

## Westview School Parent Association Meeting Minutes

Date: September 19, 2023

Location: In Person @ Art Room, Online via Zoom

Attendees: Stephanie Ash, Cindy Ure, Tiffany Walters, Carla Joseph, Cheryl Coley, Anna Gillespie, Borjana Cherniwchan, Kristen Knox, Melissa Rieder, Colleen O'Hara, Katarnia Semancikova, Catherine Aasen, Amanda Verge, James Sedgwick (Vice Principal), Waleed Najmeddine (Principal)

Call to Order: 7:39 pm

1. Introductions & Welcome
2. Treasurer's Report
  - Casino Account (restricted): Current Balance = \$28,474.94, Outstanding = \$0
  - General Account: Current Balance = \$6,994.39, Outstanding = \$372
3. Funding Requests
  - Amanda requested \$367.50 (general account) to renew the hot lunch website. Katarina motioned to approve (via online vote). Carried via online vote.
  - Waleed Najmeddine requested \$1100 (casino account) for the Grade 4 & 5 Gregoire Lake Field Trip. Stephanie motioned to approve. Seconded by Colleen. Carried.
  - Katarina requested up to \$2000 (general account) for reimbursement of Welcome BBQ expenses. Stephanie motioned to approve. Seconded by Anna. Carried.
4. Special Resolution - Revised Bylaws
  - The revised bylaws for the Westview School Parents Association, Corporate Access Number (CAN) 505668061 were presented and reviewed
  - Carla motioned to approve the revised WSPA bylaws as presented. Seconded by Stephanie. Approved.
  - The WSPA CAN 505668061 bylaws were signed at the meeting by President (Katarina), Vice President (Stephanie), Secretary (Cindy), Treasurer (Tiffany)
5. Casino
  - The next WSPA casino is scheduled for Nov 27 & 28, 2023. This is a major fundraiser for WSPA.  
**Action:** Cindy to submit Casino License Application by Sep 27 deadline.
  - Raffles & casino schedule to be discussed at next meeting

## 6. Fundraising

- Key purpose of WSPA fundraising is to fund items not covered within the casino account such as school events like the welcome BBQ or pancake breakfasts but primarily to support in need children and families at Westview School. Typically ~\$2000 is provided each year to the Administration to disburse as needed.
- Growing Smiles will not happen at Christmas this year due to the low profits and high time commitment required
- Brainstormed other fundraiser ideas such as a Christmas Concert raffle of items &/or 50/50 as well as beef jerky &/or coffee sale

## 7. Hot Lunch

- Hot lunch is kicked off for 2023/24 school year
- Amanda is inquiring about additional vendors including vegan/vegetarian options
- Volunteer sign up has been good so far but continued support is necessary to maintain the program
- Discussion about importance of hot lunch vendors cashing cheques in a timely manner

## 8. Events

- Feedback on the Welcome BBQ was overwhelmingly positive
- Lessons learned are to consider purchase of tablecloths, branded balloons/more balloons, a balloon pump, and to ensure recycle bins are available
- In future, up front payment for event supplies can be made via Ms. Randell with the school credit card until reimbursement by WSPA
- Halloween Dance will be scheduled for Oct 26 6-8pm with in house music/no DJ based on feedback from last year. Entry will be by donation to ASHFAM (A Safe Haven for Adolescent Mothers). A sign up genius will be made for volunteers to make popcorn, take donations, sell glow sticks, bracelets, water, popcorn, etc.

Next meeting is set for October 18, 2023 following PAC (in person & online)

Melissa motioned to adjourn the meeting at 8:35pm. Seconded by Cindy. Carried.