

Westgate Parent Association AGM Meeting Minutes



September 09, 2025
86 West Gate

Present:

- Parents: Desiree Single, Greg Chernish, Colin Jones, Jessica Threadkell, Nathan Kliewer, Karen Poetker and Curt Krahn, Allison Pollard, Alana Crocker
- PA Exec: Cayla McKechnie, Flora Fan, Jeremy Mitchell-Koch, Tammy Sawatzky (minutes)
- Staff: Heidi Koop

1. Welcome

2. PA Executive 2025/2026 Introductions

- Tammy Sawatzky - Secretary
- Jeremy Mitchell-Koch - Vice-Chair
- Flora Fan - Treasurer
- Cayla McKechnie - Chair

3. Approval of Agenda

- a. Motioned by Jeremy Mitchell-Koch, Seconded by Desiree Single. Carried.

4. Approval of Minutes - June 10, 2025

- b. Motioned by Tammy Sawatzky, Seconded by Desiree Single. Carried.

5. Westgate report

1. Opening chapel was fantastic! Students sang, the grade 12s did a skit and we hear about our chapel theme: Love
 - a. September-November: To love means to do no harm, Romans 13:8-10.
 - b. January-March: To love requires letting go of our ego, 1 Corinthians 13:4-5.
 - c. April-June: The command to love includes loving our enemy, Matthew 5:43-45.

2) Students: 343

- Grade 6: 20

Westgate Parent Association AGM Meeting Minutes



- Grade 7: 47
- Grade 8: 48
- Grade 9: 49
- Grade 10: 72
- Grade 11: 48
- Grade 12: 59

3) My role

- We are committed to having a staff member as a guest at P.A. meeting. It helps provide continuity and enables the staff member to give advice about what has been done in the past.
- I'm not here in my role as Vice-Principal. For any questions that relate to my role as VP, I'd ask you to contact me through our regular channels (email, calling the office, etc.)
- However, this is my fourth year as part of this committee and I'm happy to be there for you to bounce ideas off of.
- And while I'm here, I'm happy to give an update/report

4) Final piece - Thanks for all your involvement

I am most excited about when our community gathers. I am excited for your grade events. I'm really excited about Cyclathon. Please, please, please, put it on your calendar. Bring family, friends, and neighbours. It's a very open event. And I'm just excited to get the year started 😊

6. Review Action items

- c. The Opening Program is scheduled for Oct 9, 2025 . The day after our next meeting. We provide treat bags for all in attendance just as a welcome from the PA. I will go to bulk barn and pick up treats. In the past we did hershey kisses, jolly ranchers and life savors mints. They went over well so we will probably do the same. We need roughly 650. I will double check the bags and twist tie situation and order accordingly. We will need to coordinate a date to get together and get those packaged up.

Westgate Parent Association

AGM Meeting Minutes



- d. The grade events will be coordinated by Jeremy this year and he will be sending out emails tomorrow to hopefully get a couple people from our new grade 6 parents to take on that responsibility. Also, he will email the current reps and get the ball rolling on getting some events planned!

7. Financials

- e. Presented by Flora. Financial Report includes the following reports:
 - i. **Balance Sheet** (As of Sep 6, 2025)
 - ii. **Profit & Loss** and **Account Balances** (Since last report; June 8 - Sept. 6, 2025)
- f. **Balance Sheet:**
 - i. Currently have a total of \$8,132.61 in our accounts; \$7,068.98 in Chequing and \$1,063.63 in Staff Appreciation accounts
 - ii. Our liabilities are \$5000 for bleachers
 - iii. \$2,068.98 remaining in chequing account after liabilities
- g. **Profit & Loss** (June 8, 2025 - Sept. 6, 2025)
 - i. Expenses:
 - We pay \$5/month to Moneris to maintain our ability to sell online. We only pay this when we're not receiving online orders.
- h. **Account Balances** (June 8, 2025 - Sept. 6, 2025)
 - i. Nothing notable

Motion to Approve the Financials – Motioned by Nathan Kliewer, Seconded by Jeremy Mitchell -Koch . Carried.

8. Fundraisers

- i. Plan on continuing with the same fundraisers this year:
 - i. Fall Freezer Fill-Up Fundraiser - Perogy, Sausage, Meat Buns & New Bothwell Cheese:
 - *refer to print out

Westgate Parent Association

AGM Meeting Minutes



- We added New Bothwell Cheese this year. They have all been really great to work with so far. I have spoken to all companies involved and we are set to commence on Oct 3, 2025 . We had to push back our start date this year due to it conflicting with the Cyclathon. So we are only running for 3 weeks. I'm hoping that shouldn't matter and we will be just as successful. It will run from October 3,2025 and end Oct 24, 2025 . Pick up date will be Nov 13, 2025 . No exceptions. I have made sure to include on the order form and will also include in the emails that any orders not picked up that day will be donated or dispersed amongst volunteers as we don't have freezer room to keep any.

*refer to print out

ii. Winter Fundraiser - FundScrip Gift Cards

- No change other than trying to start earlier as feedback was the people wanted to order and receive them earlier for staff Christmas parties and planning for Christmas gifts.

iii. Spring Fundraiser - Greenhouse Gift Cards

- No change

9. **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.

We have committed to the following:

- iv. \$5000 towards the bleachers for the graphics - not yet fulfilled. We had hoped to have the payment requisition by now however accounting is waiting on the final invoice from the company before they invoice us
- v. Ask Heidi when we send that out through email to staff

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

Westgate Parent Association AGM Meeting Minutes



Action items:

1. HEIDI - circulate an email to staff asking for “needs” requests
2. CAYLA - asked to consider hosting snacks for grade 6-9 parents as they wait ahead of the opening program at Bethel Church (October 9).
Needs include: ordering food from cafeteria, cost estimates, availability of the dining hall at Bethel Church, quantity estimate, food pick up from WG, set up at Bethel Church, host event, clean up and boxes returned to WG/Lindsay.

Motion to Adjourn

The meeting was adjourned at 8:04pm, Motioned by Jeremy Mitchell-Koch , Seconded by Greg Chernish. Carried.

NEXT MTG: Wednesday, October 8, 7:30PM