

St Mary's Academy Parents' Guild Meeting Minutes
Tuesday September 11, 2018
SMA Durocher Library

In attendance: Kelly Moon, Pam Knysh, Connie Yunyk, Anita Auriti, Ramona Thomson, Venus Denis, Gillian Hauser, Chrissy Werestiuk, Michelle Magsino, Cassandra Loiselle-Walker, Amanda Langan, Rosa Bovino, Colleen McFadden, Danella Whittaker

1. Meeting called to order at 7:34 pm

Introductions completed around the table.

2. Approval of Agenda

Motion to accept by Pam Cassandra Loiselle-Walker and seconded by Michelle Magsino.

All approve

3. Approval of Previous minutes – May 1, 2018

Motion to accept by Ramona Thomson and seconded by Venus Denis.

All approve

4. Executive Committee Reports

President – Ramona Thomson

- Planning is underway for International Day which will take place on Sunday October 21. It will take place 2 weeks earlier this year in the hopes of having better weather than we experienced last year. Shannon Cisneros and Megan O'Laughlin are the Co-Chairs this year and will be having a planning meeting tomorrow evening (Wednesday Sept 12th) in room 118. 2 new pavilions (African and Vietnamese) were just secured. The Zeid family again has graciously donated \$1000 in Food Fare gift certificates which will be provided to the pavilions to assist with purchasing supplies.
- The Parents' Guild had a table set up at Meet the Teacher on Friday September 7th. Excellent attendance by new parents. Secured a few more volunteers and a new pavilion for International Day
- Mix and Mingle for parents of new students is on Thursday September 20th. Over 60 RSVP's have been received so far.
- A new tv monitor to show the bulletin and a variety of announcements for the girls will be purchased by the Guild and will be placed in the cafeteria. As well, volleyball referee stands will also be purchased by the Guild in the near future.

VP Volunteers – Gillian Hauser

- Volunteer Video: We need to update photos and email addresses to reflect new executive. Have been unable to get in touch with Nancy Shippam so looking for other tech savvy individuals.
- International Day: We are meeting tomorrow. No information on volunteers yet as the direct link to signup.com will be going out on 17th September.

- New volunteers: The uniform sale in the spring was very useful in providing a lot more volunteers. Definitely want to do that every year.
- Ramona and I were at the parent information afternoon on Friday and managed to get 4 more people to sign up.

So far on signup.com we have:

	<u>2018</u>	<u>2017</u>
Corner store	82 volunteers	48
Hospitality	37	18
International Day	58	53
Lottery	5	2
Tartan shop	37	38
Master list	269	171

- I am looking at seeing if signup.com can roll over existing volunteers from year to year. If they would like to be removed from the list they would need to opt out.

Treasurer's Report – Anita Auriti

- No activity over the summer so no additional changes from financials presented at AGM
- Corner Store had very successful evening sales last week during the Uniform sales.

5. SMA President's Report – Connie Yunyk

- Staffing updates were provided.
- Enrollment stands at 568 students as of September 10, 2018 (on budget). Possibly one more grade 7 student.
- Bursary statistics: 95 applications received and 85 were awarded. Total disbursed was \$371,500 (\$380,000 available)
- Facility repairs: patch and paint throughout the facility, Dormer and Chapel roof repair and roof flashing, additional data cabling for extra exterior video cameras, installation of LED lighting upgrade in facility and ground, fence repairs and tree removal.
- Communication: Torch Light magazine in mailboxes by September 13, website is undergoing a communications audit with Luscious Orange to improve efficiency and effectiveness of all communications platforms, all fall launches are on target (Special Events marketing, 150th Birthday marketing, recruitment campaign)
- Advancement and Alumnae Relations Office: All targets were met or even surpassed revenue target for 2017/2018 school year. Introduction of a new event-Table for 100 (Father/Daughter event) was very well received. Upcoming events:

SMAAA Homecoming	September 29
Alumnae Business Networking event	November 15
Pass the Hat at SMA Drama Production	Nov 29-Dec 1
December Celebration and Christmas Tea	December 2
Drinks Under the Dome (recent 2018 grads)	December 18
Evening at the Academy	January 26, 2019
Female World Sports School Challenge	Jan 31-Feb 3, 2019
Alumnae Reunion Chapter Visits	Nov 1-4(Edm, Calgary, Vancouver)
- Strategic Plan: In year 3 of implementation

- Special Projects: Happy 150th Birthday SMA. Traffic Flow assessment completed and final design approved by leadership of both boards with a rough budget of \$300k-\$500k. Archive audit was completed by Carole Boily in July including recommendations for next steps submitted by mid-September. Building Condition Assessment completed by Pinchin in June which will help inform the Stewardship Committee with planning and phasing of upgrading/replacing/repairs projects. Historical designation: Documents submitted to City Clerk's office on September 4 re September 19 hearing on historical designation and proposed character defining elements; agreement in principle with report with the exception of the windows.
- Varia: Gonzaga Middle School has a total enrolment of 52 (60 maximum) and hosted their first Board meeting on September 10th, 2018. Attended yearly appreciation Board and Staff bbq at Chipman home on August 28. New Principle and Grade 8 teacher hired, full staff complement. Tom Lussier is now exclusively Executive Director. Strong suggestion that 4 grade 8 students may apply for Sept 2019. Met with principles and Sister Michelle to brainstorm ideas and plan times throughout the school year for those students to visit and spend time during the school day. Working closely with HR specialist and upon board approval of draft HR strategic plan, will begin a three year HR strategic plan to enhance professional structures and practices at SMA

6. Committee Updates – 2nd VP Venus Denis

- Corner Store: Very successful evening sales especially of gently used donated uniform pieces.
- International Day: Planning meeting with all committee chairs is scheduled for Wednesday September 12th at 5:00 in room 118.
- SMA PG Cash Lottery: Lottery books will be sent home with the girls on Friday October 5th. Collection of raffle books will take place 2x/week with deadline for submission by Friday November 2nd. Draw date is Friday November 16th.
- New Parent Mix and Mingle: Co-Chairs Debbie Styles and Richere O'Shea are planning the event which will take place on Thursday September 20th. 63 parents have RSVP'd to date and reminder phone calls will be completed soon.
- Torch Talks: Co-Chairs Nancy Shippam and Lucia Whitney will once again be planning the event which will take place on Saturday February 9th, 2019.

7. Board Liaison Report – Colleen McFadden

Doris Mae Oulton (a consultant working on the Strategic Plan for SMA) provided a presentation and update on the progress made on the Well Being Pillar. A follow up survey for staff, students and parents will be completed in the near future to compare with initial results received 3 years ago. In order to improve survey completion amongst the students, the school will be providing some class time to complete the survey.

8. Miscellaneous/New Business

Next Parents' Guild meeting has been changed to Tuesday October 30th at 7:00 due to conflict with the St Paul's Tribute Dinner. Connie will notify Gina Borkofski to make the change in the school calendar.

Meeting adjourned at 9:01 pm

Next Parents' Guild Meeting:

Parents' Guild Meeting:
Tuesday, October 30th, 2018
Time: 7:00pm
Location: Durocher Library