

St. Mary's Academy Parent Guild Minutes
September 14, 2010

Present:

Barb Stevens	Shelley Smith	Yvonne Myal	Kathleen Reid
Sharon Godenir	Angie Lindsay	Jane White	Larry MacFarlane
Jackie MacFarlane	Jean Sigfusson	Fran Mulhall	Shelley Henn
Lorraine MacDonald	JP Madden	Teresa Duna	Leslie Finch
Sister Susan Wikeem	Nicola Guttormson	Yolande Franzmann	Guadalupe Camorlinga
Suenita Maharaj-Sandhu			

- Meeting called to order at 7:25 p.m.
- Sister Susan gave a prayer to bless and open our meeting

Annual General Meeting

Motion to accept the agenda – Fran Mulhall, second – Leslie Finch

- Reviewed minutes of Sep 15/09

**Motion to accept revised minutes – Suenita Marahaj-Sandu, second Angie Lindsay
All in favor**

President's Report

- Reviewed Sister Susan's "wish list" which provides information of where the funds raised by the Parent Guild are used
- The President thanked all committee members for their hard work last year and expressed thanks to out-going President Rita Serbin and out-going Secretary Gracia Prochazka

Treasurer's Report

- Discussion of financial position as at June 30/10 (see attached Financial Report)
- A report will be provided to the auditors who will review and make recommendations
- Informative discussion ensued explaining the historical relationship between Halprins, St. Mary's Academy and the Parent Guild

**Motion to accept President's and Treasurer's Reports – Larry MacFarlane, second
Suenita Marahaj-Sandu
All in favor**

Report of Results of Election of Officers

Officers were introduced:

Nicola Guttormson, President
Angie Lindsay – First Vice President
Fran Mulhall – Second Vice President
Leslie Finch – Treasurer
Jackie MacFarlane - Secretary

Motion to adjourn Annual General Meeting – Yvonne Myal

Parent Guild Meeting

- Meeting called to order at 7:45 p.m.

Motion to accept the agenda – Leslie Finch, second Fran Mulhall

- Reviewed minutes of Jun 1/10

**Motion to accept revised minutes – Barb Stevens, second Yvonne Myal
All in favor**

All returning and new members of the Parent Guild for 2010/11 were introduced.

Treasurer's Report

- Treasurer advised the following audit policies and procedures must be followed:
 - expenditures must be first approved by the Executive prior to purchasing items
 - receipts must be kept for all expenditures and submitted for reimbursement
 - communication between Treasurer and various committees can be done via file folders at the school office – receipts can be scanned and sent to the Treasurer via email, once the cheques are signed by Sister Susan and the Treasurer, they can be picked up or mailed (usually takes approx. 1 week)
 - please include name, address, telephone number and postal code to facilitate mailing cheques and shorten turn around time

**Motion to accept Treasurer's report – Jean Sigfusson, second Shelley Smith
All in favor**

Corner Store

- See Corner Store report (attached)
- Decision has been made to not change the name – remains as Corner Store – the committee members LOVE the new space
- Approval to purchase a calculator with tape and hangers for the Corner Store

**Motion to approve the purchase of these items up to \$200 - Jean Sigfusson,
second Guadalupe (spelling?)
All in favor**

Uniform Shop

- No report

Hospitality report

- Parent's information evening scheduled for September 22nd
- Parent Guild will pay for a portion of the wine this year
- Since there was such a good response from the presence of the Parent Guild at the summer Carnival, Parent Guild members are encouraged to attend the information evening to meet and recruit new members.

Bingo Report

- Jennifer Layte was unable to attend but she is aware of the Bingo night schedule and is coordinating volunteers
- Explanation of Bingo nights for new Parent Guild members

Board Liaison Report

- Board is currently doing strategic planning and are organizing their committees in October

Volunteer Coordinator

- Volunteer Coordinator role is TBD – but Bonnie Cadieux is organizing the necessary volunteers for International Day (UPDATE Sep 17 – Bonnie Cadieux has accepted position of Volunteer Coordinator – thank you Bonnie!)

Special Events

- International Day is scheduled for Sunday, November 7th
- Bonnie Cadieux was unable to attend; Fran Mulhall and Angie Lindsay advised there are 9 confirmed pavilions out of 11 possible pavilions and organizing is well underway
- Event includes – sharing in cultural diversity, mass at 10a.m., pavilions open at 11a.m., food, entertainment, art auction, bake sale, Aboriginal story telling
- A few students will dress in ethnic costume at the Parent's evening to promote the event
- Included in a package that will be mailed home at the end of September is information about the event and raffle tickets
- Ticket winnings have double (first prize \$1000); tickets are \$2 each; two \$100 gift certificate sellers' prizes available – one to the student who sells the grand prize and one to the student who sells the most tickets

Director's Report (Sister Susan)

- St. Mary's Academy has a full house for 2010/11 – 600 students, with 5 grade 12 classes and several new teachers
- Renovations –
 - library is open (Parent Guild supplied \$4000 toward furnishings)
 - art room will be complete toward the end of September
 - fitness room floor is complete, painting to begin and equipment to arrive in the next few weeks
 - Uniform Shop and Corner Store are complete
 - New staff room for teachers is complete
- Start-up activities in school have begun – Club Head Assembly today, opening mass celebrated on September 10th grade 9 welcome day on September 17th
- Angie Lindsay thanked Sister Susan for providing snacks for library volunteers

New Business

- Nicola confirmed Parent Guild meetings will begin at 7:00 on Oct 5, Dec 7 (Christmas party - 6:30 start), Feb 1, Mar 1, May 3, Jun 7 (Windup party – 6:30 start)
- No meeting in November due to International Day festivities
- Parent Guild members are asked to provide name, telephone number and email addresses to Secretary for each meeting they attend; the information will not be shared and you will receive minutes for each meeting you attend
- Thank-you was expressed to Rita Serbin on behalf of the Parent Guild for her year as President.
- Parent's evening – any committee (International Day, Parent Guild, Hospitality, Corner Store, Bingo/Volunteer) that would like a table/display should advise the President

Motion to approve the purchase of 130 grad angels (order must be made in September with initial deposit) – **Nicola Guttormson, second Leslie Finch**
All in favor

Motion to adjourn meeting at 8:55 – Angie Lindsay.

Jackie MacFarlane
Secretary