

St Mary's Academy Parents' Guild Meeting Minutes
Tuesday, May 01, 2018
SMA Durocher Library

In attendance: Kelly Moon, Pam Knysh, Joanie Smalley, Connie Yunyk, Anita Auriti, Ramona Thomson, Venus Denis, Mary Fustey

1. Meeting called to order at 5:36 pm

2. Opening Prayer by Connie Yunyk

3. Approval of Agenda

Motion to accept by Pam Knysh and seconded by Ramona Thomson

4. Approval of Previous minutes – March 6, 2018

Motion to accept by Anita Auriti and seconded by Pam Knysh

5. Executive Committee Reports

President – Kelly Moon

- Kelly welcomed all to the final Parents' Guild meeting for the 2017-2018 school year. "It has been an absolute pleasure working along side all of you! I have been on the Executive for 3 years now in a variety of roles and it has been a fabulous way to learn more about the school and to become active in the St Mary's Academy community."
- Kelly invited all volunteers to the Volunteer appreciation reception arranged by the President's Office to be held on Tuesday June 5th from 4:30-6:00 in the Sheila Chipman Atrium. A formal invite will be sent to volunteers with further details. Snacks and refreshments will be served.
- A huge thank you was given to following Committee Chairs who will not be returning next year: Heidi Chuback (International Day), Stephanie Gordon (New Parent Mix and Mingle), Deneen Klippenstein (Tartan Shop), Carmela Buccini (Corner Store snack coordinator), Tracy Iliffe (Finance Coordinator Corner Store), Bre Hamilton (Retail Coordinator new merchandise) and Candace Partyka (Hospitality Co-chair Torch Talks).
- The PG Executive will have many changes to it next year which will be discussed shortly but a huge thank you to Pam Knysh who was 2nd VP for one year followed by the last 3 years as the treasurer and Christa Giesbrecht who has been the VP in charge of Volunteers for the last 3 years.
- The Parents' Guild will have a presence at the New Student Uniform Sale again this year which takes place on May 22 and 23rd. Members of the Executive will be present to welcome all new parents to the school and to the Parents' Guild. Christa Giesbrecht will be speaking with all of the new parents and encouraging them to sign up to volunteer on SignUp.com for the coming school year.
- 2nd annual Tea for Tartan will also take place on Tuesday June 5th in conjunction with the Alumnae Induction Ceremony. The purpose of this event is to encourage all of our grade 12 students to donate back their gently used uniform pieces which will

then be recycled back to our younger student population and sold through the Corner Store at a discounted price. The girls will be given a cup of hot or iced tea from David's tea in exchange for their donation. Last year it was a huge success. David's tea donated the tea for last year's event and we are hoping this will happen again this year!

- The Parents' Guild purchased a table in support of the Marian Awards which takes place on Saturday May 12th. Invites were extended to our Executive Team and a variety of Committee Chairs.
- The SMA Parents' Guild Executive meeting will be June 5th.

VP Volunteers – Christa Giesbrecht (Report given by Kelly Moon)

- Gillian Hauser will be taking the 2nd VP position and will be in charge of the volunteer portfolio along with looking after the SignUp.com program for volunteer recruitment.

Treasurer's Report – Pam Knysh

- Financial report to the end of April was presented and reviewed.
- Connie to provide the President's Wish List to Pam.

6. Nomination Committee – Mary Fustey

- Slate of Officers for 2018-2019
 - President: Ramona Thomson
 - 1st VP: Venus Denis
 - 2nd VP: Gillian Hauser
 - Treasurer: Anita Auriti
- Motion to accept by Joanie Smalley and seconded by Kelly Moon. All in favour.

7. SMA President's Report – Connie Yunyk

- School academics and all programs:
 - Admissions: May 01st is the deadline for new student deposits and completed forms.
- Recruiting:
 - Announcement forthcoming on Director of Advancement and Alumnae Relations.
 - Recruitment for Controller position in process.
 - Waiting for staffing updates o leaves/retirements.
- Strategic Plan:
 - Doris Mae Oulton, a consultant from Child and Youth Services meeting with students as part of the Well-Being pillar of the Strategic Plan.
 - "Code of Conduct" manual updates on track.
- Other Ongoing Projects:

- Building Condition Assessment: Pinchin – work in progress. Hopeful that a report will be ready by the next Board meeting.
- Traffic Flow Project: Stantec – work in process, close to some solutions. There will be communication sent out to community for feedback.
- 150th Birthday SMA: (1869-2019) Celebration events to start May 2019.
- Events
 - Interviews with Grade 12 students.
 - Generations Day.
 - Legacy Tea.
 - Marian Awards.
 - Burning Bright Speaker Series – on hold for now.
 - Father Daughter Event – Table for 100.

8. Committee Updates – 2nd VP Ramona Thomson:

- Corner Store
 - Chair: Tammy Zach.
- International Day
 - Co-Chairs: Shannon Cisneros and Meghan O’Laughlin.
- SMA PG Cash Lottery
 - Chair: Melanie Jones.
- Hospitality
 - Co-Chairs: Devon Ostir and Caroline Douthart.
- Tartan Shop
 - Co-Chairs: Shawn Morrison and Cindy Hasselmann.
- New Parent Mix and Mingle
 - Co-Chairs: Debbie Styles and Richere O’Shea.
- Torch Talks
 - Co-Chairs: Nancy Shippam and Lucia Whitney.

9. Board Liaison Report – Colleen McFadden (Report given by Kelly Moon)

- Doris Mae Oulton will give a presentation at PG meeting on September 11, 2018.

10. Action Items for next meeting:

- Prep for AGM.
- PG Exec to look at updates to ‘Constitution and By-Laws of the St. Mary’s Academy Parents’ Guild’ regarding the following:
 - Restricted funds of \$10,000 plus \$10,000.
 - The PG intention dates with positions.

- Apply for lottery licence in June.
- Connie to provide the President's Wish List to Pam Knysh.

Meeting adjourned at 6:25pm

Next Parents' Guild Meetings:

Parents' Guild Meeting:
Tuesday, September 11, 2018
Time: 7:00pm
Location: Durocher Library