

**St. Mary's Academy Annual General Meeting Minutes**  
**September 10, 2013**

**Present:**

Sister Susan Wikeem	Janice Beveridge	Susan Yurkiw	Teresita Chiarella
Elaine Mordoch	Panagiota Kaluzny	Susan Chyzzy	Pam Knysh
Christie DeJong	Kathy Degen	Gwen Lawrence	Leigh Ann Carriere
Mario Carriere	Rose Pagtakhan	Shannon Roberts	Kristi Cumming
Lorraine Koltek	Lidia Erickson	Stacey Campbell	Sharon Godenir
Lorraine Kuzyk	Leesa Sylvestre	Shauna Mallory	

**Regrets: President – Kathleen Reid; Board Liaison – Leslie Finch**

- Meeting called to order at 7:06 p.m.
- Sr. Susan Wikeem, Director, said a prayer to open the meeting
- Second Vice – President, Janice Beveridge, welcomed all returning and new parents; all members introduced themselves

**Approval of Previous AGM meeting – Sep 11, 2012**

- Minutes reviewed
- Motion to approve minutes – Lorraine Kuzyk; Second Leesa Sylvestre; All in favor

**President's Report – Read by Second Vice President**

- Reviewed Parent Guild purpose and activities:
    - To bring together parents to foster a sense of community and to promote the well-being of St. Mary's Academy
    - To help further the work of the school and to endeavor to assist financially by raising funds for selected projects:
      - This objective is fulfilled by running one fantastic fundraiser - International Day, operating a lottery and running a Corner Store.
      - The Guild raised \$48,573 in 2012-2013 and has enhanced the students' school life in the following ways:
        - Outdoor furniture
        - Student Agenda for each student
        - Financial support for students education enrichment activities
        - Financial support for the Bursary Fund \*\* pass around thank-you note
        - Parent's Guild Academic Scholarship to a graduating student
        - Parent's Guild School Citizen Award to a graduating student
        - A gift to each graduate
        - Hospitality and Catering for various social events at the school (staff luncheon, open house for prospective students, snack for parents at May Carnival)
        - Art Department – Aperture 3 software & vertical drying/storage rack
        - Science – DNA class set
        - 2 computers for classroom
        - Library Resources – frames, posters, etc.
        - Leadership Council Support
        - New table cloths for school events
        - Books for Drama
- Special International Day Meeting
  - The Guild held a special meeting to determine the importance of International Day to its members. From the meeting, the Guild was able to establish two objectives for International Day going forward. 1) Celebrating the multi-culturalism and diversity of the school is highly valued 2) celebrating an event

with a format that includes the broader SMA community of parents, students, alumni and families is very important.

- Volunteer Registration & Website Re-Design
  - Last spring the Guild Executive undertook a project to clean-up its pages on the SMA website. At the same time, it took the initiative to develop an online registration form. Janice Beveridge, our VP is currently managing the back-end of this form. This system greatly reduces the workload of Sister Susan's admin assistant who in the past was manually entering all information from volunteer sheets that were sent out.
- Education Programming after Guild Meetings
  - The school, in conjunction with the Guild, presented educational programming right after two Guild meetings. Both sessions were well attended, and the Executive has begun discussions with the school for programming for this upcoming school year

Motion to approve President's report – Leesa Sylvestre; Second – Shauna Mallory; All in favour.

#### **Treasurer's Report – Susan Yurkiw**

- Treasurer reported on the *Final Condensed Statement of Financial Position for the Years Ended 2012-2013 and 2011-2012* and on the *Condensed Statement of Revenues and Expenditures for the periods July 1<sup>st</sup> – June 30<sup>th</sup>* of the same years.
- Sr. Susan explained how the bursary funds work as a result of a question about it.

Motion to approve Treasurer's Report – Lorraine Kuzyk; Second Shauna Mallory; All in favor.

