

Westmount School Association

November Minutes

November 27th, 2023

Attending: Erin Todd, Greg White, Megan Gray, Marisha Caswell, Jenn Hanscomb, Teri Colter, Laura Moeller, Suad Khalifa, Sarah-Lynn MacKenzie, Marilee Selewski, Alex Smith, Tara Wight

Regrets: Vanessa Thompson, Christa LeBlanc

1. Welcome: Tara Wight (in the role of rotating chair) welcomed everyone at 6:06 pm
2. Approval of Minutes: Motion: to approve the minutes for the October 2023 WSA meeting
Approved: Jenn Hanscomb
Seconded: Marisha Caswell
3. Review of Pending Action Items:
 - A) **Mrs. D'Eon's Comfort Closet Winter Clothing Collection** – Teri has been contacted by a couple of families who have independently collected winter wear items and will be dropping them off. It was decided not to proceed in recruiting items until we know what is needed or later in the winter.
 - B) **Spirit Wear** – Price for items are rounded up to the nearest dollar at cost in order for items to be accessible to families. Teri sent a copy of the logo to the company; it was unclear whether it was in fact the vector logo that was needed.
Action item – Erin and Marilee to coordinate on the getting the vector logo to Teri – this may already be done.
4. Principal's Report: **Teri Colter**, Principal
There will not be a holiday concert this year. Both lower and upper classes will have concerts instead at the end of February. This is more convenient from a logistical perspective with setting up the gym, and gives Ms Trites more time to organize the shows.
Our enrollment is currently at 381 and growing!
There was some discussion of the rationale for having report cards come out after Parent Teacher conferences. Two reasons were given: the tight turnaround of getting the report cards finalized and out to families, and teachers requesting to have meetings first to discuss any current concerns before the cards go out.
5. Treasurer's Report: **Christa LeBlanc**, Treasurer

Christa was unable to attend this month. She confirmed that the June and September HST refunds were deposited on October 31st. She also reported that the deposit from the bingo was \$2,781, and the reporting that Tanya provided had expenses of \$655.46, including the Glow invoice and expense claims from Michelle and Vanessa.

6. Event & Fundraising Reports:

A) Pizza & Hot Lunch – The new session of Dimitri’s Pizza orders started mid-November. Orders were up to 218, giving us ~\$1700 in funds raised. Currently Erin is working with Dimitri’s and the school to figure out the best way to sort the pizza into the class bags; this was being handled by the grade 6s, but was challenging. We may seek out volunteers who can attend on Tuesdays for 30 minutes to help with this process. Tara suggested that she could potentially help with this.

Action Item – Erin to follow up on need for volunteers to sort pizza on Tuesdays.

B) Fall Bingo – Bingo was a great success! Unofficially, we raised ~\$2000; we’re awaiting confirmation that there are no more outstanding expenses.

Action Item: 1) Vanessa & Vicky to confirm any outstanding expenses;

C) February Event – We have the gym booked for February 15th for an event; we talked about having a movie night as a low-cost event.

Action Item: Connect via email in early January to plan event (the next WSA meeting is 2 weeks before the event)

7. Funding Requests:

No official requests at this time.

8. Other Items:

A) Cleaning out the WSA Closet – The WSA closet needs a proper clean. It is mostly organized, but there is a lot of mouse poop that needs to be dealt with. It was suggested that WSA members stay after the January 29th meeting for an hour to clean it out. The question was raised whether this is a custodial issue.

Action: Teri to confirm with custodial staff whether this would be a custodial issue; WSA members to clean the room following the next meeting.

B) Diversity & Inclusion / Recruitment – We decided to send out our recruitment letter to the school community following the success of the fall event.

Action: Megan will send Teri the recruitment letter to send out to the school community.

C) Rotating Chair Positions – Laura volunteered to chair the January meeting, Marisha to chair the February meeting, and Megan to chair the March meeting.

D) Surveys – We discussed whether to send out the parent and teacher surveys again this year, and decided to do so. Some discussion was had about including a link on the webpage, but we decided against that idea. We discussed including our budget on our webpage, perhaps with a pie chart clearly showing where funds raised go.

Action: Marilee will disseminate the questions to the group to review; Christa to prep the budget for the website, including a pie chart (if that's ok!)

We did not have time to discuss communication or open positions

9. Motion to Adjourn: The meeting was ended at 7:05 pm
Approved: Alex
Seconded: Laura

Next meeting: Monday, Jan 29th at 6 pm. Laura will chair; Marisha will chair February and Megan will chair March