

St Mary's Academy Parents' Guild Meeting Minutes
Tuesday, September 12, 2017
Durocher Library

In attendance: Kelly Moon, Christa Giesbrecht, Ramona Thomson, Pam Knysh, Joanie Smalley, Connie Yunyk, Tammy Zach, Stephanie Gordon, Deneen Klippenstein, Mary Fusty, Barbara Adamkowicz, Nicole Guttormson, Mirtha Villacres, Kristi Cumming, Colleen McFadden

1. Meeting called to order at 7:27 pm

Opening Prayer by Connie Yunyk

2. Approval of Agenda

Informally accepted

3. Approval of Previous minutes – May 2, 2017

Motion to accept by Kelly Moon and seconded by Christa Giesbrecht

4. Executive Committee Reports

President – Kelly Moon

Welcomed all new parents.

Introduction of committee chairs:

- Corner Store: Tammy Zach
- Tartan Shop: Deneen Klippenstein and Cindy Hasselmann
- Hospitality: Devon Ostir and Richere O'Shea
- International Day: Heidi Chuback and Shannon Cisneros
- SMA Parents' Guild Cash Lottery: Melanie Jones and Nicole Guttormson
- New Parent Mix and Mingle: Stephanie Gordon and Debbie Styles
- Torch Talks: Charmaine Cancilla and Nancy Shippam

Parent Event on Friday Sept 8th. Parents' Guild had a table set up with the volunteer video running. Christa and Kelly greeted new parents, signed up some new volunteers and encouraged all new parents to attend the Mix and Mingle on Sept 21st.

There is a new format for the Annual SMA lottery. Change of timing from International Day to Advent to Christmas service. We have struggled over the years with getting all the girls on board to sell their booklet of tickets. Younger girls were much more enthusiastic about selling the tickets. We're looking at increasing the hype and competitive spirit amongst the girls.

VP Volunteers – Christa Giesbrecht

Volunteer Video Update:

- Need new photos for: Tea for Tartan, new podium, new Executive. Christa will get in touch with Nancy Shippam when photos are ready for her to update the video.

International Day

- Meeting scheduled for Sept. 13th. Christa will be presenting the new Request for Volunteers form. This form was re-vamped so that the information collected on it is the information needed for Signup.com.

SignUp.com

Signups to date:	2017	2016	2015
Corner Store	29	32	27
Hospitality	15	30	33
Int Day	23	52	53
Leadership	3		7
Lottery	3		
More Info	5		
Tartan Shop	36	29	34
totals	114	143	154

- Corner Store volunteers are approx. the same as the last few years. There has been quite a decrease in Tartan Shop and Hospitality volunteers. Deneen gave Christa her completed list of names to enter into the Master List. The request for volunteers will continue to run in September and October weekly Communique.
- Tartan Shop and Corner Store will use SignUp.com as a reminder tool only at this point. Most volunteers preferred to give the volunteer schedulers, Deneen and Stephanie, their availability and have them assign the dates for them. The time saving for the Tartan Shop and Corner Store will be that SignUp.com will send out reminders to all the volunteers 2 days before their shifts.
- For Christa's position, the SignUp.com works really well. It is easy to send out the volunteer lists from the Master Link to all the areas. Next year, the link to the Master List will go out with Re-Registration packages.
- Kelly and Christa were at the Parent Information Afternoon on Sept. 8th. They ran the volunteer video and had a few new volunteers sign up.
- Question from Coleen McFadden: How many parents are volunteering? Christa will follow up.

Corner Store

- Christa will assist the committee with a volunteer training session on Sept. 13th.

5. SMA President's Report – Connie Yunyk

Staffing Update:

- 13 new faculty and staff (2 are for Mat leaves), 4 on maternity leave.

Enrollment update:

- 572 as of Sept. 12, 2017.

Facility Repairs and Maintenance:

- Numerous repairs and maintenance projects recently completed including: new floors in basement locker room B7, Sewing and Foods Labs, gym and faculty bathrooms and the Old Auditorium.
- Hardwood floors refinished and re-waxed, the 1909 metal roof re-sealed, minor driveway repairs, security camera upgrades, new showers in gym locker room, new stone steps – Administration entrance.

Communications

- Torch Light - publication completed and in mailboxes week of Sept. 12.
- Website – new website launched January 2017 – phase 2 underway.
- Migrate from TREVLAC student information systems (SIS) to PowerSchool.

Development, Advancement and Alumnae Office

- Very successful 2016-2017 year – all targets were met:
 - Very successful EVENING AT THE ACADEMY event.
 - Introduction of new Legacy and Hope Bursary Fund and the Deo Gratias (Thanks be to God) fund for non-tuition expenses.
 - Introduction of a new event – Generations Day.

Other

- Looking into obtaining a Specialist for facility and grounds for future upgrade, maintenance needs plus a Traffic flow specialist.
- Heritage Winnipeg has been in contact with SMA. Looking at the 1902 and 1909 building for Heritage Status.
- Archive Project: Hired part-time person to work on SMA archives and plan for archive/heritage items.

6. Committee Updates – 2nd VP Ramona Thomson:

Corner Store – Tammy Zach

- Store ready with lots of new merchandise. Will trial popcorn and yogurt on special days.
- First committee meeting and volunteer training set for Sept. 13th.

Tartan Shop – Deneen Klippenstein

- Held 2 evening uniform sales before the start of the school year. Very busy.
- First Friday lunch time sales were very busy.
- Need more volunteers.
- Pants are coming in. There will be 2 styles for winter. Deneen meeting with Connie on Sept. 13th.
- Deneen asked Parent Guild if they would consider the Premium Version of SignUp.com. Christa to look into it.

Hospitality – Ramona Thomson

Upcoming Hospitality events:

- Dec. 5 : Parent Guild Christmas Party at 6:00pm
- Jan. 16, 2018: SMA Open House at 7:00pm
- Feb. 5, 2018: Staff Appreciation Luncheon (tentative date)
- May 22 and 23, 2018: New Student Uniform Sale
- June 27, 2018: Convocation

International Day – Ramona Thomson

- Conveners meeting set for Sept. 13.
- Looking to use Apple Square for some purchases at event.
- The Zeid family graciously made a financial donation for grocery purchases for pavilions.

Parents' Guild Cash Lottery – Ramona Thomson

- New format. Separating from being the "International Day" lottery.
- New incentives for seller (students). Planning on explaining to students, parents what the proceeds are used for.

New Parent Mix and Mingle – Stephanie Gordon

- Event set for Sept. 21, 7:00-9:00pm. Invites sent to New Parents. So far, 27 positive responses. Catering by Chew. Wine ordered from Banville & Jones. Planned Scavenger hunt for Parents. Volunteers in place for event.

7. Board Liaison Report – Coleen McFadden

Next Board of Directors meeting on Monday, Sept.8. Board working on next steps of Strategic Plan

8. Miscellaneous/New Business

nil

9. Action Items for next meeting:

- Obtain number of parents volunteering. Christa Giesbrecht will follow up.
- Deneen asked Parent Guild if they would consider the Premium Version of SignUp.com. Christa to look into it.

Meeting adjourned at 8:31pm

Next Parents' Guild Meeting:

Tuesday, October 10, 2017

Time: 7:00pm

Location: Durocher Library

