



# MINUTES

## Friends of Westbrook School Society

Sept 8, 2022, 7:00pm  
Zoom, Meeting ID: 628 127 1105

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### In Attendance

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Chelsea Ray, President	Shannon Kinch, Vice President	Mieko Wu, Treasurer
Kali Kossowan, Secretary	<del>Amy Bieraugle, Director</del>	Kaitlin Davies, Director
Kristy Muir, Director	Earl Castiglione, Principal	<del>Hana Hooper, Vice Principal</del>
Cathy Willows		

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### Welcome and Call to Order

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Chelsea Ray (2 mins), 7:07 pm.

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### Addendum to Agenda

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Chelsea Ray (2 mins), none.

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### Adoption of May 31 Meeting Minutes

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Chelsea Ray (2 mins),

**Chelsea Ray motioned to adopt the May 31 meeting minutes, Kaitlin Davies seconds. All in favor, motion carried.**

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### Old Business

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#### Action Items from last meeting

- Chelsea Ray and Kali Kossowan to take letter to the bank with approved minutes showing their change in roles and adding signors to the account. This is done. Will need to confirm that this is all complete and shows on account. **Action for Kali Kossowan to send Shannon Kinch details about how to get her signing authority.** Done.
- Replacement tipi discussion, where are we at with this? Talked with a family in Morley, don't have a firm quote yet but lookslike it's less expensive than Starlight family plus, it is closer to the school and there is a relationship with Morley. Earl Castiglione said there is room for further consideration with the Starlight family because they gave an updated quote with an unlined tipi

and there are possibilities regarding TC Energy donating to this cause. Kristy Muir mentioned having both Tsuut'ina and Stoney? Need to consider if Stoney would like to take down and put up the tipi. We need to sort this by the spring so, keep this as a standing discussion.

- Grade 6 and 7/8 camp – has FOW received a bill from Hana Hooper? Received and paid!
- Budget for approved spending – Hana Hooper, Nicola Veasey-Jalbert and Mieko Wu were to go through the budget and see if all approved funds would be spent. All paid and up to date!
- Was the bottle revenue from Hana Hooper received via EFT? This was sent in June, done.
- The FOW plans on approaching the Chamber of Commerce for Water Valley, Cremona and Cochrane, the Rotary Club, as well as the Lions for donations. We now have 3 letters – let's have a budget meeting after Walk-A-Thon and approach them all. The playground is likely the biggest ask this year since the gym is paid for!! Most of the grants available to FOW are matching grants. The funding meeting is around Thanksgiving. November is usually a good time of year to ask for funding. Other funding ideas; Walmart, Co-op, Safeway, McDonald's. **Action for Kali Kossowan to send picture of the new plaque at a Cochrane inclusive playground to FOW.** Kali Kossowan will talk to Ford and Katelyn Davies will talk to GM regarding donations.

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## New Business

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### Teachers Report, Earl Castiglione (15 mins)

- Earl Castiglione intends to listen and learn from the FOW community, he knows that community is important at Westbrook and he appreciates that. He has been involved slightly since June to avoid any extra funding getting taken back and was successful in doing so.
- It was originally thought that there was \$60,000 owed on the gym loan however Jonathan Klinger saw to paying off \$41,000 prior to him leaving. There was then \$19,000 owing on the loan and Earl saw that it was paid off in June. Very exciting!!
- There was \$16,000 that recently came in and there is an opportunity to direct that money to alternative purposes.
  - Some priority funding areas include:
    - Transportation for students to access real world learning opportunities through field trips.
    - Enrichment opportunities (inline skating, Alberta Foundation for the Arts Travelling Exhibition Program (only \$75 and they bring in 10 paintings), camps, educational software (this is about ~\$475). We are unsure if Raz kids, ESL, etc. can be covered with AGLC money – **action for Mieko Wu to follow up with the AGLC to see if these funds can cover these initiatives**, tipi, equip for new outdoor education option, curtains (\$6,000), continued savings for investment in the new playground (\$250,000).
      - **Shannon Kinch motioned to pay \$75 for the Alberta Foundation for the Arts Travelling Exhibition Program, Kaitlin Davies seconds. All in favor, motion carried.**
    - The Grade 7 and 8's may go on a field trip to spend time in the outdoors or forest and the bus fee is \$510.
    - Outdoor Ed. wants to go on a guided walk. A possibility is a guided walk with Camp Yamnuska and it's ~\$48/student. The teacher Jessica French doesn't want to do this alone, understandably. It is also ~\$500 for busing. Earl Castiglione is

