

St Mary's Academy Parents' Guild Meeting Minutes
Tuesday, March 6, 2018
SMA Durocher Library

In attendance: Kelly Moon, Christa Giesbrecht, Pam Knysh, Joanie Smalley, Connie Yunyk, Colleen McFadden, Anita Auriti

1. Meeting called to order at 7:07 pm
2. Opening Prayer by Connie Yunyk and all - "Journeying to New Horizons"
3. Approval of Agenda
Motion to accept by Colleen McFadden and seconded by Christa Giesbrecht
4. Approval of Previous minutes – December 5, 2017
Motion to accept by Christa Giesbrecht and seconded by Pam Knysh
5. Executive Committee Reports

President – Kelly Moon

- Thank you to everyone who attended the PG Christmas Party and helped decorate cupcakes for Shaughnessy Park School and Strathcona Elementary. Christa and Kelly delivered the cupcakes the following morning and the staff who received them was extremely grateful. Handmade thank you cards were dropped off at SMA from the Children of Shaughnessy School.
- SMA Cash Lottery: Huge thank you to Melanie Jones for all of her hard work and also her fabulous committee who assisted with stuffing envelopes, collecting and counting money etc. Lottery proceeds were just over \$18,000. It is a little lower than the last 2 years but in the range when looking over the past 5 years.
- Open House: The Parents' Guild had a welcome table set up in the cafeteria to greet the new families and students. Christa Giesbrecht and Joanie Smalley volunteered their time to represent the Parents' Guild. Our volunteer video was playing and we were able to speak with many potential new families about what the Parents' Guild does.
- Teacher appreciation: The staff luncheon was organized again by the Hospitality committee and was catered by Stella's. Many thanks to the Devon Ostir and Richere O'Shea and their committee for a job well done! As well, the Parents' Guild rented a massage chair for the staff to enjoy on Friday January 26th (In-service day). It was much appreciated by all who used it.

VP Volunteers – Christa Giesbrecht

- Evening at the Academy Set Up Volunteers: We had a request from Amy Houston for some volunteers from the Parents' Guild to help with set up. We were able to find six (6) volunteers to help with fitting the slip covers over the chairs. Amy expressed appreciation for our help and all volunteers were treated to a nice pizza lunch.

- Retrally Volunteers: We had four (4) volunteers help out at the Retrally this year. We helped setup and serve a morning snack and lunch. Joanne Steeves (Campus Ministry Co-ordinator) and her team sent a card to express their thanks.
- New Post Card: The decision has been made to include an updated version of the Welcome Post Card in the acceptance packages. Gina has the edits and will send the new version for final approval before printing. We ordered 450 to have enough for all new acceptances for this year and next year with some extras to be handed out at PG events as required.
- Re-Registration Packages: The “Volunteering at St. Mary’s” request for volunteers letter will be updated/approved so that it is ready to be included in the re-registration packages due to go out mid-March.
- Master List Update for Volunteering: Christa has created an “After School or Evening Availability” option in SignUp.com as part of our Master List.
- Volunteer Video has been updated on the website.

Treasurer’s Report – Pam Knysh

- Financial report for February was reviewed.
- Pam explained grad commitment from Parents’ Guild
 - The surplus from Grad Hoodies could be used toward silent auction for Safe Grad prizes.
 - Connie Yunyk suggested meeting with Grad committee which meets on March 20th.
- Pam suggested the thunder sticks should be donated, ie: given to team players.

6. SMA President’s Report – Connie Yunyk

- School academics and all programs:
 - Second round of Parent/Teacher conferences completed.
 - Use of Conference Manager was successful.
 - March report card printing with PowerSchool (first year challenges all addressed and resolved)
 - Electives and post-secondary meeting with all students and parents completed.
 - Re-registration forms will be emailed March 12th and due back March 19th
 - Admissions completed – one more testing date March (latecomers) and August (out-of-country). Final interviews to be done by end of week March 9. On track with acceptance packages for mid-April.
 - SMA Athletics – basketball, indoor soccer and hockey winding down – what an amazing season for our teams. Outdoor soccer, rugby, track and field, golf starting up soon. All other extra-curriculars continue to be a place where young women display their creativity and leadership.