#### **Report on Election of Officers**

- Parent Guild Executive for 2013/14:
  - Kathleen Reid – President
  - Shelley Henn – Vice President
  - Janice Beveridge – Second Vice President
  - Susan Yurkiw – Treasurer
  - Teresita Chiarella - Secretary

#### **New Business** - None

Meeting adjourned at 7:34 pm

Teresita Chiarella  
Secretary

**St. Mary's Academy Parent Guild Meeting Minutes**  
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Lorraine Koltek	Lidia Erickson	Stacey Campbell	Sharon Godenir
Lorraine Kuzyk	Leesa Sylvestre	Shauna Mallory	

**Regrets:** Kathleen Reid, Leslie Finch

- Meeting called to order at 7:40 pm.

**Approval of Previous meeting – June 4, 2013**

- Minutes reviewed

Motion to approve minutes – Lorraine Kuzyk, Second – Leigh Ann Carriere; All in favor

**President's Report – Kathleen Reid - Read by Janice Beveridge**

- Thank-you to Janice Beveridge who is currently 'acting' International Day Convener.
- Sister Susan will touch on the possibilities for educational programming that could be presented right after Guild meetings.
- Online volunteer registration is ongoing, and the Executive are still working out kinks.

**Director's Report – Sr. Susan**

- Sr. Susan explained her role and responsibilities as Director of the school for the benefit of the new parents in attendance.
- Reported on:
  - Completion of the building expansion during the summer; a few things still need to be completed such decorations. Landscaping and picnic tables are done.
  - Renovation of the Chapel – started in June and will be done this month. Chapel pews/benches are being replaced.
  - 110 years ago in August – SMA moved to this current location from downtown.
  - New wireless network that is more robust was installed this summer; located mostly in high usage areas for now. The Science Department requested iPads instead of laptops for this year's scheduled replacement.
    - If students have tablets/iPads, they can ask for vouchers to access the school's WiFi. Otherwise, school computers are available for use.
  - There is an increase in counseling staff this year by 50%. EA positions were also increased to 1.5 FTE. We want to diversify our student population to include not only those who can afford nor only for the bright students – hence, the increase in bursaries and EA positions.
  - The school website has lots of information about the school – Parents' Guild, events, and activities. Parents were encouraged to visit it regularly.

**Board Liaison Report** – No Report

**Corner Store Report – Sharon Godenir**

- Corner Store made \$989.00 during last week's sale!
- Tracy Labossiere is taking over for Tammy Becker; Shannon Legrange will help Cara Van de Mosselaer with clothing

- They are sourcing out new items – windbreaker (picture was passed around), hoodies, and shorts.
- Invited anyone interested in helping out.

#### **Uniform Shop – No Report**

#### **Hospitality Report – Janice Beveridge**

- Thanked Kristi Cumming, Lorraine Koltek, Candace Partyca, and Colleen McFadden for taking on the Hospitality Committee.

#### **Bingo Report – Gwen Lawrence – Read by Janice Beveridge**

- Needs 3 volunteers for Bingo at the Casinos; they currently have 72 volunteers.
- They raised \$17,000 last year – this was used for capital projects
- Bingo funds go directly to the school and not through the Parents' Guild account.

#### **Volunteer – Janice Beveridge**

- Encouraged all to sign up online

#### **International Day – Janice Beveridge**

- This year it's on Sunday, November 3<sup>rd</sup>
- There will be various events – Mass, food pavilions (like a mini-folklorama) – seven all together; art auction – created by SMA students, entertainment.
- It's a nice cultural day and community event.
- Volunteers will be needed, encouraged all to join.

#### **Treasurer's Report – Susan Yurkiw**

- No financial report as school just started.
- A reimbursement form/system will be created to expedite issuing of cheques and reconciling expenses.

**Next Meeting: Tuesday, October 1, 2013**

**Meeting adjourned at 8:20 pm**

Teresita Chiarella  
Secretary