

St. Mary's Academy Parent Guild Minutes
February 1, 2011

Present:

| | | | |
|-----------------------|-------------------|------------------------|---------------|
| Shelley Smith | Kathleen Reid | Sharon Godenir | Angie Lindsay |
| Jackie MacFarlane | Jean Sigfusson | Lorraine Kuzyk | Leslie Finch |
| Sister Susan Wikeem | Nicola Guttormson | Geethanjalie Jayasingh | |
| Olga Hutchinson Jones | | Suenita Maharaj-Sandhu | |

Regrets – Fran Mulhall

- Meeting called to order at 7:10 p.m.
- Sister Susan gave a prayer to bless and open our meeting

Motion to accept the agenda – Suenita Maharaj-Sandu, second Leslie Finch

- Reviewed minutes of Dec 7/10

Motion to accept minutes – Lorraine Kuzyk, second Shelley Smith

All in favor

President circulated a Thank You card from Sr. Susan and a Christmas card from Holy Names High School Community.

Treasurer's Report

- Treasurer circulated Financial Statement for the period July 1, 2010 – Jan 31, 2011; two cash accounts (Account A \$31,844.60 + Account B \$15,690.62 = \$47,535.22)
- Account A is General Account which includes Corner Store; annual commitments (bursaries) and SMA projects are included in this amount
- Account B is Lottery Account for International Day; all bills have been paid and all expenses have been covered to date
- Subject to Auditor approval, nearly all funds from Lottery Account will be transferred to the General Account

Motion to accept Treasurer's report – Leslie Finch, Angie Lindsay

All in favor

Corner Store

- Corner financial position is similar to other years at this point in the school year
- Corner Store now selling SMA water bottles (\$12 each)
- Team sales:
 - First team sale was made to the SMA Hockey Team (hoodies and pants for \$85) for a profit of approx. \$400; funds were paid at the time of order so there was no out-of-pocket expense
 - Decision made to promote the same colors for other teams for consistency; some variation in cresting allowed
 - An team uniform order form will be developed and provided to coaches
- Decision to implement return policy since some returns deplete available cash:
 - Corner Store will issue a refund voucher for ALL refunds and email Treasurer who will generate a cheque to be mailed along with a cover letter to the students' parents
 - Turn around is expected to be within one week
 - Jean Sigfusson to develop Return Procedures for Corner Store
 - Mary Akins-Peters and Leslie Finch authorize this procedure

**Motion to adopt the above refund procedure – Sr. Susan, second Shelley Smith
All in favor**

- Discussion around the merit of establishing a credit/debit system; decision that although this would increase sales, the monthly costs of the system and training issues prohibit SMA installing at this time
- Tammy Becker replaced Maria Romanick (sp?) as volunteer coordinator
- Corner Store has experienced issues with volunteers; President suggested they discuss with Bonnie Cadieux
- Jean Sigfusson is leaving Corner Store; SMA Parent Guild Executive expresses thanks for her service; Treasurer has asked that she develop financial procedures prior to leaving

Uniform Shop

- Jan Taylor unable to attend but relayed feedback to President that all is running smoothly including volunteer scheduling

Hospitality report

- Kathleen Reid thanked all for attending and supporting the SMA Christmas Party and noted the following:
 - Four people accepted but did not attend and seven extra attended without accepting the invitation – this makes it difficult to budget; suggestion that Parent Guild allow for 10% more than who has signed up
 - Another suggestion is for people to remit funds in advance (non-refundable)
- Kathleen is leaving Hospitality Coordinator; SMA Parent Guild Executive expresses thanks for her service; Janice Beveridge is replacement
- Parent Guild purchased 2 beverage dispensers last year; 2 were borrowed from St. Paul's for an event because 4 were required; SMA might consider selling and re-buying so we have a matching set
- Shelley Smith has been doing research on "green" drinking cups for St. Paul's and will share the results once complete
- Kathleen suggested tall signage be used when the cafeterias has a large crowd to indicate coffee juice, etc. Sr. Susan showed 1 of 4 flag poles that could be used for this purpose

Bingo Report

- Jennifer Layte was unable to attend and has indicated she cannot continue as Bingo Coordinator next year; SMA Parent Guild Executive expresses thanks for her service
- President attended the last bingo night at Club Regent Casino; indicated it was a fun evening and possibly recruited Gwen (Gr. 7 parent) to the position
- Gwen indicated the volunteer coordinating might require two people – 1 for Club Regent and 1 for McPhillips Street Station; President asked for volunteers from the Parent Guild - contact any member of the Executive if interested

Board Liaison Report

- Board heard presentation on strategic planning and timelines; renewed membership in Manitoba Committee Association Inc. (SMA's involvement in bingos)

Volunteer Coordinator

- Bonnie Cadieux was unable to attend

Director's Report (Sister Susan)

- January is quiet month during assessment period; found to be less stressful with some assessments before and some after the Christmas break

- Grade 12 ski trip was cancelled due to bad weather; a sleepover is being arranged in March as replacement
- Upcoming:
 - SMA Newsletter; Uniform Shop and Corner Store to submit articles
 - SMA Newsletter will advise parents that the fitness room is now open and Grades 10-12 are encouraged to utilize during spares (with a pass from the Physical Education Teacher)
 - Parent/Teacher Interviews
 - Catholic Schools Day – Friday, February 18 at Caboto Centre; theme is “servant leaders”
 - International Women’s Day Breakfast – Friday, March 4 at SMA hosted by Anita Neville; speaker is author Stevie Cameron
 - Marion Awards brunch – Saturday, May 7 at the Manitoba Club; all are invited to attend
- Wish List – all that was requested has been purchased; Treasure to advise Sr. Susan if any funds remain
- Open House was held and positive feedback received; good crowd on a cold evening

New Business

- Nominations need to be determined at the March Parent Guild meeting
- Boogie Night was cancelled due to low interest; ideas:
 - Advertise sooner and possibly market as a fund raiser with increased ticket costs
 - Establish a committee and coordinate event during the lull in Parent Guild meetings (October to February)
 - Offer a discount for tables of 10
 - Open event to the public; not just school community
- Other ideas to foster social interaction among parents:
 - Get together at a parent’s home for all parents in the grade their daughter is enrolled in
 - Color coded stickers by grade to identify parents with daughters in the same grade
 - Include a letter to new parents with an invitation to come out to various events (presence at the spring Carnival was excellent venue to meet new parents)
- Jean Sigfusson asked if Parent Guild would consider a donation to the Graduation Committee toward the cost of putting on the Graduation event; decision to defer:
 - Since the Parent Guild already provides two scholarships, the graduation pins/angels and diploma folders, the Graduation Committee should first identify what the funds will be used for (eg. Silent Auction table)

Motion to adjourn meeting at 9:00 – Shelley Smith
 Next Meeting March 1, 2011

Jackie MacFarlane
 Secretary