

**MINUTES OF THE MEETING OF THE ECOLE
WESTGATE SCHOOL PARENTS' SOCIETY HELD
IN PERSON AT WESTGATE SCHOOL AT
APPROXIMATELY 7:45 ON THE 17TH DAY OF
SEPTEMBER, 2026.**

PRESENT:

Gillian Hogg, Treasurer
Vanessa Huey, Director

Kristin Mason, Secretary
Julie Muhlberger, Principal, Westgate School
Stephanie Paquet, President

REGRETS:

Stephanie Leech, Assistant Principal, Westgate School

ALSO PRESENT:

18 other attendees¹

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 7:47 p.m. and a quorum was present.

APPROVAL OF AGENDA

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

APPROVAL OF MINUTES

Moved by Stephanie P. and seconded by Vanessa H., to approve the minutes of the meeting held on May 21, 2026. Carried.

MATTERS ARISING FROM PREVIOUS MINUTES

Learning Commons Dividers

Stephanie P. and Julie M. gave the Learning Commons update. The Learning Commons space is shared by one grade team on a rotating basis, with Grade 5 using the space this year. Because there are three Grade 5 classes this year, the classes can be side-by-side rather than facing across the open area resulting in noise and distraction being significantly reduced compared to past years. Julie M. explained that the Calgary Board of Education ("CBE") will continue to prioritize projects for schools which are in need of additional teaching space (such as portables), whereas the Learning Commons is considered usable space for our school and therefore a low priority. Julie M. also noted that the school asked Calgary Child's Play to vacate one of the rooms it had been using to return needed space to the school for classroom use, noting that the school does not receive a share of Child's Play's lease revenue (the revenue belongs to the CBE). Stephanie P. noted that attendees who donated to the Learning Commons sound-dampening project

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.

at Gatorfest in May raised \$1,015 for that purpose, which the Society will match and hold in reserve toward further improvements, such as proper acoustic dividers or curtains.

Bylaw Review Update

Stephanie P. mentioned the bylaw review, noting that the proposed bylaws will be voted on at the AGM, will be posted on the Society's website with notice by email, and that Members would have an opportunity to comment or ask questions before the vote.

NEW BUSINESS

Society Overview and Board Introductions

Stephanie P. opened with an overview of the Society's purpose and structure, noting that the Society operates separately from the School Council and holds the primary function of fundraising and supporting programs at the school, with the Principal and Assistant Principal attending in an advisory capacity. She encouraged all parents and guardians of current Westgate students to attend meetings, share ideas, and participate in discussions, and noted that registering as a Member allows parents and guardians to vote on Society business. Stephanie P. introduced the Board members present at the meeting: Gillian Hogg (Treasurer), Vanessa Huey (Director), Kristin Mason (Secretary).

Board Slate and Call for Nominations

Stephanie P. presented the Board's recommended slate of Officer and Director positions for Member consideration ahead of the AGM, noting that this is her last year with the Society as she will be leaving the school community, and that she intends to stand for Director on the Society Board. Vanessa H. indicated that she would stand for President, and Gillian H. confirmed her intention to continue as Treasurer, if elected. Stephanie P. then called for nominations from the floor for Vice-President, Secretary and up to four additional Director positions, noting that nominations would remain open until the AGM on October 22. She and Gillian H. noted the Board's hope that committee chairs will consider joining as Directors, so that responsibility for directing and reporting on the Society's activities is shared more broadly rather than resting with one person, and Vanessa H. noted that individuals could sign up for one or multiple roles.

Volunteer and Engagement Opportunities

Building on the results of the Family Engagement Survey presented to School Council, Stephanie P. noted that a list of known volunteer roles for the year has already been circulated to help families find opportunities that fit their availability, including committee roles for Casino, Fun Lunch, Events, Spirit Wear, and the Grade 6 Farewell. She gave as an immediate example the upcoming call for volunteers to help distribute apples once the apple fundraiser order is delivered, noting that shifts can be short. She emphasized that the Parents' Society Board positions, being President, Vice-President, Treasurer, Secretary, and additional directors, are especially important, since events and fundraisers cannot happen without them, and encouraged Members to reach out with questions about getting involved.

Draft Budget for Fiscal Year Ending July 31, 2027

Gillian H. presented the Treasurer's Report together with this item, for context; see Treasurer Report below. She presented the draft budget for the fiscal year ending July 31, 2027, following up on the preliminary budget discussion at the April meeting. She reported that the Society's practice is to budget expenses for a fiscal year based on the funds raised in the prior year, so that the Society always has cash on hand and is not managing spending based on the fundraising within the same year. Based on the Society's results for the fiscal year ended July 31, 2026: revenue of approximately \$16,000, expenses of approximately \$15,000, and a budget underspend of approximately \$2,000, the Society is left with a budget pool of approximately \$19,000 for 2026–2027. The Treasurer has prepared the draft budget for 2026–2027 similar to the prior year's actuals, with net spending of approximately \$16,470, and recommended that the remaining budget amount be directed to a reserve fund for longer-term projects such as Learning Commons sound dampening. Gillian H. then explained planned fundraisers for the year include Healthy Hunger (including Popcorn Days), the apple fundraiser, read-a-thon, bottle drives, and Gatorfest. The Treasurer invited Members' feedback on budget priorities ahead of formal approval at the AGM.

Unbudgeted Expenditures Over \$500

Julie M. presented the following school administration funding requests.

- (i) *Motion: To approve a total of \$3,105 for AGLC-eligible Maker Space items. This approval expires October 31, 2027; any unspent funds will no longer be reserved for this purpose.*

Gillian H. moved, Vanessa H. seconded. Carried.

