

**St. Mary's Academy Parent Guild Meeting Minutes**  
**May 6, 2014**

**Present:**

Sister Susan Wikeem	Kathleen Reid	Susan Yurkiw	Teresita Chiarella	Janice Beveridge
Kristi Cumming	Candace Partyka	Gwen Lawrence	Kevin Sneesby	Elaine Mordoch
Lorraine Kuzyk	Crystal Boucher-Maurice	Colleen McFadden	Lidia Erickson	Sharon Godenir
Kathy Degen				

**Regrets:** Leslie Finch

**Meeting called to order at 7:05 pm.**

**Prayer –Sr. Susan**

**Approval of Previous meeting – March 4, 2014**

- Minutes reviewed

*Motion to approve minutes – Kathy Degen, Second – Elaine Mordoch; All in favor; Motion carried.*

**President's Report – Kathleen Reid**

- Lottery - reported on the need to review the Lottery process – discussed the timing, the pricing of tickets, and the need to identify items for which to fundraise before we can apply for the license to have a Lottery.
- Parent Survey - thanked Pam Knysh for the work she did in creating, collating, and providing the results of the Parent Survey.
- Community Building – need ideas on how we can build community at SMA.
- Sr. Susan's Retirement – follow-up on items previously discussed will be done through email.

**Nominating Committee – Lorraine Kuzyk (Chair)**

- The Nominating Committee – made up of Sr. Susan, Candace Partyka and Lorraine Kuzyk met several times to review the Guild By-Law and the terms of the current Officers. Vacancies were identified.
- An email blast was sent to SMA parents calling for nominations for President, and 1<sup>st</sup> Vice President. The Call for Nomination was also posted on the school's website and in the April Newsletter.
- The Committee met on May 1 and prepared the following slate of Officers for 2014-2015:
  - President Kristi Cumming
  - 1<sup>st</sup> Vice President Candace Partyka
  - 2<sup>nd</sup> Vice President Pam Knysh
  - Secretary Teresita Chiarella
  - Treasurer Susan Yurkiw

*Motion to approve the proposed slate of Officers for the 2014-2015 school year – Lorraine Kuzyk; Second – Sharon Godenir; All in favour; Motion carried.*

**Director's Report – Sr. Susan**

- Reported on various activities of the school.
  - Exams for AP Grade 12 has started
  - Choir Concert with the Violin Club was on the weekend
  - Athletics will do something different for their wind-up – dinner on Friday night.
  - Administration is in the process of filling the Principal position and other staff positions resulting from retirements and/or leave of absences.

- Wish List – will discuss the results of the Parent Survey with Mrs. Yunyk to identify items for next year. Sr. Susan explained the process for drafting the budget which starts in December of the school year.
- Highlighted certain items on the survey and commented on ideas that have been implemented and those that are worthy of consideration. And since there is no need to apply for the Lottery license in June this year, there will be time to consider ideas from the survey for inclusion in the Wish List submission in the fall.

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

- Reviewed the Financial report for the period: July 1, 2013 ending April 30, 2014.
- Total Cash in Bank =\$50,589.64.

*Motion to approve the financial report – Susan Yurkiw; Second – Kevin Sneesby; All in favour; Motion carried.*

#### **Board Liaison Report – Teresita (for Leslie Finch)**

- Teresita read the written report submitted by Leslie.
  - SMA By Laws amended/Revised Governance Policies approved/Revised Conflict of interest Policy approved
  - President search – updates provided
  - Monthly financials & budget for 2014-2015 presented & approved.
  - Other committee reports presented covering the topics of legal structure/Director & Principal reports/ Parent's Guild & Alumnae reports/facility & employee benefits reports
  - SMA Board – special mtg. held March 13<sup>th</sup>, 2014 – topics covered
    - Presentation by SMA Search committee (for new SMA school President)
    - Presented & Reviewed information on final candidates.
    - Recommendation put forward - top candidate
    - SMA board discussion & vote
    - SMA board approved recommendation of – top candidate (Connie Yunyk)
    - 1<sup>st</sup> Lay President Position – offered to Connie Yunyk who accepted
    - Announcement Letter attached.
    - Letter of Offer formalized and put forward to Connie Yunyk, Letter of Offer signed.
- SMA Board – next mtg. May 20<sup>th</sup> (Tues), 2014

#### **Corner Store Report – Sharon Godenir**

- The Student Sale went well and they hope to do the same at the Uniform Sale in two weeks. .
- Showed samples of new items from the new suppliers (Carberry – Roots supplier); the girls are very happy with the new items!

#### **Tartan (Uniform) Shop**

- No "official" report; they had a sale for returning students and will have two more dates for new students on May 21 and 22.

#### **Hospitality Report**

- Colleen McFadden and Kristi Cumming reported on the Staff Appreciation Luncheon – it was well received by everyone!

#### **Bingo Report – Gwen Lawrence**

- Bingo is going well – we have our volunteers
- Casino was cancelled – uncertain of the reason; there is only one in April.

#### **Volunteer – Janice Beveridge**

- Received quite a few online volunteer registrations; paper registrations are also received.
- Will send a reminder email in order to have the bulk of the volunteers by the end of the school year

- Pam Knysh will coordinate the volunteers as part of her responsibilities as 2<sup>nd</sup> Vice President, similar to the current structure

**New Business:**

- Kathleen thanked everyone for their support during her tenure as President; thanked the Executive Committee, each of the Committee Chairs and all Parent Guild volunteers for their commitment to both the school and the Guild.
- Teresita thanked Kathleen on behalf of the Parents' Guild for her dedication and hard work over the past two years.

**Next Meeting: No meeting in June**

*The June Guild meeting was cancelled in consideration of Sister Susan's retirement party being held the same week. The Guild will meet again in the fall on Tuesday, September 9<sup>th</sup> at 7pm for the AGM and a regular meeting*

**Meeting adjourned at 8:00 pm**

Teresita Chiarella  
Secretary