

Westview School Parent Association (WSPA) Meeting Minutes

Date: May 22, 2024

Location: In Person @ Art Room, Online via Zoom

Attendees: Stephanie Ash, Katarina Semancikova, Kristen Knox, Cindy Ure, Tiffany Walters, Amanda Verge, Anna Gillespie, Mitchell Weber, Waleed Najmeddine (Principal)

1. Call to Order: 7:04 pm
2. Introductions & Welcome
3. Meeting Minutes
 - Kristen moved to approve the minutes from the April 24, 2024 meeting. Tiffany seconded. Carried.
4. Treasurer's Report
 - Casino Account:
 - Balance ~\$48,588,
 - Outstanding ~\$0 (no major items)
 - ~\$28k to be spent by Nov 2024
 - General Account:
 - Balance ~\$21,782
 - Outstanding ~\$11,855
 - Status update re: ongoing issue of CRA garnishment of casino & general accounts in Dec 2023:
 - Funds were returned via cheque April 2024 as reflected in above balances
5. Funding Requests
 - Anna moved to approve the following funding requests from the Casino account. Kristen seconded. Carried.
 - \$600 for Grade 1 field trip to Heritage Park consisting of busing & entrance fee as content is aligned with Grade 1 curriculum
 - Up to \$5,000 for Grade 1 to 6 field trip to Inside Out 2 consisting of busing & entrance fee as content is inline with the school's Education Plan Goal to support staff & student mental health
 - Anna moved to approve the following funding requests from the General account. Kristen seconded. Carried.
 - Up to \$1,500 for the Year End BBQ
 - \$400 for Grade 6 graduation
 - Upcoming Funding Requests
 - Electronic Information Sign (~\$30k)

6. Revised Bylaws

- No Update
- Revised bylaws have been submitted to Registry

7. Casino

- No Update
- Next Casino fundraiser will be Q1 2025. Exact dates issued summer 2024.

8. Events

- Year End BBQ
 - June 20 5-7pm
 - Use as opportunity to recruit, advertise, and answer questions about PAC & WSPA
- AGM
 - Consider using Casino funds for advertising via creation of PAC & WSPA signs as well as t-shirts for PAC & WSPA members

9. Fundraising

- Spring Growing Smiles
 - Final amount pending; however, suspect break even due to low sales and shipping requirements to fill flats
- M&M Meats on May 11 & 12
 - Final amount pending
- Indeygo
 - Revisit in Sep

10. Hot Lunch, Snack Bins, & Breakfast Programs

- Snack Bins
 - Regularly used, working well
 - Will need additional volunteers for next year
- Hot Lunch
 - Continues to run well
 - All vendors are up to date
 - Hot Lunch Coordinator role time commitment includes:
 - ~30min/week to send orders to vendors, print orders, etc. by Friday for following Monday
 - ~30min/week for cheques, vendor invoices, followup on outstanding payments, late order requests
 - ~1hr/month to build the menu/schedule for the month; sometimes more if setting up a new vendor
 - For orders that were skipped during Evacuation Order school closure send out an email in Principal's message for parents to email within 2 weeks for a refund or funds will be considered a donation to Hot Lunch Program

- Recommended review of vendors in Sep
- Request from school for Hot Lunch fundraiser or addition of donation button on ordering website to support providing hot meals to children who routinely are in need. Revisit request in Sep.
- Breakfast Program
 - School request for parent volunteers to support a breakfast program received no interest (funding available through school)
 - Recommend revisit in Sep

AGM is set for June 12 @ 7pm

Kristen moved to adjourn the meeting at 7:45pm. Seconded by Tiffany Carried.