going to investigate other alternatives as \$48/student seems high. Chelsea Ray mentioned that FOW tries to make sure that around \$100/child is donated for their lifetime at Westbrook School.

- All grade 5 children are in Outdoor Education this year and there will be 3 trips, every student will get to go.
- Outdoor Ed. would find camp stoves useful. They are approximately \$30 each and they would like about 14 of them. Earl Castiglione will come up with a firm quote on this.
- Operating Funds – the FOW tries to spend this money specifically on things that AGLC won't cover.
- The school wants to spend "this years dollars on this years kids" and they want the new \$16,000 to have an earmarked purpose.

Treasurer's Report, Mieke Wu (15 mins)

### Meeting Minutes Addendums

#### Report on Actionable Items/Outstanding Items:

1. Prior year invoices provided by the school have been paid -last outstanding expense, decodable books – received and paid from Casino acct CK#25
2. Refund on ALGC disallowed spending – what is the status of the refund of \$148.67?
3. **Chelsea motioned to take 5,148.67 from our operating account into our casino account (for misspend of the money) Shannon Kinch seconds. The \$5,000 was for the donation to the playground the 158 was for Camp Chief Hector.**
4. Loan payment-will address below

#### Treasurer's Report

1. ATB Operating (Non AGLC Chequing) Account
  - A. Balance: 31,495.77
    - Statement balance as of Aug 31, 2022 was \$32,431.28. This includes:
      - \$5000.00 RVS refund for Playground Donation – to be moved to Casino Account
      - \$15,250.00 Playground donations – a decision needs to be made as to where these funds should reside – School or with FOW
      - \$11,245.77 available to be spent
    - \$0.95 of interest earned.
    - Cheque #88 - \$567.61 to Westbrook School is still to be cashed. (cashed Sept 1)
    - Available balance as of Aug 31, 2022 is \$11,245.77.
  - B. The trip of the month was in its own account previously so the playground funds could go in a separate account as well. **Mieke Wu motioned to open an account solely for the playground fund, Kristy Muir seconds. All in favor, motion carried.**
2. AGLC Net Raffle Proceeds Account
  - A. Balance:
    - Statement balance as of Aug 15, 2022 was \$11,426.61.
    - \$0.13 of interest earned.
    - Cheque #41 to Westbrook School for \$11,426.39 is still to be cashed.

- Cheque #42 to FOW Casino Account for \$3,991.05 was cashed – AGLC request to transfer funds to simplify reporting.
- Available balance as of Aug 15, 2022 was \$0.35. This can be transferred at a later point in time.

### 3. AGLC Casino Account

#### B. Balance:

- Statement balance as of Aug 15, 2022 - \$43,006.34
- \$1.33 of interest earned.
- Deposit of \$3,991.05 from Net Proceeds Account was made
- Available balance as of Aug 15, 2022 is \$43,006.34.
- CK#25 for decodable books issued Aug 23, 2022
- Need to spend these funds by February 2024 (there was an extension on this)

### 4. AGLC Raffle Prize Account

#### 1. Balance:

- This account is being used for the Playground 50/50 raffle.
- Statement and available balance as of Aug 15, 2022 - \$2,015.97
- Will need to transfer these funds to the School Playground account prior to June 2025 – date to be confirmed with AGLC.
- Is this still considered an AGLC account? The AGLC wanted all of this streamlined however, Shannon Kinch thinks the FOW needs a separate account for raffles. **Action for Mieko Wu to check with the AGLC on this.** This account will be kept open for now.

