

**St. Mary's Academy Parent Guild**  
**Minutes Mar 6, 2012**

**Present:**

Elaine Mordoch            Nicola Guttormson            Leslie Finch            Fran Mulhall  
Sharon Godenir            Shelley Henn            Sister Susan Wikeem    Bonnie Cadieux  
Suenita Maharaj-Sandu    Cara Van de Mosselaer  
Several International Day Conveners and volunteers

- Regrets Gwen Taylor, Janice Beveridge
- Meeting called to order at 7:10 p.m. President welcomed present Guild Members and the International Day Conveners and volunteers
- Michelle Garlinski said a prayer to bless and open our meeting

**Motion to accept the Agenda – Fran Mulhall, second Shelly Henn**

**Motion to accept Feb 7/12 minutes – Fran Mulhall, all in favor**

**Treasurer's Report**

- Treasurer presented Financial position as at Feb 29, 2012:
  - Corner Store \$28,178 less expenditures of \$20,906 leaves a balance of \$7,272
  - International Day final tally is \$25,437 (includes \$8,017 for Lottery);
  - General Account \$34,888 plus Lottery Account \$8,410 leaves a balance of \$43,299
- Funds will be used for school projects; currently no large outstanding expenditures to be posted in the month of March 2012

**Motion to accept Treasurer's report – Alesia, second Bonnie Cadieux, all in favor**

**Hospitality**

- Janice Beveridge unable to attend and sent an email to Nicole advising that planning is underway for the next event which is the Staff Appreciation on March 20
- Sr. Susan noted that the Open House at the end of January was a success

**Uniform Shop**

- No representative in attendance from the Uniform Shop
- Sr. Susan advised that the Uniform Shop is now re-opened:
  - The new blouses are available for purchase and are receiving positive feedback (no pockets)
  - Old Halprins stock is being cleared out; SMA must purchase all Halprins stock that has the SMA crest
  - Additional new stock will be available in May for new students including summer skirts, long and short sleeved, tuckable and untuckable unisex shirts

**Corner Store**

- Sharon Godenir reported that sales are going well

**Bingo**

- Gwen Lawrence unable to attend but sent a report advising that there are lots of volunteers available for Bingo events

### **Guild/Board Liaison**

- Suenita Maharaj-Sandu confirm that:
  - The five board Committees continue to meet and review issues; the five Committees are Technology, Legal Structure, Governance, Financial and Executive
  - The Alumnae Board has purchased a table at the Marian Awards
  - Principal's Report – Mrs. Yunick and Mrs. Swayze will be coming to speak at the next Parent Guild meeting on assessments at SMA
  - All clubs are underway
    - Hockey – sixth place/advance to semi finals
    - Debate teams have gone to McGill, University of Toronto, Calgary (April), Nationals in Montreal (April), National Seminar in Regina (May)
    - El Salvador trip (Jun 30 – Jul 15) fund raising Social Justice meal early April
  - Student Option sheets have been sent home for review
  - Professional Development underway including – learning and learning difficulties seminar, technical conferences, social media (pros/cons) in-services

### **Volunteer Coordinator**

- Bonnie Cadieux confirmed the Volunteer Form will be included in the re-registration package being sent by email this week
- This will hopefully be a better process than last year when the Volunteer Form was included in the school supply list in August and often not returned
- The Volunteer Form will be included in the new student registration packages mid-April
- Reminder – any questions or requests for volunteer activities can be emailed to Bonnie (her email address is on a few places on the SMA website)

### **International Day**

- International Day Conveners and volunteers attended the Parent Guild meeting to re-evaluate the event
- Bonnie Cadieux confirmed that:
  - Several ideas over the last few years have increased revenue significantly
  - It is sometimes difficult to get the 120-140 volunteers required for the event
  - Yolande Franzman coordinated the Lottery for 2011 which raises approx. ½ of the revenue but is a huge time commitment
  - For 2012 event, co-conveners are required for five large areas
  - Succession planning for future years is also an issue (including a replacement for herself as International Day Convener)
- Sr. Susan confirmed that:
  - The issue is getting volunteers to assume a leadership role; there should be less scrambling to find volunteers in the few weeks preceding the event
  - The event might be becoming dated after 38 years (even though the revenue is increasing, attendance is down)
  - The Lottery requirements by the Gaming Commission have become much more stringent and onerous
  - Food handling rules have become more stringent
    - Food should be prepared in a commercial kitchen and transported at specific temperature
    - While most Pavilions purchase the food from a restaurant, there are still transportation concerns; some Pavilions make food in homes and transport to SMA
    - The SMA kitchen could be used but might not be available when required

- While there are significant “pros” to the event (successful fund raiser/family event), perhaps a different event can be developed that would take less man hours and utilize the new space resulting from construction to be completed 2013
- Responses from Conveners/Volunteers/Parent Guild members that were in attendance:
  - Keep the three main components – international event with international food, art auction that showcases the art department and the girls’ art work, and the Lottery
  - Suggestion for a “gala” event that is easier to organize:
    - Utilize the new atrium space; keeping event at SMA is cost effective and keeps it uniquely “ours”
    - Still have an entertainment component
    - Servers in international clothing
    - Would be less of a “family” event
    - Could offer a plate of food with set items
    - Gala might be difficult to market/advertise
    - Keep the “family” event by starting early, reduce ticket prices
    - Could feature one ethnic group per year (food, entertainment, clothing, theme of art auction)
- Addressing the food handling issue, Jackie MacFarlane to speak to Larry MacFarlane (Culinary Arts Instructor at Red River College) regarding perhaps putting on a Food Handlers seminar for conveners, providing a pamphlet on food handling to be provided to each Pavilion and being on-site throughout International Day to monitor food handling and answer any questions
- Final discussion – International Day 2012 will be the same event (with food handling revisions as described above); discussions to continue regarding 2013 event
- The Parent Guild Executive commends Bonnie Cadieux and all the Conveners and Volunteers that make International Day such a successful event

**Director’s Report**

- In additional to the Board Liaison’s report, re-registration packages went out this week and are due back Mar 19<sup>th</sup>
- Next week, Sr. Susan and Mrs. Yunick will be in Albany New York for meeting of Administrators of Holy Names School; supposed to be hosted at SMA next year but will be postponed for one year when next phase of construction is complete
- Marian Awards (May 12) at Manitoba Club recognizes SMA Alumnae
- The Parent Guild Executive commends Bonnie Cadieux and her team for their excellent efforts

**New Business**

- Nomination Committee for 2012-2013 Parent Guild Executive is Sharon Godenir, Janice Beveridge and Sr. Susan; at their first meeting a Nomination Form was developed which will be emailed to parents and on the SMA website
- SMA Grad Angels are ready to be wrapped in mid-May
- Parent Guild Executive to contact Janice Beveridge regarding involvement at the Carnival
- Volunteer Lunch is scheduled for May 24th

Next meeting – May 1, 2012 which will be Parent Guild Executive Election night and presentation on mid-year assessment

Motion to adjourn at 8:35 p.m. – Leslie Finch, second Shelley Henn

Jackie MacFarlane, Secretary  
SMA Parent Guild Executive