Westgate Parent Association
Meeting Minutes

October 07, 2026
86 West Gate

Present:

- Parents: Lindsay Egan, Jonathan Weins, Nick Dempski
- PA Exec: Cayla McKechnie, Allison Pollard, Ana Iervolino

Staff: Heidi Koop

1. **Welcome**

   7:30pm start

   Introductions

2. **Approval of Agenda**

   a. Motioned byLindsay . Carried by Jonathan

3. **Approval of Minutes - September 15, 2026**

   a. Motioned by Lindsay . Carried by Allison

4. **Westgate Admin Report**

   a. Cyclathon had 17mm of rain but still a great turn out. 97 students participated, over 300 in attendance, and raised on average $131 per student.
   b. Opening program was a success. Theme this year is “come to the table”. God’s grace is for all.
   c. Dine and donate is oct 14. Great for community connection
   d. Parent teacher is coming up also. Sign up in Alma

5. **Review Action items**

- I came up with a new staff request form that is printable for staff to fill out and it was approved by Heidi and we will go with that for the foreseeable future. Heidi was able to get that out to the staff and I'll speak about that in a bit.

Opening Ceremony

- We have the opening ceremony tomorrow night (Oct 8). I have arranged an order from Lindsay in the Cafeteria to have snacks ready for pick up tomorrow at around 5pm and I will bring them to the church. I also will return the trays afterwards.
- We ordered 2 pans of chocolate oat squares, 1 each of Lemon square and spice cake, and 2 dozen GF chocolate chip cookies. This is the same amount we ordered last year and it seemed to work well.
- The cost ended up being $182, which is outstanding to Lindsay and you'll see that reflected in our financials.

Grade Events - Presented by Ana Iervolino

- Grade 6 - Potluck Karaoke
- Grade 7 - Options being discussed
- Grade 8 - Still in planning process
- Grade 9 - Oct23 or Nov13 Corn Maze or Rec room
- Grade 10 - Dakota Lanes Nov 13 or 20
- Grade 11 - Oct 25/Nov 21 Apex
- Grade 12 - Uptown Alley November 20th

6. **Financials** - Presented by Allison Pollard.

Motioned by Allison, Carried by Cayla

7. **Fundraisers**

Fall Freezer fill-up update

- The fundraiser launches this Friday! There are a few new products this year. Deb's meat buns have a few changes. Also, we could not do the Lactose free cheese from new bothwell this year as it is unavailable. I have the products on the website updated with the new product and new pricing for this year and the master order form is ready to go. I have printed a few for you to take a look at. People can place orders online which is easiest for us but these forms can also be printed and brought to the school with a cheque depending on peoples preferences.
- I have sent out the volunteer sign up sheet. I also, due to feedback from last year, ran it by Heidi and Lori to see if we could keep the loop free from children pick up on our pick up day (November 4th) so that it's a bit more safe for our volunteers and helps it stay less congested for order pick ups.

Fundscrip Gift Cards

- I have emailed my contact already about getting dates secured and i hope to have that finished up this week.

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.

- We had one staff request come in this last week from Heidi for a New Recess Bin. The old one was broken over the summer. The Bin has already been purchased and looks like it can be kept inside now with easy access to equipment needed. The cost is $145.60. We should take a vote if we would like to re-imburse Westgate for this. All in favour? APPROVED.

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

Action items:

1. Confirm Fundscrip Dates. Cayla
2. Check if we have a light for perogy and sausage distribution
3. Talk to volunteers about directing traffic away from loop

Motion to Adjourn

The meeting was adjourned at 8:15pm , Motioned by Allison. Carried by Jonathan

NEXT MTG: **Tuesday, November 10, 7:30PM**