### 5. RVS Gym Expansion Loan Update

#### A. Balance:

- Remaining loan balance is \$60,920.07 – have until Aug 2024 to pay.
- Balance has been paid off with surplus funds from Westbrook school
- So far this school year FOW has made total reimbursement of \$16,032.99 to Westbrook School. We can redistribute this amount to playground fund?

### **New Business**

- Bottle revenue – received \$30 of bottle revenue from Hana.
- Corporate Return was filed in June 2022
- AGLC Reporting
  - Reports were submitted in June 2022
- AGLC had some follow ups this year:
  - Disallowed playground donation of \$5000. We have to wait for school to have invoices in order for us to reimburse the school. Refund request was made to the school and RVS refunded – amount needs to be moved to Casino account.

- Disallowed \$148.67 of expenses we reimbursed the school for the Camp Hector replacement food costs. This refund is still pending.
  - can we pay the 148.67 from our operating account first and wait for refund from RVS.
- A few reporting changes were requested – combine AGLC accounts. You may still want to keep the playground funds separated.

## Budgeted vs Actual Spending Documentation

### Attachment #1 – PY Operating Account Spending, Approved and Proposed 2021/2022 Budget

Friends of Westbrook School Society Forecast Income and Expenditure Schedule Operating (Chequing) Account - (Non-AGLC) 2021/2022 School Year Updated May 29, 2022								
FOW Operating Forecast and Actual Income - Non AGLC								
Line	Date	Description	2020/2021 Actual	2021/2022 Forecast as Sept 2021	Revised Forecast as at Nov 22, 2021	2021/2022 Actual	Comments	Status
1	Sept	Opening balances	\$ 20,013.28	\$ 12,648.91	\$ 12,648.91	\$ 12,648.91	As at Sept 1, 2021	
2	ongoing	Bottle receipts	\$ 139.95	\$ 125.00	\$ -	\$ -	2019/2020 we earned \$173.35.	None so far in 2021
3	Spring	Badger Ridge Plant Fundraiser	\$ 3,210.85	\$ -		\$ -	2017/2018 earned \$1,326.97 profit, 2015/2016 \$1,054.16	
4	ongoing	Bank interest	\$ 12.33	\$ -		\$ 0.87	2019/2020 we earned \$5.91.	
5	Jun	Fundraising Gala (Spring Gala)	\$ -	\$ -		\$ -		Not held in 5+ years
6		Bottle drives	\$ -	\$ -		\$ -		Not held in 5+ years
7		Corporate Donations	\$ -	\$ -		\$ -	2019/2020 \$500.00 from Cochrane Gas Co-op	
8		Private Donations	\$ -	\$ -		\$ -	2018/2019 \$10K for gym expansion loan; Grade 8 donated \$718.01	
9		Service Club Donation	\$ -	\$ -		\$ -		
10		Grant Revenue	\$ 100,000.00	\$ -		\$ -	2020/2021 \$100K from RVC Recreation Grant - used for gym expansion	
11		BBQ Rental	\$ -	\$ -		\$ -	2019/2020 earned \$75.00	
			\$ 123,376.41	\$ 12,773.91	\$ 12,648.91	\$ 12,649.78		
FOW Operating Budgeted Item Forecast and Actual Expenses - Non AGLC								
Line	Date	Description	2020/2021 Actual	2021/2022 Forecast as Sept 2021	Revised Forecast as at Nov 22, 2021	2021/2022 Actual	Comments	Status
1	Sept	Welcome BBQ	\$ -	\$ 500.00	\$ 500.00	\$ -	Cost shared with Westbrook School; 2019/2020 total was \$777.92; \$388.96 each	Cancelled in 2020 & 2021 due to COVID-19 - use for end of year BBQ
2	Oct	We-Day Support		\$ -	\$ -	\$ -	2015/2016 cost was \$320 - have not spent since	
3	Jan	Cochrane High School Scholarship	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00		Paid March 2022 Chq#87
4	May	Kindergarten Bags	\$ 227.50	\$ 400.00	\$ 500.00	\$ -	Moved from third party vendor to Kindergarten Teacher creating bags	Additional \$100 requested
6	Oct	Casino License	\$ -	\$ 150.00	\$ 150.00	\$ -	Will need to pay prior to Dec 2021 Casino	
7	ongoing	Photocopying/Courier Charge	\$ -	\$ 100.00	\$ 100.00	\$ -	Have not spent since 2018	
			\$ 727.50	\$ 1,650.00	\$ 1,750.00	\$ 500.00		
FOW Operating Non Budgeted Item Forecast and Actual Expenses - Non AGLC								
Line	Date	Description	2020/2021 Actual	2021/2022 Forecast as Sept 2021	Revised Forecast as at Nov 22, 2021	2021/2022 Actual	Comments	Status
1		Grant Payment to RVS	\$ 100,000.00	\$ -		\$ -		
2		Loan Repayment to RVS	\$ 10,000.00	\$ 67,185.00	\$ 67,185.00	\$ -	Being paid back by FOW and Westbrook School per current arrangement	
3		WB Swag for Kindergarten Bags	\$ -	\$ -	\$ 300.00	\$ -	New item as of Nov 2021 - do we want to make this a budgeted item?	
			\$ -	\$ -		\$ -		
			\$ 110,000.00	\$ 67,185.00	\$ 67,485.00	\$ -		
Non AGLC Fund Items that FOW could cover to free up school funds to pay down the loan								
Line	Date	Description	2020/2021 Actual	2021/2022 Forecast as Sept 2021	Revised Forecast as at Nov 22, 2021	2021/2022 Actual	Comments	Status
1	2018/2019	Grade 8 Year End Trip	\$ -	\$ -		\$ -	Non AGLC as recreational; 2018/2019 actual \$367.50	2019-2021 cancelled due to COVID-19
2	2018/2019	Year end field trip bussing	\$ -	\$ -	\$ -	\$ -	Non AGLC as recreational; 2018/2019 actual \$892.50	2019-2021 cancelled due to COVID-19
			\$ -	\$ -	\$ -	\$ -		
		Projected Profit/(Shortfall)	\$ 12,648.91	\$ (56,061.09)	\$ (56,586.09)	\$ 12,149.78	ties to Operating Account Bank Summary	

