association Meeting Minutes

March 11, 2026
86 West Gate

Present:

- Parents: Lizette Grivicic
- PA Exec: Cayla McKechnie, Jeremy Mitchell-Koch, Flora Fan, Tammy Sawatzky
- Staff: Heidi Koop (online)

1. Welcome

- a. Meeting started at 7:33pm

2. Approval of Agenda

- b. Motion Tammy Sawatzky, Carried by Flora Fan

3. Approval of Minutes - February 10, 2026

- c. Motion Tammy Sawatzky, Carried by Cayla McKechnie

4. Westgate Admin Report (Heidi Koop)

- Ski trip was big success with fantastic weather. Six Beaver buses traveled to Holiday Mountain with students. School is reviewing frequency of trip.
- Hosting provincial basketball playoffs, kudos to the PE team that carries the load.
- DNTT (Definitely Not The Tour) forms (for students not going on Music Tour), went out to students this week.
- Mr. Friesen and Ms. Koop have finished up interviews for 2026-27 school year. Invitation and rejection emails will go out in the coming weeks. More applications were submitted than spots available so several families will have to make alternative plans.

5. Review Action items

Grade Event Planning (Jeremy Mitchell-Koch)

- Jeremy to work with grade 9 class to organize an event.
- Have sent a few emails and haven't heard back so we will need to reach out for possible new reps?
- ACTION: Jeremy to reach out to grade 9 parents that can assist with staff appreciation week.

Staff Appreciation Week

- Heidi emailed 2 sets of dates that would work for the school. Jeremy, did we confirm and send out emails to get the ball rolling so people could start planning?

6. Financials - Presented by Flora Fan

- Motion by Flora Fan , Carried by Jeremy Mitchell - Koch

7. Fundraisers

Greenhouse Gift cards

- The spring Greenhouse Gift Card Fundraiser is complete.
- **Total sales was \$8,930.** Down \$170 from last year
- St. Leon's Total sales = \$3725, Profit 372.50 (10%)
- T&T Seeds Total Sales = \$1075, Profit 193.50 (18%)
- LaCoste Total Sales = \$3430, Profit 514.50 (15%)
- RonPaul Garden Centre Total Sales = \$700, Profit \$140 (20%). Ray Dubois was extremely generous and personally matched our profit and donated another \$140 of his own money. Amazing!
- **Total profit: \$1360.50**
- Pick up is March 12 from 3:30-5:30 in the atrium and Jeremy is going to man the table. Customers just need to sign for their envelopes as it is technically cash.

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.

- Conversation regarding funding costs associated with Interterm Week. Activities included: swimming lessons, cooking classes and art activities (wood carving and sewing). The decision to hold Interterm Week was made after the school budget was set, therefore finances were limited.
 - PA voted in favour of providing \$5000.00 toward Interterm Week.

9. Other/Call for New Business

- No new business

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 8:08 pm.

Motion by Jeremy Mitchell-Koch , Carried by Flora Fan

NEXT MTG: Tuesday, April 7, 2026 at 7:30pm

Balance Sheet

Westgate Parent Association

As of Mar 07, 2026

Report Type: Accrual (Paid & Unpaid)



ACCOUNTS

Mar 07, 2026

Assets	
Cash and Bank	
Checking Account	\$16,189.48
Staff Appreciation Savings	\$1,069.37
Total Cash and Bank	\$17,258.85
Other Current Assets	
Total Other Current Assets	\$0.00
Long-term Assets	
Total Long-term Assets	\$0.00
Total Assets	\$17,258.85
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 Mar 7, 2026	\$14,121.24
Total Retained Earnings	\$17,258.85
Total Equity	\$17,258.85

Profit and Loss

Westgate Parent Association

Date Range: Feb 08, 2026 to Mar 07, 2026

Report Type: Accrual (Paid & Unpaid)



Feb 08, 2026
to Mar 07, 2026

ACCOUNTS

Income	
Greenhouse Gift Cards	\$8,038.50
Interest Earned	\$0.82
Total Income	\$8,039.32
Total Cost of Goods Sold	\$0.00
Gross Profit	\$8,039.32
As a percentage of Total Income	100.00%
Operating Expenses	
Banking Fees	\$0.85
Moneris Online Fees	\$5.00
Other	\$132.25
Total Operating Expenses	\$138.10
Net Profit	\$7,901.22
As a percentage of Total Income	98.28%

Account Balances

Westgate Parent Association

Date Range: Feb 08, 2026 to Mar 07, 2026



ACCOUNT	STARTING BALANCE	DEBIT	CREDIT	NET MOVEMENT	ENDING BALANCE
Assets					
Checking Account	\$8,289.08	\$8,038.50	\$138.10	\$7,900.40	\$16,189.48
Staff Appreciation Savings	\$1,068.55	\$0.82	\$0.00	\$0.82	\$1,069.37
Total Assets	\$9,357.63	\$8,039.32	\$138.10	\$7,901.22	\$17,258.85
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					
Greenhouse Gift Cards		\$0.00	\$8,038.50	\$8,038.50	
Interest Earned		\$0.00	\$0.82	\$0.82	
Total Income		\$0.00	\$8,039.32	\$8,039.32	

Expenses			
Banking Fees	\$0.85	\$0.00	\$0.85
Moneris Online Fees	\$5.00	\$0.00	\$5.00
Other	\$132.25	\$0.00	\$132.25
Total Expenses	\$138.10	\$0.00	\$138.10
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Total for all accounts	\$8,177.42	\$8,177.42	