

AGM Westgate Parent Association Meeting Minutes

June 9, 2026

86 West Gate, Winnipeg MB

Present:

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

1. Welcome

- a. Meeting started at 7:36 pm

2. Approval of Agenda

- b. Motion by Tammy Sawatzky , Carried by Cayla McKechnie

3. Approval of Minutes - May 12, 2026

- c. Motion Tammy Sawatzky, Carried by Flora Fan

4. Westgate Admin Report (Heidi Koop)

- In the home stretch. Westgate uses a gradual approach to exams starting in grade 6 with 1-2 exams. The goal is to make exams less scary. Grade 6-7 students also stay longer during the day. They don't leave. This helps parents with childcare and driving back/forth.
- Alternative Education (Alt Ed) starters next week, minus the overseas trips that left last weekend. Eleven different ways that students are engaged in alternative education. Alt Ed at Westgate is a highlight for students - they get to be with other students and interact with teachers in a different way.
- Graduation is June 24, final chapel and award ceremony is on June 26. Loren Brown is retiring after 39 years of service to Westgate.
- School starts late in September so things start right away with Cyclothan, etc.

5. Review Action items

Staff Appreciation Week Update (Jeremy Mitchell-Koch)

- Staff appreciation week went well. Staff really enjoyed and felt appreciated. Heidi reiterated their appreciation and mentioned how it brought more staff into the staff room mid-day.

Grad Yard Signs

- Signs have been ordered and Cayla picked them up from standard printing on Friday.
 - 39 signs were requested and 40 signs ordered in case there was someone who wanted and missed the deadline.
 - Theresa Van Dean is volunteering her time on Wednesday, June 10 from 10:30-12:30pm to hand them out.
 - They ended up being \$9.50 per sign for a total of \$406.95 which we e-transferred to Standard Press.
 - A reminder email will be sent out Wednesday morning as a reminder. All money was collected.

Next Year Exec Team

- Cayla has sent out two (2) emails asking if anyone is interested in any of the three (3) positions open on the PA as Jeremy has also decided to step down from the Vice-Chair position.
- So far, just today Cayla had one parent express interest in the treasurer position. (Allison Pollard) which is amazing. Also, today Cayla heard from another parent possibly interested in the secretary position. She hopes that works out. She reached out to Nick Demski who expressed interest earlier in the year who is a new parent but she hasn't heard back yet.
- If anyone knows of someone they think could be a good fit for the vice-chair position maybe give them a tap on the shoulder and have them reach out!
- Recruitment will continue and voting will take place at the September meeting.
- Earlier today, Cayla sent out an email also recruiting grade reps for next year. Allison Pollard and Carolyn Minor have confirmed for grade 11 next year.

6. **Financials** - Presented by Flora Fan

- See attached financial documents.
- Ending the year in a strong position. PA is a good place to start 2026-27 year.
- Motion by Flora Fan, Carried by Jeremy Mitchell Koch

7. **Fundraisers**

- We plan to carry on with the same 3 fundraisers for next year.
 1. Perogy, sausage, meatbun, cheese **September**
 2. Gift card fundraiser for Christmas (Fundscrip) **November**
 3. Greenhouse Fundraiser **March**

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.

- Cayla wrote out a cheque for the bell sets that were requested from Mrs Bishop-Wiebe. The total ended up being \$803.04. She dropped it off to Long and McQuade on Pembina HWY on Friday. Cayla's understanding is that so far we received one set of bells but the other two (2) are on order and should be received by the end of June.

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

- No new business.

Motion to Adjourn

The meeting was adjourned at 8:02 pm

Motion by Cayla McKechnie, Carried by Jeremy Mitchell Koch

NEXT MTG: Tuesday September 15, 2026 7:30pm

Balance Sheet

Westgate Parent Association

As of Jun 08, 2026

Report Type: Accrual (Paid & Unpaid)



ACCOUNTS

Jun 08, 2026

| Assets | |
|------------------------------------|-------------------|
| Cash and Bank | |
| Checking Account | \$2,415.19 |
| Staff Appreciation Savings | \$1,600.87 |
| Total Cash and Bank | \$4,016.06 |
| Other Current Assets | |
| Total Other Current Assets | \$0.00 |
| Long-term Assets | |
| Total Long-term Assets | \$0.00 |
| Total Assets | \$4,016.06 |
| 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 Jun 8, 2026 | \$878.45 |
| Total Retained Earnings | \$4,016.06 |
| Total Equity | \$4,016.06 |

Profit and Loss

Westgate Parent Association

Date Range: May 10, 2026 to Jun 08, 2026

Report Type: Accrual (Paid & Unpaid)



May 10, 2026
to Jun 08, 2026

| ACCOUNTS | |
|---------------------------------|-------------------|
| Income | |
| Grad Yard Signs | \$361.50 |
| Interest Earned | \$1.55 |
| Staff Appreciation | \$1,539.00 |
| Total Income | \$1,902.05 |
| Total Cost of Goods Sold | |
| | \$0.00 |
| Gross Profit | \$1,902.05 |
| As a percentage of Total Income | 100.00% |
| Operating Expenses | |
| Banking Fees | \$0.85 |
| Grad Yard Signs | \$407.95 |
| Moneris Online Fees | \$5.00 |
| Staff Appreciation | \$1,010.84 |
| Staff Requests | \$803.04 |
| Total Operating Expenses | \$2,227.68 |

Net Profit

As a percentage of Total Income

-\$325.63

-17.12%

Account Balances

Westgate Parent Association

Date Range: May 10, 2026 to Jun 08, 2026



| ACCOUNT | STARTING BALANCE | DEBIT | CREDIT | NET MOVEMENT | ENDING BALANCE |
|----------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| Assets | | | | | |
| Checking Account | \$3,270.53 | \$361.50 | \$1,216.84 | -\$855.34 | \$2,415.19 |
| Staff Appreciation Savings | \$1,071.16 | \$1,540.55 | \$1,010.84 | \$529.71 | \$1,600.87 |
| Total Assets | \$4,341.69 | \$1,902.05 | \$2,227.68 | -\$325.63 | \$4,016.06 |
| Liabilities | | | | | |
| Accounts Payable | \$0.00 | \$803.04 | \$803.04 | \$0.00 | \$0.00 |
| Total Liabilities | \$0.00 | \$803.04 | \$803.04 | \$0.00 | \$0.00 |
| Equity | | | | | |
| Total Equity | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Income | | | | | |
| Grad Yard Signs | | \$0.00 | \$361.50 | \$361.50 | |
| Interest Earned | | \$0.00 | \$1.55 | \$1.55 | |
| Staff Appreciation | | \$0.00 | \$1,539.00 | \$1,539.00 | |
| Total Income | | \$0.00 | \$1,902.05 | \$1,902.05 | |

| Expenses | | | |
|-------------------------------|-------------------|-------------------|-------------------|
| Banking Fees | \$0.85 | \$0.00 | \$0.85 |
| Grad Yard Signs | \$407.95 | \$0.00 | \$407.95 |
| Moneris Online Fees | \$5.00 | \$0.00 | \$5.00 |
| Staff Appreciation | \$1,010.84 | \$0.00 | \$1,010.84 |
| Staff Requests | \$803.04 | \$0.00 | \$803.04 |
| Total Expenses | \$2,227.68 | \$0.00 | \$2,227.68 |
| <hr/> | | | |
| Total for all accounts | \$4,932.77 | \$4,932.77 | |