## Attachment #2 – PY AGLC Accounts Spending and Approved and Proposed 2021/2022 Budget

Friends of Westbrook School Society Forecast Income and Expenditure Schedule AGLC Accounts (Raffle and Casino) 2021 2022 School Year Updated May 29, 2022								
FOW AGLC Accounts Forecast and Actual Income								
Line	Date	Description	2020/2021 Actual	2021/2022 Forecast as Sept 2021	Approved Forecast as at Nov 22, 2021	Approved Forecast as at Mar 21 and Apr 13, 2022	2021/2022 Actual	Status
1	Balance	Prior Casino Proceeds Balance	\$ 14,644.75	\$ 2,758.95	\$ 2,758.95	\$ 2,758.95	\$ 5,109.90	Sept 1 remaining balance for casino expenses and reimbursements.
2	Balance	TOTM Proceeds	\$ 18,999.70	\$ 19,004.24	\$ 19,004.24	\$ 19,004.24	\$ 19,004.24	Sept 1, 2021 balance
3	Mar-22	Casino Proceeds Estimate		\$ 40,000.00	\$ 35,000.00	\$ 35,000.00	\$ 37,144.76	2017 Casino funds ~\$43K; due to COVID - funds are expected to be lower
4	ongoing	Bank Interest	\$ 6.17	\$ -	\$ -	\$ -	\$ 2.87	24 months from deposit
5	ongoing	Bank Interest	\$ -	\$ -	\$ -	\$ -	\$ 0.83	
			\$ 33,650.62	\$ 61,763.19	\$ 56,763.19	\$ 56,763.19	\$ 61,262.60	
FOW AGLC Budgeted Item Forecast and Actual Expenses								
Line	Date	Description	2020/2021 Actual	2021/2022 Forecast as Sept 2021	Approved Forecast as at Nov 22, 2021	Approved Forecast as at Mar 21 and Apr 13, 2022	2021/2022 Actual	Status
1	Nov	In-School Literature Initiative - Guest Author	\$ -	\$ 500.00	\$ -	\$ -	\$ -	2019/2020 budget \$600.00; removed from budget Nov 22, 2021
2	Jan	In-School Arts Initiative - Artist in Residence	\$ -	\$ 2,000.00	\$ 2,250.00	\$ 2,250.00	\$ -	2018/2019 actual \$819.00; additional \$250 requested
3	Jan	In-School Physical Education Initiative - Alien in Line	\$ -	\$ 1,250.00	\$ 1,250.00	\$ 1,250.00	\$ 1,250.00	2019/2020 actual \$294.00 - deposit only; budget was \$1,250.00; cancelled in PY due to COVID
4	June	Grade 6 field trip - FOW Portion	\$ -	\$ 2,200.00	\$ 2,200.00	\$ 2,200.00	\$ -	Previously approved up to \$100 per student - currently based on 22 grade 6 students
5	Jan	FOW D&O Insurance	\$ 850.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 895.00	22/23 Policy invoice is \$895.00 - Paid on Chq#24
6		Dec 2021 Casino Expenses	\$ -	\$ 2,758.95	\$ 2,758.95	\$ 2,758.95	\$ 2,350.95	2017 Casino expenses actual \$2,307.90
