

West Coulee Elementary Parent Society

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[West Coulee Society | Facebook](#)



West Coulee Elementary Parent Society

AGM MINUTES

September 29th, 2025 @ 6:30pm The Den Room

In Attendance: Michelle Hood, Aimee Dewacht, Dean Hawkins, Ashley Bourassa, Heather Bruce, Krysty Thomas, Tamara Melnychuk, Sarah Morgan, Autumn Barnes, Chrystal Forbes, Heather Arkell, Talayna Zacharias, Lindsay O'Brien, Charley Harris, Matthew Bruce, Reis Cooper, Karissa Anderson, LaNae Merrill

Call to order – 7:26pm

Approval of Agenda: Motion: Ashley Bourassa
Second: Krysty Thomas

Old Business

- **Explanation of Society's Role for the School – Ashley Bourassa**
 - WCEPS was incorporated in June 2024 to begin raising funds necessary to build the playground and assist with pre-opening of West Coulee Station.
 - Bylaws can be viewed on the West Coulee Station website: [491018](#)

New Business

- **WCEPS Executive Committee Overview – Ashley Bourassa**
 - Roles & Responsibilities
 - President – work with principal, issues brought to council, minutes, policies
 - Vice President – works with the president to support, prepare to assume president position in their absence
 - Secretary - records minutes of each meeting and keeps them, dated record of attendees, distribute meeting notices
 - Treasurer - financial transactions records, signing authority, deposits, detailed account breakdown when needed.
 - Directors – All attendees have voting privileges. A quorum requires a minimum of 3 directors present, separate from the elected positions above.

- **AGM Election of Executive Officers (Call for nominations and then vote if necessary):**
 - **President** Nominations:
 - 1st Call – Ashley Bourassa
 - 2nd Call - None
 - 3rd Call - None**Elected President:** Ashley Bourassa
 - **Vice-President** Nominations:
 - 1st Call – Taryn Guzzi
 - 2nd Call - None
 - 3rd Call - None**Elected Vice-President:** Taryn Guzzi
 - **Secretary** Nominations:
 - 1st Call – Tamara Melnychuk
 - 2nd Call - None
 - 3rd Call - None**Elected Secretary:** Tamara Melnychuk
 - **Treasurer** Nominations:
 - 1st Call – Heather Bruce
 - 2nd Call - None
 - 3rd Call - None**Elected Treasurer:** Heather Bruce
- Casino Fundraiser – **Ashley Bourassa/Dean Hawkins**
 - Is anyone interested in taking on the role of Casino Chairperson to apply for licencing and get West Coulee on the list for a future date?
 - Casino has been contacted twice and we are working on getting a date for West Coulee – usually it is 2 years out.
 - The school very much needs to fundraise to catch up with budgets – there is no computer lab. The budget for the year is very small and we are going to rely on casino money and other ways to bring income to the school.
- Fundraising – **Ashley Bourassa/Dean Hawkins**
 - All money fundraised and donations go to society, with executive and directors (meeting attendees) deciding how money is spent
 - Passive fundraising includes Mabels Labels and Pizza Nights
 - One major fall fundraiser and two smaller spring fundraisers are suggested. Here are some ideas carried forward from last year discussions.
 - October 31: Dance-a-thon – Goal is \$20,000
 - Students collect flat-rate donations via cash/check/school cash online for 3 weeks leading up to the Oct. 31 dance-a-thon
 - All participants are entered to win prizes, and the highest participating homeroom wins a pizza party.
 - DJ is hired, gym decorated, schedule created for grade levels (Ex. Kinder & Gr. 1 9:00-9:45, Gr. 2 & 3 9:55-10:40, Gr. 4 & 5 10:50-11:35)

- Families are invited to come during their child's timeslot with a donation at the door
- Paperwork to be made available to teachers to send home by Thursday and forwarded to Dean.
 - February: Valentines Donuts/Candy Grams
 - April: Kernals/Purdys/Marble Slab
 - Dean has a contact for a pumpkin sale and will look into that a little more.
- All money earned during the school year should try to be spent within the same year, so those who raised the funds benefit from their effort
- After the major fall fundraiser, each grade level will submit a "Teacher Wishlist" to the principal, and it will be presented for purchasing approval. This could include teacher resources, field trips, items for the classroom, etc.

Future Meeting Dates:

- Wednesday, October 15th @ 6:30pm

Adjournment: 8:11pm

Motion: Autumn Barnes

Second: Karissa Anderson