

# Westgate Parent Association Meeting Minutes

April 7, 2026

86 West Gate, Winnipeg MB

## Present:

- Parent: Hayfeng Chen
- PA Exec: Cayla McKechnie, Jeremy Mitchell-Koch, Flora Fan, Tammy Sawatzky
- Staff: Heidi Koop

## 1. Welcome

- a. Meeting started at 7:32pm

## 2. Approval of Agenda

- b. Motion by Jeremy Mitchell-Koch , Carried by Cayla McKechnie

## 3. Approval of Minutes - March 11, 2026

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

## 4. Westgate Admin Report (Heidi Koop)

- Easter Chapel was held Tuesday, April 7, was very joyful and nicely pulled together post-Spring Break. Lent invited students to times of prayer, walking labyrinth, and fasting. Lent and Easter brought together loving one another, the school theme for the year.
- April 16 music tour kick-off with all school concert/talent show and early dismissal. Tour is 10 days to Ontario with stops at Rockway Mennonite Collegiate and a few Mennonite congregations. Tour allows for students and staff to connect with other Mennonite schools, students and staff.
- May 11 is a Bursary Fundraiser banquet. Maybe the PA has a table?
- May 13 - community service day is in planning. Entire school volunteers around the city. Grade 6-8 find their own location/job, grade 9-12 is organized by the school. Community service is also a school fundraiser.

## 5. Review Action items

### Staff Appreciation Week\_(Jeremy Mitchell-Koch)

- Date: May 25 -29th
- Reached out to grade reps and has heard back from all grades to organize one day of the week.
- If purchases are made, receipts get turned into the PA.

### Grad Yard Signs

- Plan to send an email out for interest this week and then we can go from there. (Cayla)
- 59 graduates this year.
- Order in May.

### Next Year Exec Team

- Who is able to stay on?
  - Two positions available: Treasurer and Secretary
- Got a great email from an excited future grade 6 parent offering to help out next year in any capacity needed.

## 6. Financials - Presented by Flora Fan

- Motion by Flora Fan, Carried by Cayla McKechnie

## 7. Fundraisers

- No current fundraisers in play.
- Cayla starting to think about fall 2026.

## 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.

- Provided a cheque to Heidi today

#### 9. Other/Call for New Business

- Possibly moving our next month's meeting to May 12? Yes. May 12 was confirmed.

#### **Motion to Adjourn**

The meeting was adjourned at 8:03

Motion by Jeremy Mitchell-Koch, Carried by Tammy Sawatzky

**NEXT MTG: May 12 at 7:30pm**

# Balance Sheet

## Westgate Parent Association

As of Apr 04, 2026

Report Type: Accrual (Paid & Unpaid)



### ACCOUNTS

Apr 04, 2026

Assets	
<b>Cash and Bank</b>	
Checking Account	\$8,277.23
Staff Appreciation Savings	\$1,070.28
<b>Total Cash and Bank</b>	<b>\$9,347.51</b>
<b>Other Current Assets</b>	
<b>Total Other Current Assets</b>	<b>\$0.00</b>
<b>Long-term Assets</b>	
<b>Total Long-term Assets</b>	<b>\$0.00</b>
<b>Total Assets</b>	<b>\$9,347.51</b>
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Total Current Liabilities</b>	<b>\$0.00</b>
<b>Long-term Liabilities</b>	
<b>Total Long-term Liabilities</b>	<b>\$0.00</b>
<b>Total Liabilities</b>	<b>\$0.00</b>

<b>Equity</b>	
<b>Retained Earnings</b>	
Profit for all prior years	\$3,137.61
Profit between Sep 1, 2025 and Apr 4, 2026	\$6,209.90
<b>Total Retained Earnings</b>	<b>\$9,347.51</b>
<b>Total Equity</b>	<b>\$9,347.51</b>

# Profit and Loss

## Westgate Parent Association

Date Range: Mar 08, 2026 to Apr 04, 2026

Report Type: Accrual (Paid & Unpaid)



Mar 08, 2026  
to Apr 04, 2026

### ACCOUNTS

<b>Income</b>	
Interest Earned	\$0.91
<b>Total Income</b>	<b>\$0.91</b>
<b>Total Cost of Goods Sold</b>	
	<b>\$0.00</b>
<b>Gross Profit</b>	<b>\$0.91</b>
As a percentage of Total Income	100.00%
<b>Operating Expenses</b>	
Banking Fees	\$4.25
Moneris Online Fees	\$5.00
<b>Total Operating Expenses</b>	<b>\$9.25</b>
<b>Net Profit</b>	<b>-\$8.34</b>
As a percentage of Total Income	-916.48%

# Account Balances

## Westgate Parent Association

Date Range: Mar 08, 2026 to Apr 04, 2026



ACCOUNT	STARTING BALANCE	DEBIT	CREDIT	NET MOVEMENT	ENDING BALANCE
<b>Assets</b>					
Checking Account	\$16,189.48	\$0.00	\$7,912.25	-\$7,912.25	\$8,277.23
Staff Appreciation Savings	\$1,069.37	\$0.91	\$0.00	\$0.91	\$1,070.28
<b>Total Assets</b>	<b>\$17,258.85</b>	<b>\$0.91</b>	<b>\$7,912.25</b>	<b>-\$7,911.34</b>	<b>\$9,347.51</b>
<b>Liabilities</b>					
Accounts Payable	\$7,903.00	\$7,903.00	\$0.00	-\$7,903.00	\$0.00
<b>Total Liabilities</b>	<b>\$7,903.00</b>	<b>\$7,903.00</b>	<b>\$0.00</b>	<b>-\$7,903.00</b>	<b>\$0.00</b>
<b>Equity</b>					
<b>Total Equity</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Income</b>					
Interest Earned		\$0.00	\$0.91	\$0.91	
<b>Total Income</b>		<b>\$0.00</b>	<b>\$0.91</b>	<b>\$0.91</b>	
<b>Expenses</b>					
Banking Fees		\$4.25	\$0.00	\$4.25	
Moneris Online Fees		\$5.00	\$0.00	\$5.00	
<b>Total Expenses</b>		<b>\$9.25</b>	<b>\$0.00</b>	<b>\$9.25</b>	

---

**Total for all accounts**

**\$7,913.16**

**\$7,913.16**

---