			\$ 850.00	\$ 9,708.95	\$ 9,458.95	\$ 9,458.95	\$ 4,495.95	
FOW AGLC Non Budgeted Item Forecast and Actual Expenses								
Line	Date	Description	2020/2021 Actual	Forecast as Sept 2021	Approved Forecast as at Nov 22, 2021	at Mar 21 and Apr 13, 2022	2021/2022 Actual	Status
1	2021/2022	Playground Donation	\$ 5,000.00	\$ -	\$ -	\$ -	\$ -	AGLC maximum - \$5K per year with agreement
2	2021/2022	Seniors for Kids	\$ 150.00	\$ -	\$ 100.00	\$ -	\$ 100.00	2020/2021 budget \$150.00
3	2021/2022	Math Learning Supports	\$ -	\$ -	\$ -	\$ -	\$ -	2019/2020 budget \$430.00
4	2021/2022	Heroes Program Books	\$ -	\$ -	\$ -	\$ -	\$ -	2019/2020 budget \$457.00
5	2021/2022	Educational Games	\$ -	\$ -	\$ 400.00	\$ 675.00	\$ 514.96	New item - reallocated ski budget in April 2021
6	2021/2022	School Performance/Play Materials	\$ -	\$ -	\$ 500.00	\$ 500.00	\$ 200.00	New item
7	2021/2022	Teeth-Plan	\$ -	\$ -	\$ -	\$ -	\$ -	New item
8	2021/2022	Gym Lighting	\$ -	\$ -	\$ -	\$ -	\$ -	New item
9	2021/2022	Science Equipment	\$ -	\$ -	\$ -	\$ 1,000.00	\$ 1,000.00	New item approved Mar 21, 2022
10	2021/2022	Decodable Books	\$ -	\$ -	\$ -	\$ 450.00	\$ -	New item approved Mar 21, 2022
11	2021/2022	Equine Therapy Transportation	\$ -	\$ -	\$ -	\$ 567.00	\$ -	New item approved Mar 21, 2022
			\$ 5,150.00	\$ -	\$ 1,000.00	\$ 3,192.00	\$ 1,814.96	
Walk-a-thon Approved but FOW Covered to free up non AGLC funds to pay down the RVS loan								
Line	Date	Description	2020/2021 Actual	Forecast as Sept 2021	Approved Forecast as at Nov 22, 2021	at Mar 21 and Apr 13, 2022	2021/2022 Actual	Status
1	2021/2022	Grade 6,7,8 Camp Replacement	\$ 1,179.67	\$ -	\$ -	\$ 3,335.00	\$ -	PY cost of the replacement camp; budget.
2	2021/2022	Year end merit awards - 2021/2022	\$ 1,132.22	\$ -	\$ 1,250.00	\$ 1,250.00	\$ -	Tentative Camp approved April 2022
3	2021/2022	Field Trips / Virtual Field Trips	\$ 1,095.34	\$ -	\$ 2,400.00	\$ 2,400.00	\$ -	2020/2021 budget \$1,250.00
4	2021/2022	Mathletics	\$ 1,522.38	\$ -	\$ -	\$ -	\$ -	2020/2021 budget \$3,200.00 or \$600 per class
5	2021/2022	Year end merit awards - 2019/2020	\$ 957.82	\$ -	\$ -	\$ -	\$ -	2020/2021 budget \$1,532.00
6	2021/2022	Bussing for Swimming	\$ -	\$ -	\$ 5,310.00	\$ 5,310.00	\$ -	2019/2020 actual \$2,520 - budget \$3,780.00
7	2021/2022	COP Bussing for Grade 4/5 Skiing	\$ -	\$ -	\$ -	\$ -	\$ -	2019/2020 actual \$262.50 - budget was \$700.00