- Budget
 - Budget for both Boards to be presented for approval within the next week. A balanced budget will be presented to the School Board for approval and an ambitious business plan budget to the Foundation Board (bursary, major gifts and events).
 - Planning Day and Board meeting: Saturday, March 10. The morning entail: hot topics discussion, Strategic Plan update, development of communication plan to inform community re progress to date. The afternoon – board meeting.
- Strategic Plan:
 - Strategic Plan (Identity, Academics, Learning and Innovation, Well-Being, Governance and Leadership, Stewardship) well under way. Update deferred to Colleen McFadden.
- Other Ongoing Projects:
 - Building Condition Assessment: Pinchin awarded contract.
 - Traffic Flow Project: Stantec awarded contract. Working on 6 options including walking paths and bike storage solutions.
 - Happy 150th Birthday SMA: May 1, 1869, SMA first opened its doors. Working on scope of celebration.
 - Historical Resource – Notice of Evaluation: City of Winnipeg. Working with Heritage Winnipeg.
 - SMA Archives: This is a huge project. Alumnae photos collected. Questions on who and how are we going to store the archives. Diane McGowen will be soliciting funds for this project.
- Recruiting:
 - Using a recruiter for Director of Advancement
 - Mary Akins-Peters is retiring. We will be using a recruiter for her replacement.
- Dates of Events starting 2018-2019 school year:
 - Cash Lottery: launch to be on October 5, 2018.
 - Torch Talks: February 9, 2019, 10:00am – 12:30pm.
 - New Parent Mix and Mingle: September 20, 2018.
 - Evening at the Academy: January 26, 2019.
 - Female World Sport School Challenge: January 31, 2019 – February 3, 2019
 - SMA 150 Birthday Gala: September 27, 2019. Homecoming will follow the Gala on the next day.
(note: there will not be an “Evening at the Academy” in 2020)
 - Georgine Van de Mosselaer from the Advancement Office has left SMA for a position at Booth College. We wish her well. Diane McGowan will come back part-time on a temporary basis.

7. Committee Updates – 2nd VP Ramona Thomson (Report given by Kelly Moon):

- Corner Store
 - TCBY sales continue to do extremely well on Fridays. Gross food sales have already surpassed the 2016/2017 sales as of the end of January. Store continues to be open 4 days/ week (closed Wednesday). Only had to close the store once due to lack of volunteers. Not as many people volunteering after Christmas.
 - Pillows: Special order item for fall of 2017. Received 35 custom orders. Minimum order was 50, therefore 15 generic SMA pillows will be in stock at the store in the near future
 - Cookie Dough: Tried about a week ago and sold out in half an hour. It is peanut free and egg free. It will only be offered as a special treat and not on a regular basis like the TCBY.
 - A couple of new clothing items will be in stock for the spring and the new student uniform sales.
 - The committee will be in search of 2 new members for the next school year: The Finance coordinator and Food coordinator. Otherwise all other members of their committee will be returning for another year.
- Tartan Shop
 - Deneen Klippenstein is stepping down from her position of Volunteer Coordinator and her replacement will take over effective May 1st of this year.
- Hospitality
 - Provided refreshments and light snacks at the Open House on January 16th and catered Teacher Appreciation Luncheon on Monday Feb 2nd. Their next events will be the New Student Uniform sale and Convocation at the end of June.
- International Day
 - The date is moved up 2 weeks to hopefully avoid the chance of bad weather that we experienced last year. It will take place on Sunday October 21st. Shannon Cisneros is returning as the Chair of the event.
- Parents' Guild Cash Lottery
 - Melanie Jones will return next year as the Chair and we have worked out a different timeline for next year. It was decided it was too hectic with exams and Christmas and so we will be moving the draw up a few weeks.
 - The Lottery will be launched just before Thanksgiving (October 5th) with all tickets due back by Friday November 2nd. One month to sell tickets instead of 6 weeks.
 - The draw will then take place on Friday November 16th.
- New Parent Mix and Mingle
 - Will take place in the fall again. Debbie Styles will return as the Chair of the event and her co-chair will be Richere O'Shea.

Torch Talks

- Fabulous event chaired by Nancy Shippam. Huge thank you to Nancy for a job well done and also to Lucia Whitney and Candace Partyka for organizing the Hospitality side of the day.
- Looking at changing the date next year to take place on February 9th. (avoid exams, better continuity for marketing event, busy week with the Open House taking place in the same week)

8. Board Liaison Report – Colleen McFadden

- Board meeting scheduled for Saturday, March 10th. – working on the 5 pillars of the Strategic Plan (Identity, Academics, Learning and Innovation, Well-Being, Governance and Leadership, Stewardship).
- The members met a number of times: strategizing, working with surveys, working with consultant, working for the community inside these walls and outside these walls.

9. Miscellaneous/New Business

- The topic of whether PST (MRST) and GST is being correctly charged on items sold by the Parents' Guild.

10. Action Items for next meeting:

- The topic of whether PST (MRST) and GST is being correctly charged on items sold by the Parents' Guild. Connie to check with Accountant.

Meeting adjourned at 8:42pm

Next Parents' Guild Meetings:

Parents' Guild Meeting:

Tuesday, May 1, 2018

Time: 5:30pm

Location: Durocher Library