

## St Mary's Academy Parents' Guild Meeting Minutes

May 2, 2017

**Present:** Candace Partyka, Christa Giesbrecht, Michelle Klus, Kelly Moon, Mary Fustey, Lidia Erickson, Colleen McFadden, Lorraine Koltek, Tammy Zach, Lucia Whitney, Kristi Cumming

1. Meeting called to order at 7:02 pm by Candace Partyka, Parents' Guild President
2. Opening prayer: Michelle Klus
3. Approval of Agenda: Candace Partyka would like to add Review of Code of Conduct under New Business.
4. Approval of Previous Minutes from Tuesday March 7, 2017. Motion to approve minutes was made by Colleen McFadden and seconded by Lidia Erickson.
5. SMA Board of Directors: Scott Greenlay attended the Parents' Guild meeting to discuss the 5 year Strategic Plan and progress of the Strategic Plan. Discussed the 5 important pillars which include Identity, Academics, Well-Being, Good Governance and Leadership, and Stewardship. Many committees and sub-committees have been formed and are working hard at each of these important pillars.

### **6. Executive Committee Reports**

#### **a) Parent Guild President: Candace Partyka**

This is the last Parents' Guild meeting for 2016/2017 school year. SMA hosted "Public Way of the Cross." Thank you to Kristi Cumming, Colleen McFadden and Lorraine Koltek who assisted with serving a light lunch in the cafeteria and to Christa Giesbrecht for doing a reading. We also participated in the first annual Generations Day by providing volunteers to serve and greet guests and the Corner Store was open for sales. Grad Angels are almost ready for each graduate to receive at the Convocation ceremony on June 28<sup>th</sup>. The Parents' Guild will again pay for each graduate's brunch at the Victoria Inn. Also supported the Marian Awards by purchasing a table for the May 13<sup>th</sup> event to be held at the Gates. Invites to the Executive and Committee Chairs have been sent out. The Corner Store committee is in the process of finalizing their committee for next year and we have had a couple of interested individuals inquiring about chairing the Lottery. Otherwise our key positions for the 2017/2018 school year are filled. The Guild will have a welcome table at the New Student Uniform Sale Monday May 29<sup>th</sup> and Wednesday May 31<sup>st</sup>. The Corner Store will be open both those days as well as during the carnival on May 30<sup>th</sup>. Special thank you to the following people whose terms have come to an end. Debbie Styles (Secretary), Gwen Laurence (Bingo), Lidia Erickson (Chair Corner Store), Kristi Cumming (Chair of Special Events) Cathryn Ekdahl (Chair of Hospitality) Mary Fustey and Eileen Eng (Co-Chairs International Day Lottery)

Volunteer reception on June 6<sup>th</sup> 4:30-6:30 in Sheila Chipman Atrium for all volunteers!

#### **b) Second VP/Volunteers: Christa Giesbrecht**

Difficulty still persists for getting volunteers to sign up for shifts in the Corner Store and the evening sales at the Tartan Shop despite numerous e-mail requests. Working on developing a new process for the volunteers to sign up and will look at trying to use a "Master List" to get volunteers in the system.

- c) **Treasurer:** Kelly Moon reporting for Pam Knysh  
Current financials were shown. Recent large purchases included a new school podium and a table at the Marian Awards.

**7. President's Report: Michelle Klus for Connie Yunyk**

Budget for 2017/2018 was recently presented and accepted. Lots of work on the Strategic Plan with another planning day set for Saturday May 6<sup>th</sup>. Lots of upcoming school events including the Human Rights Dinner, The Marian Awards, Burning Bright Speaker Series, Athletic Banquet, Spring Concert and the Parent Guild Volunteer appreciation night on June 6<sup>th</sup> from 4:30-6:30.

**8. Committee Updates: Kelly Moon**

- a) **Corner Store:** Spring order has been completed. New inventory includes 2 styles of hoodies, t-shirts, cinch bags and lanyards. Next month the committee will be looking at items to stock/order for the fall. Ipad security system has been purchased. Slowly training a few volunteers on using the Square and was able to offer credit card sales at Generations Day last week. Continuing to use signup.com but difficulty getting volunteers at times. Some days the store has been closed due to lack of volunteers. Looking forward to the New Student Uniform Sale at the end of May. Thank you to Lidia Erikson and all of the committee members for a great year!
- b) **Hospitality:** Planning is underway for the New Student Uniform Sale on May 29<sup>th</sup> and 31<sup>st</sup> followed by Convocation on June 28<sup>th</sup>. Thank you to Cathryn Ekdahl, Richere O'Shea and their committee members for a job well done.
- c) **Tartan Shop:** Spring Uniform Sale was held last Tuesday night for existing students. New Student sale will be held May 29<sup>th</sup> and 31<sup>st</sup> from 4-9 each night. Thank you to Deneen Klippenstein and Cindy Hasselman for all of their hard work throughout the year!

**9. Board Liaison Report: Colleen McFadden**

No further report provided as Scott Greenlay already spoke on behalf of the Board in regards to the Strategic Plan.

**10. Miscellaneous/New Business: Candace Partyka**

- a) Code of Conduct, Conflict of Interest Policy and Oath of Office documents were read aloud and explained the reasoning and purpose behind the need for the documents. They will be signed by each Executive member and all Committee Chairs starting in the upcoming school year. They will be an addendum to the constitution and will be officially adopted at the AGM in September 2017. Motion to approve the documents by Kristi Cumming and seconded by Lorraine Koltek.
- b) **Nomination Committee:** Nomination committee consisted of Connie Yunyk, Lidia Erikson and Mary Fustey. There were 2 vacant Executive positions for the upcoming 2017/2018 school year, which include secretary and 2<sup>nd</sup> Vice President. Committee report was read by Lidia Erikson. The Nominating Committee would like to nominate the following individuals for a two year term on the Parents' Guild Executive:

- a. Second Vice-President – Mrs. Ramona Thomson
- b. Secretary – Mrs. Lucia Whitney

Slate of Officers presented for the 2017/2018 school year is as follows:

President: Kelly Moon

1<sup>st</sup> Vice-President: Christa Giesbrecht

2<sup>nd</sup> Vice-President: Ramona Thomson

Treasurer: Pam Knysh

Secretary: Lucia Whitney

Motion to approve the nominations and Slate of Officers was made by Lidia Erikson and seconded by Christa Giesbrecht.

Kristi Cumming thanked Candace for all of her hard work as President this last year!

Meeting adjourned at 8:21