8	2021/2022	Bussing for Grade 6/7/8 Skiing	\$ -	\$ -	\$ 800.00	\$ 525.00	\$ 525.00	2019/2020 actual \$840.00; budget \$840.00
9	2021/2022	Grade 6 to 8 Active Living	\$ -	\$ -	\$ -	\$ -	\$ -	2019/2020 budget \$1,300.00
10	2021/2022	Pine-Arts-Trip - All Grades	\$ -	\$ -	\$ -	\$ -	\$ -	2019/2020 actual \$1,500.00; budget \$1,500.00
11	2021/2022	Grade 6 Camp - WAT Portion	\$ -	\$ -	\$ -	\$ -	\$ -	2019/2020 budget was \$1,250.00
12	2021/2022	Classroom Supplies or Mathletics	\$ -	\$ -	\$ -	\$ -	\$ -	2019/2020 budget was \$1,776.00
13	2021/2022	Grade 6/7/8 Camp at Camp Kiwanis	\$ -	\$ -	\$ -	\$ 3,335.00	\$ -	Approved April 13, 2022 meeting
			\$ 5,887.43	\$ -	\$ 9,760.00	\$ 12,820.00	\$ 525.00	As grade 6,7,8 students did not attend in prior years due to COVID
		<b>Projected Revenue</b>	<b>\$ 33,650.62</b>	<b>\$ 61,763.19</b>	<b>\$ 56,763.19</b>	<b>\$ 56,763.19</b>	<b>\$ 61,262.60</b>	
		<b>Projected Spending From Above</b>	<b>\$ 11,887.43</b>	<b>\$ 9,708.95</b>	<b>\$ 20,218.95</b>	<b>\$ 25,470.95</b>	<b>\$ 6,835.91</b>	
		<b>Projected Revenue over Spending</b>	<b>\$ 21,763.19</b>	<b>\$ 52,054.24</b>	<b>\$ 36,544.24</b>	<b>\$ 31,292.24</b>	<b>\$ 54,426.69</b>	
		<b>Total Revenue</b>						
		Casino Account	\$ 14,644.75	\$ 42,758.95	\$ 37,758.95	\$ 37,758.95	\$ 42,255.49	should have 2 years from deposit date - approx April 2024
		Raffle Proceeds Account	\$ 19,005.87	\$ 19,004.24	\$ 19,004.24	\$ 19,004.24	\$ 19,007.11	need to spend money by July 2022
		<b>Total Spending</b>	<b>\$ 11,887.43</b>	<b>\$ 3,758.95</b>	<b>\$ 3,758.95</b>	<b>\$ 7,093.95</b>	<b>\$ 3,245.95</b>	should have 2 years from deposit date - approx April 2024
		Casino Account	\$ -	\$ 5,950.00	\$ 16,460.00	\$ 16,377.00	\$ 3,589.96	need to spend money by July 2022
		Raffle Proceeds Account	\$ 11,887.43	\$ 9,708.95	\$ 20,218.95	\$ 25,470.95	\$ 6,835.91	
		<b>Projected Revenue over Spending</b>						
		Casino Account	\$ 2,757.32	\$ 39,000.00	\$ 34,000.00	\$ 30,665.00	\$ 39,009.54	ties to Casino Account Summary
		Raffle Proceeds Account	\$ 19,005.87	\$ 13,054.24	\$ 2,544.24	\$ 627.24	\$ 15,417.15	ties to Raffle Account Summary
			<b>\$ 21,763.19</b>	<b>\$ 52,054.24</b>	<b>\$ 36,544.24</b>	<b>\$ 31,292.24</b>	<b>\$ 54,426.69</b>	should have 2 years from deposit date - approx April 2024

