

W.E.S.T. MEETING MINUTES

FEBRUARY 2, 2016

The meeting was called to order by Lisa Bannon and JoEllen Holowinski (Co-Presidents) at 6:35 P.M. (Note: There was not a formally scheduled February WEST meeting on the calendar. This meeting was very recently scheduled since the January meeting was cancelled due to weather. The Board did not want to have a long lapse in meeting since the next scheduled meeting is not until March 8th.)

In attendance

Lisa Bannon, JoEllen Holowinski, Erin Ryan, Erica Donadio, Kristie Donegan, Amanda Ramsing, Cooch Jaquint, Joyce McGlynn, Elena Tjaden

Welcome & Introductions by Lisa Bannon & JoEllen Holowinski

Quick Updates

1. Yearbook: Kate McMahon to host a yearbook volunteer staff meeting, Wednesday, Feb. 3rd at 7:00 pm.

Email address to send pictures for yearbook: westhillyearbook2016@gmail.com. Emails will be received by Cooch Jaquint (Yearbook Coordinator). Please make sure pictures are good quality, high definition, school related. Flier will be going out via student backpacks with more information.

2. Snow Tubing/Silver Knights: Great turnout for these events. Discussed possibility for next year that if adults are not snow tubing they don't have to pay.

3. Gertrude Hawk Sale: Sale started on February 1st. Order form and money due on February 22nd. Estimated order pickup date is Thursday, March 10th (information to follow). Coordinated by Kristie Donegan and Amanda Ramsing. NO TAX on orders.

4. WEST Outings: Discussed some possible upcoming events that WEST is working on to coordinate.

MOST – Possible March 2016 date. MOST will be open only to CRS and WPS families. More information to come.

Movie Night – The November 2015 movie night was very successful. Discussed the possibility of another movie night in April 2016. More information to come.

Live to Bounce – Lisa Bannon waiting to confirm dates of February 26 and 27, 2016 with Live to Bounce owner. Confirmation and more information will be sent out via student backpacks on how to sign up. The event will be for 2 nights at Live to Bounce in Drivers Village. 3 hours per night. Families can sign up for 1 hour. \$7 for the hour which will include bounce, popcorn and a beverage. Open to CRS and WPS families only. Maximum of 40 people *per hour*. Waiting to find out the bounce age range rules.

5. WEST Website – Elena Tjaden (Secretary) is actively updating the WEST website on the CRS and WPS website pages with the help of Annette Casper (webmaster). Meeting minutes currently being uploaded. All WEST events and fliers will also be uploaded to assist with communication and information to families.

Treasurer's Update – Erin Ryan

*General Fund: \$18874.53

*CRS Site Based Fund: \$6478.83

*WPS Site Based Fund: \$7422.52

Outstanding: \$9787.00.

Amazon Smile: Will give 5% back to charity of choice. Choose "Westhill" if signing up for Amazon Smile.

Erin Ryan reviewed funding requests. Need to clarify a few requests with principals.

*Financial Process Information:

1. General Fund

- Approvers: WEST Board
- Funding requests and Board directed expenditures up to \$600 can be approved OR rejected by a majority of the WEST Board. Any expense over \$600 (except for field trips) must be presented at a WEST meeting and a majority vote is required to approve the funding. Any expense of \$200 or less can be decided by the WEST President(s) and one other board member with the approval of the treasurer.

2. Site Based Account Funds

- Approvers: WPS and CRS Principals
- Money that resides in the Site Based accounts has been primarily earned outside of WEST and is to be utilized at the sole discretion of the Principal overseeing the fund. Documentation is required strictly for auditing purposes. No WEST board member approval is required on these expenditures.

3. Community Fund

- Requestor/Approver: School Social Worker
- Income from community service fundraisers (if held) and donation from WEST General Fund, minimum \$500 per year.
- Expenses include gift cards and other items at the discretion of the school social worker to help students and families in need.

New Business Discussed

1. Request from various organizations such as Cub Scout sign-ups and Geddes Little League to post information & sign ups on WEST Facebook page denied. WEST Facebook page is strictly to communicate WEST events and activities to CRS and WPS community.
2. WEST Format: Discussion on the possibility of exploring new ways for the WEST parent organization to be formatted. This includes the exploration and

discussion with Superintendent/Principals on formalizing a PTA. Discussion by some WEST board members to be more involved in CRS/WPS community by organizing presentations and speakers to help families with supportive resources and advocacy with issues such as bullying (for example).

3. April 2016 Meeting Change from April 12th to April 5th. Meeting will be on April 5th at 6:30 pm CRS.
4. WPS Book Fair and Open House: March 23rd 6-7:30 pm
5. CRS Book Fair and Open House: May 19th 6:30-8:00 pm

SAVE THE DATES:

1. WPS Book Fair and Open House: March 23rd 6-7:30 PM
2. Westhill Educational Foundation Chip in for Education: Saturday, April 16th
3. CRS Book Fair and Open House: May 19th 6:30-8:00 PM

NEXT MEETING:

TUESDAY, March 8, 2016 AT CRS 6:30 PM.

Any interested Westhill staff member, teacher or family member is welcome to attend.

Motion to adjourn the meeting was made at 7:40 pm and was passed unanimously.

WEST MISSION

Make a difference in the education of Walberta Park and Cherry Road School students through volunteering and fundraising which will enhance and support their life-long learning.

Provide opportunities for families to create lasting memories during the early school years.

Create a sense of community among our members by encouraging participation, leadership and teamwork.