

St. Mary's Academy Annual General Meeting Minutes
September 11, 2012

Present:

Sister Susan Wikeem	Kathleen Reid	Jackie MacFarlane	Janice Beveridge
Susan Yurkiw	Shelley Henn	Genevieve Michael	Gwen Lawrence
Matilde Kostiw	Elaine Mordoch	Pam Knysh	Georgine Gaudes
Leesa Sylvestre	Sharon Godenir	Teresita Chiarella	Lois Brothers
Shauna Mallory	Nicola Guttormson	Lorraine Koltek	Lorraine Kuzyk
Leslie Finch	Mario Carriere	LeighAnn Carriere	Christie DeJong

- Meeting called to order at 7:09 p.m.
- Sr. Susan said a prayer to open the meeting
- President welcomed all returning and new parents; all members introduced themselves

Approval of Previous AGM meeting – Sep 13, 2011

- Minutes reviewed
- Motion to approve minutes – Genevieve Michael, second Georgine Gaudes; all in favor

President's Report

- President reviewed Parent Guild activities/purpose:
 - Foster sense of community in the school
 - Involvement in fundraising (e.g. International Day raises approx. \$68,000) and hospitality events to enhance school activities

Treasurer's Report

- Treasurer provided the financial numbers as at Jun 30, 2012 (General Account \$17,908.64, Lottery Account \$6,890.47 = total \$24,799.11)
- Motion to approve Treasurer's Report – Susan Yurkiw, second Leesa Sylvestre; all in favor

Election and report on Officers

- Parent Guild Executive for 2012/13:
 - Kathleen Reid – President
 - Shelley Henn – Vice President
 - Janice Beveridge – Second Vice President
 - Susan Yurkiw – Treasurer
 - Jackie MacFarlane - Secretary
- Shelley advised the role of the Vice President is to:
 - be successor to the President
 - preside at meetings in the absence of or at the request of the President
 - ensure the continuity of the Hospitality, International Day, Spring Event, Corner Store, Uniform Shop, Bingo and Volunteer committees
- Janice is also Hospitality Committee head; looking for a volunteer to mentor as her replacement

New Business

- Welcome Leslie Finch as new Board Liaison for 2012/13

Meeting adjourned at 7:23

Jackie MacFarlane
Secretary

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Regrets: Bonnie Cadieux, Liz McCharles

- Meeting called to order at 7:25 p.m.

Approval of Previous Parent Guild meeting – Jun 5, 2012

- Minutes reviewed
Motion to approve minutes – Georgine Gaudes, second Teresita Chiarella; all in favor

President's Report

- Executive members will be at all Parent Guild meetings 15 minutes prior to start to greet parents and answer any questions
- Two new Education Programs this year depending on resources – Social Media and Emotional/Social Development
- Executive will be at a table at the Parent's Evening to answer any questions regarding Guild activities; all parents welcome to attend

Treasurer's Report

- No financial transactions during July and August other than bank fees; several expenditures in September and October
- Treasurer provided the financial numbers as at Aug 31, 2012 (General Account \$17,897, Lottery Account \$6,873 = total \$24,770)

Motion to approve Treasurer's Report – Sharon Godenir, second Genevieve Michael; all in favor

Committee Reports

- Corner Store:
 - Opened on Sep 17th

Action Item(s) – Sharon Godenir was asked to look into availability of SMA lanyards.

- Uniform Shop:
 - Two successful sales Sep 4 and 5th
 - New computer system resulted in long wait times to processing orders especially since we have only one computer license available and the invoicing process is time consuming
 - Liz McCharles/Jan Taylor to discuss feasibility of purchasing additional licenses
 - Volunteers are being scheduled and trained for Friday sales
 - Jan Taylor is leaving her position at the end of the 2012/13 school year and looking for a volunteer that she can mentor starting before Christmas
 - Liz McCharles is leaving her position at end of school year 2013/14
 - Position descriptions are being developed

- Hospitality:
 - First event is Parent's Night Sep 19th; parents will attend information session in Alumnae Hall, followed by breakout sessions for grade 7, 9 and 11/12 parents and wine and cheese reception in cafeteria
 - Five other events during school year: December Parent Guild Christmas meeting, January Open House, Spring Staff Appreciation Luncheon, May Welcome Carnival, June Convocation
 - New volunteers are always welcome; also looking for a new Hospitality lead that Janice Beveridge can mentor

- Bingo Coordinator:
 - Bingo raises approx. \$16-17,000 per year; funds cannot be used for operating and must be earmarked as capital funds to purchase furniture and equipment for the school
 - Please advise Gwen if anyone is interested in volunteering for bingo nights at Club Regent or McPhillips casinos

- Special Events – International Day:
 - Bonnie Cadieux is co-convening with Yolande Franzman (lottery), Sheila Sachvie and 1-2 more members who look at revising International Day format for 2013/14 which will be the 40th Anniversary of the event and utilize the new atrium space
 - All convener positions have been filled with the exception of Entertainment Convener; please contact Bonnie if there are any interested individuals
 - Yolande has confirmed the lottery tickets will be sent out shortly; thanks to the Beveridge family for donating an I-pad as a sales incentive gift
 - There are nine pavilions this year

- Volunteer Coordinator:
 - All volunteer forms are being formulated into spreadsheets and will be distributed to all committee heads early next week
 - Increase in number of forms returned this year due to their inclusion in the registration packages
 - First volunteer event is the Retrally on Oct 2nd

Board Liaison

- New Board Member orientation was this week; more to report on in the months to come

Director's Report

- Welcome all new and returning parents
- SMA Parent Guild raises funds but also does "service" including welcoming parents, preparing food at Retrally, working at Open House, etc, etc
- Explanation of the Directors role in the school (Strategic Planning, upgrades to school, involvement in Parent and Alumnae Associations); Principal and Vice Principal are more involved in school activities and curriculums
- 598 students in 2012/13, 132 are new students
- Three new or returning faculty members, new Communications Coordinator position has resulted in Facebook page, new website for AAA Hockey and SMA blog
- Construction update – Alumnae Hall should be complete by mid-Feb, 2013 in time for a Junior/Senior musical production in April – Broadway on the Crescent
- Education Program for Parent Guild:
 - Last May, Mrs. Swayzie and Mrs. Yunyk did a presentation on the mid-year assessment process that was very well received
 - Oct 2nd – school administration to give a short presentation at the Parent Guild meeting on Social Media; full session with a couple of speakers planned for Oct 23rd from 7:00 – 9:00
 - February Parent Guild meeting will be devoted to a presentation on Social/Emotional Development

- Sr. Susan presented her Wish List of purchases for 2012/13:
 - reviewed revenue, annual commitments and projects; to come back with additional items due to surplus from last year
 - suggestion that Parent Guild members be able to provide ideas as to spending surplus funds (e.g. Display case in the new space with a plaque “Gift from Parent Guild”) or that parents be given the opportunity to rank a list of five projects on which to spend the funds – maybe a “question of the day” on the website – to be discussed at the next Executive meeting

Motion to approve Wish List – Nicola Guttormson, second Shauna Mallory; all in favor

New Business

- New signing authorities required by Executive

Meeting adjourned at 8:15

Next Parent Guild meeting Oct 2nd 7:00

Jackie MacFarlane
Secretary