### Fundraising Report, (10 mins)

- Should the FOW start the Trip of the Month again?
  - Would be more lucrative if FOW could use this money for the playground. **Action for Mieko Wu to check with AGLC to see if we can do a trip of the month and use these funds for the playground.**
  - **Action for Chelsea Ray to inquire about getting the FOW a Square for this, if pursuing.**
  - Vanessa and Shera Scott would be travel agents in the area that we can talk to. **Action for Kali Kossowan to add this to the next agenda.**

### School Council Update, Chelsea Ray &/or Mieko Wu, (5 mins)

- Next meeting is October 25.
- Walk-A-Thon is September 29 and is combined with Westbrook's Truth and Reconciliation assembly and orange shirt day.
- Hoping that Mom's Pantry orders go out November 10.
- Vanessa is starting to get the Westbrook Fair organized. Vanessa is president and Linda is vice president, Shannon Kinch is on this committee as well.
- Kari is looking for volunteers for Fun Lunch. If she gets enough volunteers, she will investigate starting in October instead of November and they will hope to do this twice a month.
  - Volunteering needs to be put out to the community with people other than those in the meeting, how do we get involvement in this?
  - Is it possible that Grade 6 and up could look into helping with Fun Lunch?
  - Earl Castiglione wants it done once in October and then maybe twice/month following, to make sure this isn't overwhelming.
- The grant writer has been hired!

### Grant/Bursaries, (5-10 mins)

- None.

### New Business, (10 mins)

- Welcome Back BBQ
  - FOW needs to purchase the food, teachers are the volunteers.
  - Veggie trays, chips and powdered drinks?
  - Action to check – are there coolers here to put the drinks in?
    - There were not. Chelsea Ray purchased blue containers for the drinks.
  - Kaitlin Davies and Kali Kossowan will help set up the Welcome Back BBQ.
  - Shannon Kinch will pick up all the food and Shane Kinch will drop off the BBQ.
  - The budget last year was \$800 (typically split half with the school).
  - **Action item for next meeting to add serving equipment, does the school or FOW have a sufficient supply of serving equipment?**
- Stage curtain request – covered already
- Thank you cards for the playground – can we get some art from the kids and put it on a thank you card? This would be inexpensive. **Action for Chelsea Ray to budget this out and action for Earl Castiglione to talk to the Westbrook Art teacher.**
- Brief FOW history, overall intentions and purpose – review for new principal, Earl Castiglione.



- Kristi Purnell has resigned as a FOW director as her children no longer attend Westbrook School.

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### Set Next Meeting

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- October 25, at 7:00pm
- Remaining meetings are booked as follows:
  - November 22, 2022
  - January 24, 2023
  - March 14, 2023
  - AGM - May 30, 2023

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### Adjournment

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- 8:33pm