

St. Mary's Academy Parent Guild Meeting Minutes
Jun 4, 2013

Present:

Sister Susan Wikeem	Kathleen Reid	Jackie MacFarlane	Janice Beveridge
Christie DeJong	Susan Yurkiw	Fran Mulhall	Lorraine Kuzyk
Sharon Godenir	Caroline Meadows	Leslie Finch	Pam Knysh
Yvonne Myall	Leesa Sylvestre		

Regrets: Gwen Lawrence

- Meeting called to order at 6:40.
- Sr. Susan said a prayer to open the meeting

Approval of Previous meeting – May 7, 2013

- Minutes reviewed –
- Business from previous minutes – see Director's Report

Motion to approve minutes – Fran Mulhall, second Janice Beveridge; all in favor

President's Report

- International Day (ID):
 - Bonnie Cadieux has resigned as International Day Convener and Volunteer Coordinator; the Parents' Guild wishes to thank her for her commitment to ID over the past three years
 - The Parents' Guild is working toward ID being a two-person organized event – Convener and Co-Convener which will promote a two year maximum commitment
 - The February meeting regarding ID was to determine if the traditional ID event should continue; it was clear from discussions that it should continue and met the three goals of promoting cultural diversity, being a family focused event and fund raising
 - Janice to obtain Bonnie's ID Planning Binder
 - Parents' Guild Executive to mentor any new people willing to get involved with ID
- Website Update and on-line Volunteer Form:
 - The website revisions are now complete
 - The Parents' Guild Executive thanks:
 - Gina Borkofski, SMA Communications Coordinator, for her assistance with revamping the Parents' section of the site
 - Shaun Mallory, SMA parent, for creating the on-line Volunteer Form
 - The "Build the Guild" postcard advertising the on-line Volunteer Form was well received at the Spring Carnival
 - Next steps are the communication to parents which will include an email blast, facebook and twitter posts
 - All Committee Heads are requested to ask their existing volunteers to re-register using the on-line Volunteer Form
 - The Secretary provided a brief outline of the new site and a demo of the Volunteer Form
 - The Secretary function will now encompass an Information Technology component to relay any revisions to the site to the Communications Coordinator
 - The Second Vice President function will assume the Volunteer Coordinator role including monitoring the Volunteer spreadsheet and distributing volunteer lists to Committee Heads
- The survey to the Parent community for opinions on how to spend discretionary funds has been delayed due to the implementation of the on-line Volunteer Form; a request for feedback on spending discretionary funds will be included in the letter that goes to parents with the Parent Guild Lottery raffle tickets for ID 2013

Director's Report

- Sr. Susan provided the following update on school activities:
 - Four teachers are leaving and have been replaced by internal moves or advertised positions
 - Grade 12 Mass and brunch was held in the new Multi-Purpose Room
 - Archbishop Weisgerber is retiring
 - Wish List for 2012/13 revenue and expenditures was reviewed; \$26,091 remains at end of June 2012, proposed additional expenditures:
 - Projector screen for Multi-Purpose room
 - Display cabinet for new atrium
 - Bursary fund increase
 - From 3 bursaries x \$1000 each = \$3000 total
 - To 3 bursaries x \$3000 each = \$9000 total

Motion to approve the purchase of these items from 2012/13 Wish List – Susan Yurkiw, second Leslie Finch; all in favor

- Wish List for 2013/14 was presented and reviewed (required to obtain the Lottery License for ID 2013)

Motion to approve the 2013/14 Wish List – Susan Yurkiw, second Lorraine Kuzyk; all in favor

Board Liaison Report

- May 21st Board Meeting included:
 - Review of the schedule for 2013/14
 - Introduction of new Chair and Treasurer Board Members
 - Review of Parents' Guild financial report; the Board is impressed with the fund raising and projects
 - Review of Strategic Plan and Technology Plans

Corner Store Report

- Sharon Godenir - Corner Store did well at the new student's sale; now closed for the year

Bingo Report

- Gwen Lawrence sent her report that she has received good response from all volunteers and all is running smoothly

Hospitality Report

- Janice Beveridge – Convocation is the next event – enough volunteers
- Continuing to try to recruit one or two people to assume the Hospitality Committee Lead position

Treasurer's Report

- As at May 31, 2013 (General Account \$42,495.70, Lottery Account \$7,614.47= total \$50,110.17)

Motion to approve Treasurer's Report – Leslie Finch, second Fran Mulhall; all in favor

Meeting adjourned at 7:50

The 2012/13 Parents' Guild Executive wishes all a safe and happy summer!

Jackie MacFarlane
Secretary