

St. Mary's Academy Parent Guild Minutes Sep 13, 2011
Annual General Meeting and Parent Guild Meeting

Present:

Bev McConnell	Elaine Mordoch	Liz Doyle	Kathleen Reid
Sharon Godenir	Nicola Guttormson	Leslie Finch	Tammy Becker
Lorraine Kuzyk	Gwen Lawrence	Fran Mulhall	Janice Beveridge
Bonnie Cadieux	Liz MacCharles	Genevieve Michael	Cara Van de Mosselaer
Sister Susan Wikeem	Suenita Maharaj-Sandhu		

- Regrets Angie Lindsay, Jan Taylor
- Meeting called to order at 7:10 p.m.
- Sister Susan gave a prayer to bless and open our meeting

Motion to accept the Annual General Meeting agenda – Liz MacCharles, second Janice Beveridge

Motion to accept previous AGM minutes – Fran Mulhall, second Sharon Godenir

President's Report

- President read the article that appeared in the SMA August newsletter that listed all items that the 2010/11 Parent Guild fundraising activities purchased for the school
- President expressed wishes for another successful year of fundraising

Treasurer's Report

- Treasurer explained the format of the financial reports for the new parents and presented the SMA Parent Guild Financial position as at Jun 30, 2011

Motion to accept Treasurers report - Sharon Godenir, second Lorraine Kuzyk, all in favor

Report of Elections of Officers

- Elected for 2011/12 school year:
 - Nicola Guttormson, President
 - Angie Lindsay, First Vice President
 - Fran Mulhall, Second Vice President
 - Leslie Finch, Treasurer
 - Jackie MacFarlane, Secretary
- President advised the work of the First and Second Vice Presidents is to work closely with committee heads and provide assistance if required
- Committee head should always send a report (email is fine) if they are unable to attend meetings

Motion to adjourn Annual General Meeting at 7:35 p.m. – Lorraine Kuzyk, all in favor

Parent Guild meeting called to order at 7:40 p.m.

Motion to accept the agenda – Suenita Marhaji-Sandhu, second Leslie Finch

Motion to accept minutes of Jun 10/11 – Fran Mulhall, second Kathleen Reid

Treasurer's Report

- Treasurer presented financial position for month of July, 2011; explained it shows several 0.00 since very little activity occurs during summer months and currently a balance of approx. \$21,100 in accounts

Motion to accept Treasurer's report – Gwen Lawrence, second Lorraine Kuzyk, all in favour

Corner Store Report

- First sale was held last week – netted \$917; new items available this year
- Corner Store will be present at Parent Information Evening and at the Alumnae Wine and Cheese event
- Replacement is required for Financial person who left last year; responsibilities include collecting cash and sales summaries each day and depositing on a weekly basis
- If anyone is interested in this volunteer opportunity, contact Sharon Godenir
- Treasurer advised that a deposit key could be obtained which would allow someone to deposit in the evening (outside of regular bank hours)

Uniform Shop Report

- First sale was held for two days last week and new students' sale was held in May; resulted in lots of items on back order from Halprins (several of these orders were filled over the summer)
- The sales were very hectic and perhaps better signage next time would help
- A new untuckable shirt has a better fit
- The recent sale of Halprins to McCarthy's has caused several issues including:
 - A problem with their computer system resulted in a loss of all previous order information from SMA
 - The summer skirt order was not accepted because the skirt was produced in a heavier fabric
- Discussion around the feasibility of switching to a different company if McCarthy's doesn't improve; the biggest being that McCarthy's has SMA tartan that would be difficult to replace
- While some sizes are not available, the Uniform Shop will still open Fridays with limited stock and hopefully all back ordered items will be supplied soon
- Uniform Shop has requested patience from all parents while the back order issue is being addressed
- Parents can donate gently used uniforms to the Corner Store for re-sale

Hospitality Report

- Parent Information Evening is organized; several volunteers are available (but more are always welcome); all remains is to put food items out that evening
- President would like a Parent Guild Executive table setup to engage new parents; Fran and Jackie will be there and Bonnie will provide volunteer signup sheets

Bingo Report

- Bingo coordinator is looking for more volunteers for bingo; to discuss with Volunteer Coordinator

Volunteer Coordinator Report

- Volunteer signup sheets were sent electronically this year; not as many have been returned so perhaps another email will be sent to parents or a hard copy sent by mail in future
- Committee heads should contact Bonnie Cadieux if they are ever short on volunteers
- SMA website has been revised to include the volunteer form on the main page

Board Liaison Report

- SMA Strategic plan was supplied; will be presented at the Parent Information Evening provides information on Mission statement, Vision and Goals and Actions

Special Events Report

- International Day is at planning stage; Pavilions will be confirmed in the next couple of weeks
- Require a Clean-up Convener to ensure Pavilions have all what they need, clean tables, etc.

Director's Report

- Lots of positive energy in the school
- Changes to teachers' assignments resulting from retirements, etc. were outlined
- Parents should review the daily Bulletin for up-to-date information on school activities
- Upcoming activities:
 - Grade 12 retreat
 - Leadership Council
 - Head Girl elections
 - AAA Hockey team and other sports teams starting
- Plans are in place for the next phase of expansion
- Director's Wish List was presented; Treasurer confirmed that, based on previous years, the Wish List is very conservative/doable

Motion to accept Treasurer's report – Leslie Finch, second Janice Beveridge, all in favour

New Business – update Parent Guild Contact sheet

- Review of Master List to identify who has left or remains part of the Parent Guild
- All Executive/Committee Heads will be emailed copies of minutes even if they are not in attendance; Parents will be emailed copies of minutes only if they are in attendance

Next meeting – October 4th at 7:00

Motion to adjourn at 8:45 p.m. – Genevieve Michael

Jackie MacFarlane, Secretary