

MINUTES OF THE MEETING OF THE ECOLE WESTGATE SCHOOL PARENTS' SOCIETY HELD VIRTUALLY USING WEB-BASED TECHNOLOGY MICROSOFT TEAMS AT APPROXIMATELY 7:40 PM ON THE 16TH DAY OF APRIL, 2026.

PRESENT:

Gillian Hogg, Treasurer
Vanessa Huey, Member-at-Large
Stephanie Leech, Assistant Principal,
Westgate School

Kristin Mason, Secretary
Julie Muhlberger, Principal, Westgate School
Stephanie Paquet, President
HollyJoy Stanford, Vice-President

REGRETS:

ALSO PRESENT:

Three parents¹

Stephanie P. acted as Chair and Kristin M. acted as Secretary of the meeting.

CALL TO ORDER

The regular meeting was called to order by Stephanie P. at 8:01 p.m. and a quorum was present.

APPROVAL OF AGENDA

Moved by Stephanie P., seconded by HollyJoy S., to approve the agenda as presented. The motion carried.

APPROVAL OF MINUTES

Moved by HollyJoy S. and seconded by Stephanie P., to approve the minutes of the meeting held on February 26, 2026. Carried.

MATTERS ARISING FROM PREVIOUS MINUTES

No matters from previous meetings.

NEW BUSINESS

Budget Update and Call for 2026-27 Budget Priorities

Gillian H. reported that, as the Annual General Meeting is being rescheduled to October, the budget for the 2026–2027 fiscal year will also be presented at that time, once the current fiscal year results are finalized. Members with input on budget priorities are encouraged to contact Gillian H. in advance. Gillian H. explained the general budgeting approach: the Society targets spending in the coming year roughly equal to what was raised in the current year. Over the past several years the Society has spent somewhat

¹Privacy and Attendance Note:

Full names of Parents Society executive and board members and school representatives are included in these minutes to meet governance and transparency requirements. The names of other attendees are not published to protect personal privacy in accordance with Alberta's *Personal Information Protection Act (PIPA)*. A complete sign-in record is retained securely for Parents Society files.

less than it raised, resulting in a gradual accumulation of cash reserves. Projected revenues for fiscal 2026–2027 are approximately \$17,000, slightly below this year’s budget of \$18,000. The Society opened the current fiscal year with a cash position of \$31,000 and is currently at approximately \$26,000, which will increase as fundraising revenues from later in the year are received. The most significant input needed for budget planning are: from the committees, estimates of their expenses and revenues; from school administration, the number of classrooms for the coming year (\$250 per teacher for classroom enhancements are one of the largest single expenditure items). Most whole-school learning experiences (residencies, in-school programs, etc.) are funded from casino funds rather than the general operating budget and are not formally budgeted separately. Gillian H. noted it would be useful to have greater clarity on the revenue and expense breakdown for events hosted by the Parents’ Society going forward.

Gatorfest Expenses

Vanessa H. moved, HollyJoy S. seconded.

Motion: To approve up to \$4,500 in expenses toward the May 2026 Gatorfest event. It is anticipated that revenues generated by the event will offset these expenses.

Vanessa H. reported that the expenses from last year’s event totalled \$3,735. The motion carried unopposed.

School Administration Funding Requests

Julie M. presented the school administration funding requests.

- (i) *Motion: To approve \$1,875 plus GST for the whole school musical performance Whispers in the Air by Quest Theatre. This approval expires at the end of the current fiscal year; any unspent funds will no longer be reserved for this purpose.*

Stephanie P. moved, HollyJoy S. seconded. Gillian H. confirmed the expense is eligible for casino funds. Motion carried.

- (ii) *Motion: To approve \$588 for two bold signs promoting registration for Westgate School. The signs were in place from Jan. 1 through Jan. 31, 2026 in two locations.*

Stephanie P. moved, Vanessa H. seconded. Carried.

- (iii) *Motion: To pay out the balance of \$1,024.59 from the Society’s Legacy Fee Assistance Reserve Fund to Westgate School, to be applied toward the deficit accumulated for offsite learning fees.*

Stephanie P. moved, HollyJoy S. seconded. Carried.

- (iv) *Motion: To approve up to \$10,000 for the installation of curtains/partitions in the Learning Commons of the school. This approval expires at the end of the current fiscal year; any unspent funds will no longer be reserved for this purpose.*

Moved by Stephanie P., seconded by HollyJoy S. Gillian H. confirmed that this expense is not eligible for AGLC casino funds. Discussion followed. Gillian H. noted that the Society is approximately \$4,000 underspent relative to its current-year budget, leaving room to support this initiative from general funds if a different motion were brought forward. There was broad support for the curtains project and interest in the concept of a directed donation option through Gatorfest ticketing, with the Society potentially matching those donations up to a specified amount. However, members agreed that the project is better approached as a longer-term fundraising initiative than a single-year expenditure motion at this time. The motion was not carried.