- (ii) *Motion: To approve \$2,332 for AGLC-eligible replacement of classroom carpets. This approval expires October 31, 2027; any unspent funds will no longer be reserved for this purpose.*

Stephanie P. moved, Gillian H. seconded. Julie M. explained that the Grade 1 and 2 classrooms spend a great deal of focused learning time on the carpet, and that the preferred vendor supplies a heavier, more durable rug that holds up better than lower-cost options, which tend to fray and do not clean well. Carried.

Bank Account Signatories

Gillian H. presented the Society's recommended update to its bank account signing authorities, noting that HollyJoy Stanford has moved to another school community within Calgary. On behalf of the Board, Stephanie P. thanked HollyJoy Stanford for her contributions to the Society over her time as Vice-President, including her work supporting teachers through the Worker Bee committee.

Motion: To make the following changes to École Westgate School Parents Society bank account(s): (1) Remove HollyJoy Stanford as signing authority; and (2) Add Vanessa Huey and Kristin Mason as signing authorities.

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

REPORTS

Treasurer Report

Gillian H. presented the Treasurer's report, noting that copies of the draft financial statements for the year ended July 31, 2026 were available. Gillian H. reported that the Society's casino account balance is approximately \$80,000, of which approximately \$30,000 must be spent by February 2027 to remain in good standing ahead of the Society's next casino application. She noted that AGLC-eligible spending already committed or anticipated includes the Makerspace (approximately \$25,000 spent over the past two years, with a further approximately \$12,000 committed or invoiced, including the motion approved tonight), the whole-school art residency (approximately \$10,000), and the Frisbee Rob program (approximately \$7,000 to \$8,000). After brief discussion, it was concluded that there were sufficient spending plans for the \$30,000 and the issue would only be ensuring the timing of the payments aligned with the AGLC deadline. Further discussion ensued regarding the \$2,000 budget for charitable works, and Gillian H. explained that the amount was based on the 2025 actuals in that category, as 2026 was an exceptional year due to other funding received by the school.

Gillian H. noted that two volunteers are needed to audit the financial statements for the past fiscal year by the end of the month, other than Board members and indicated that volunteers should provide their contact information to her at the end of the meeting to make further arrangements. The Treasurer reminded attendees that the audited financial statements would be presented for approval at the AGM next month.

An attendee raised the possibility of directing some AGLC funds toward redeveloping Westgate's playground, which has passed its expiry date, drawing on her own experience fundraising for a playground redevelopment through her community association. Discussion ensued. Stephanie P. thanked her for the suggestion and noted it as an idea for future consideration.

Casino Report

Stephanie P. reported that there is no substantive Casino report this meeting, as the role is in the process of being transitioned to Oliver L., with the Society's next casino scheduled for October 2027. She noted that eligible organizations may apply for a casino date immediately following a casino fundraiser, and that the Society applied within days of its last casino and was assigned a date approximately two years later. Stephanie P. noted that recruiting the volunteers needed for the two-day casino should begin early in the new year, given the number of shifts to fill.

Fundraising Report

Stephanie P. reported that the apple fundraiser is going well, with delivery expected next Wednesday; final revenue will be reported once all payments and Square processing fees are reconciled, likely at the November meeting.

On bottle drives, Vanessa H. reported that the Society plans two bottle drives this year, down from three last year, as spreading them across too many dates seems to dilute each one, and that the Society will look at advertising more broadly to the Westgate community, not only school families, ahead of the next drive.

On the Read-a-Thon, Stephanie P. noted that it was run last year as a non-fundraising event, and that the Society will decide whether to make it a fundraiser again this year. A volunteer has come forward to coordinate the event.

Fun Lunch Report

Stephanie P. reported that the Fun Lunch program, under the direction of Laurie B., is resuming for the new school year, with the first Fun Lunch scheduled for September 23. Vendors and dates are posted on the Healthy Hunger site, including some new vendors this year, and Fun Lunch has moved from Tuesdays to Wednesdays. Monthly Popcorn Days will be continuing on Fridays and are also posted on the Healthy Hunger website. Feedback and vendor suggestions can be sent to westgateschoollunch@gmail.com.

Spirit Wear Report

Stephanie P. provided an update on the Spirit Wear program, following the vendor and product review conducted in May between Coyote and Summarized Designs. Summarized Designs, a Calgary-based vendor, was selected, and offers a catalogue including various clothing items, hats, and water bottles in a range of sizes and colours. Orders will be delivered to the school within two weeks of ordering. The order form, posters, and QR code are available near the front office; note that this year's QR code has changed from last year's. Julie M. reminded attendees that, because Spirit Wear communications are considered commercial messages, families need to be subscribed to receive commercial messages specifically in order to receive information about Spirit Wear.

Events Report

Vanessa H. reported that SnowBall is scheduled for December 3, from 4:30 to 6:30 p.m. She noted that the Society is looking for a volunteer to help coordinate SnowBall this year and invited volunteers to speak with her or to add their names to the sign up form previously circulated by email.

Grade 6 Farewell Report

Stephanie P. reported that the Grade 6 Farewell Committee for the 2026–2027 school year has not yet been formed, with recruitment expected to begin in the coming weeks; a general call for volunteers is available through the Society's sign-up form, and a more targeted email to Grade 6 families is also planned. She noted that the reference document she prepared last spring, covering tasks, activities, and procedures for the Farewell, has been shared with school administration and will be provided to the new committee once formed, and that updates on the committee's activities will be provided at regular meetings of the Society.

Next Meeting

The next meeting of the École Westgate School Parents' Society is scheduled for October 22, 2026, in person at Westgate School, and will include the Society's AGM followed by a regular meeting to conduct other Society business.

ADJOURNMENT

There being no further business, the Chair declared the meeting terminated at 8:43 p.m.

DRAFT