

# Westmount School Association

## January Minutes

January 29<sup>th</sup> 2024

**Attending:** (Virtually, due to snow day) Erin Todd, Megan Gray, Marisha Caswell, Jenn Hanscomb, Teri Colter, Laura Moeller, Tara Wight, Vanessa Thompson, Allana Mills, Meredith Pike

**Regrets:** Christa LeBlanc, Alex Smith, Marilee Selewski, Sharon Blackmore

1. Welcome: Laura Moeller (in the role of rotating chair) welcomed everyone at 6:05 pm
2. Approval of Minutes: Motion: to approve the minutes for the November 2023 WSA meeting  
*Approved: Jennifer Hanscomb*  
*Seconded: Tara Wight*
3. Review of Pending Action Items: A) **Mrs. D'Eon's Comfort Closet Winter Clothing Collection** – A couple of sizable donations have been made of winter wear. The closet is low on mittens; we will make a call out for mittens at the movie event.  
  
B) **Spirit Wear** – The company is currently working on the logo before going live with the school items on their website.
4. Principal's Report: **Teri Colter**, Principal  
Primary registration is coming up in February for next year. Registration is all online now.
5. Treasurer's Report: **Christa LeBlanc**, Treasurer  
Christa was unable to attend this month. Christa will send a financial report once she has received updated info from Tanya. They are hoping to sit down together soon.
6. Event & Fundraising Reports: **A) Dimitri's Pizza & Hot Lunch** – The new session of Dimitri's Pizza orders started mid-November. There are ~230 orders this session. Dimitri's staff are helping to sort the pizzas, and we are using a new list system for the classrooms. Previous estimates of profits for the pizza orders were high, as we hadn't factored in the HST.  
There are approximately 3-4 hot lunch orders per classroom prepared by Joan Lombardo's hot lunch program. She also donates some hot lunch meals.

**B) February Event** – The February movie night is Feb 15<sup>th</sup>. We are in the process of obtaining the license. Teri and Greg will be present to help with putting on the film. Volunteers will sell snacks and drinks; the school community will vote for the movie to be shown. A follow up email will be sent with more planning details.

*Action Items: See follow-up email for action items*

**C) March Skating Event** – Marisha will speak to HRM about “booking” our time at the oval for March 7<sup>th</sup>. Tara will reach out to Tim’s to see if they will donate hot chocolate again year.

*Action Items: See above for Tara & Marisha*

**D) Spring Fair** – We will start discussing Spring Fair prep at the February meeting.

7. Funding Requests: No official requests at this time. Laura suggested that we could use some funds to sponsor more students in need for pizza orders

8. Other Items: **A) Cleaning out the WSA Closet** – This has been moved to following the February meeting, as the school was closed today due to weather. Teri reported that pest control seems to have done a good job getting rid of the mice.

**B) WSA Positions** – Meredith Pike and Allana Mills were both vote in as Members at Large. Welcome Meredith and Allana! The President position is still available.

**C) Diversity & Inclusion / Recruitment** – Our recruitment letter was sent out in January, capturing about 6-7 responses. Two people indicated that they’d like to take part in the monthly meetings, and the rest would like to volunteer for events.

**D) Surveys** – We will discuss in February.

**E) Legacy Planning** – Laura mentioned the need for legacy planning with Erin Todd leaving the WSA at the end of the year. We discussed the need for someone to take over pizza orders and Spring Fair organizing; we will discuss further at future meetings.

9. Motion to Adjourn: The meeting was ended at 6:54 pm  
Approved: Marisha  
Seconded: Tara

Next meeting: Monday, Feb 25<sup>th</sup> 6 pm. Marisha will chair February and Megan will chair March