REPORTS

Treasurer Report

Gillian H. noted that the Treasurer's report had been posted prior to the meeting. Casino funds from the most recent casino were confirmed at approximately \$89,000, which is approximately \$17,000–\$18,000 more than the prior casino. Of the funds received from the casino two years prior, \$35,000 remains to be spent by February 2027; motions are in place to spend those funds and it is anticipated the deadline will be met. Gillian H. clarified that the three-year AGLC spending window runs from the date funds are received, not from the date of the casino event.

Year-to-date revenues are approximately \$11,000. Healthy Hunger revenues are tracking slightly below last year, with a projected year-end total of approximately \$9,400 compared to \$10,500 last year. The bottle drives have been strong fundraisers this year, and monetary donations (primarily through corporate matching donations flowing through Benevity), continue to come in via cheques.

The Grade 6 Farewell has spent approximately \$1,600 to date, but this is expected to be offset as parent fees and other revenues are collected. Gifts and appreciation spending is on track against budget, with one year-end teacher appreciation event still upcoming. The Society budgeted \$3,150 for gifts and appreciation for the year and has spent approximately \$1,751 to date; a donated gift card from a parent was also used for a staff lunch, reducing what would otherwise have been a Society expense. The Treasurer confirmed that there is a \$600 budget for the year-end staff appreciation event.

The charitable works budget of \$3,000 (covering activity fee subsidies and emergency lunches) has approximately \$670 spent to date. Separately, the school received a \$3,500 grant for food and supplies that needed to be spent within a short window; staff coordinated a Costco order to ensure the funds were fully utilized before the deadline.

Casino Report

Stephanie P. reported that there is no update for this month and information will pick up in September.

Fundraising Report

HollyJoy S. provided an update on the Spring Into Reading event (this year's version of the Read-a-Thon). The event was not presented as a fundraiser this year and the format was designed to be low-pressure and broadly inclusive: each class received a reading bingo card with a variety of activities, including drawing a picture, writing a letter, and telling a friend about a favourite book, in addition to reading goals. Students who completed any squares and returned their bingo card were entered into a draw, while those achieving a full blackout were entered into a separate draw. Prizes include 3D-printed Chompy keychains, with ten available per grade level. Chompy will also make an after-school appearance in the library on April 17th for a brief photo session with student-created Chompy artwork on display on the board near the gym. Participation and feedback from both students and teachers has been very positive. Total expenses for prizes are expected to be a few hundred dollars. HollyJoy S. noted that the emphasis on fun and variety, rather than financial targets, appeared to generate genuine excitement among students, including among those who do not typically identify as readers.

Fun Lunch Report

Stephanie P. shared the update on behalf of the Committee. With the school year winding down, three fun lunches and three popcorn days remain. The next popcorn day is April 17th, and the next fun lunch is May 5th (Papa Johns). One additional Texas Donut fundraiser is planned on May 12th; the Grade 6 Farewell team will send a reminder email to parents closer to that date. OPA was added as a new vendor this year and was well received; it will be added to the regular rotation for next year. All remaining lunches, popcorn days, and the donut day are listed on the Healthy Hunger site for parents to place orders. Discussion was held regarding the juice box and gummy snack add-ons. Costs for these items have increased somewhat, currently at about \$0.80 per order, but the fun lunch program remains a very profitable fundraiser overall, with profits of approximately \$6,000 per year from lunches. It was agreed that monitoring these costs should remain part of the budget discussion and planning.

Grade 6 Farewell Report

Stephanie P. reported on behalf of the Farewell Committee that there was no new update, as a committee meeting that had been planned was postponed due to the outdoor school trip and will take place the following week. Stephanie P. also noted that she is reviving and updating a document she created two and years ago that sets out the guidelines, procedures, and framework for the Grade 6 Farewell activities. The document is intended to standardize the process and reduce the need to re-educate each new committee from scratch every year. While it will not be ready in time to be of use to the current committee, it is expected to be a valuable resource for future years.

Next Meeting

The next meeting of the Ecole Westgate School Parents' Society is scheduled for Thursday, May 21, 2026 following the School Council meeting and will be held in person at Westgate School. This meeting will proceed as a regular meeting. The tentative Annual General Meeting previously identified for May 21, 2026 will be rescheduled to October 2026. The Parents' Society is aligning its AGM timing with bylaw and legislative requirements. Going forward, AGMs will be held in the fall following the fiscal year-end, allowing audited financial statements to be presented to members.

ADJOURNMENT

There being no further business, the Chair declared the meeting terminated at 8:40 p.m.