

St Mary's Academy Parents' Guild Meeting Minutes
Tuesday, December 04, 2018
SMA Sheila Chipman Atrium

In attendance: , Ramona Thompson, Venus Denis, Anita Auriti, Joanie Smalley, Connie Yunyk, Michelle Klus, Heather Smart, Andrea Weber Ethans, Lori Sierhuis, Kelly Moon, Iren Mestito-Dao, Jim Dao, Caroline Douthart, Mary Ellen Constantinides, Ana Stipanovic, Kerri McCurdy, Priyanthi Waidyasekara, Vera Cholakis, Carol-Ann Swayzie, Cassandra Loiselle-Walker

1. Meeting called to order at 6:06pm

- Opening Prayer by Michelle Klus.

2. Approval of Agenda

Motion to accept by Cassandra Loiselle-Walker and seconded by Kelly Moon.

3. Approval of Previous Minutes – Tuesday October 30, 2018

Motion to accept by Venus Denis and seconded by Anita Auriti.

4. PG Executive Committee Reports

President – Ramona Thomson (Ramona gave summary of reports for Volunteers - Gillian Hauser and Committee Updates - Venus Denis)

- Corner Store:
 - Store doing well with online, special order and in store.
- Tartan Shop:
 - Pants continue to be available. Seven pairs of pants sold last year.
- Hospitality – no report at this time.
- International Day:
 - Successful event. A huge thank you to Shannon Cisneros and Meghan O’Laughlin for chairing the event and many thanks to all the volunteers. Over \$7,500 profit.
- Parents’ Guild Cash Lottery:
 - A huge thank you to Melanie Jones for chairing this successful fundraiser and many thanks to the volunteers. Three students were winners for sales. Six classes awarded parties (class prizes included Pizza or Cupcakes).
- New Parent Mix and Mingle – no report at this time.
- Torch Talks:
 - Speaker booked. Date and time changed from previous year. New date is February 9, 2019 in the Sheila Chipman Atrium from 10:00am – 12:00pm.

2nd VP – Gillian Hauser

- See above report under President – Ramona Thomson

Treasurer – Anita Auriti

- Provided update on Financial report.

5. SMA Presidents Report – Connie Yunyk (Report given by Michelle Klus, Senior School Principal)

- Admissions and Recruitment
 - There were 567 students at the end of September. As of December 3, 2018, there are 568 students with the addition of one student in grade 7 (now 75 in grade 7).
 - Recruitment Campaign already in full swing including : Digital billboards, busses, WFP ad, local cultural newspapers including La Liberte, posters to schools and parishes, “Sisters” campaign.
- Bursary
 - 86 bursaries awarded for approx. \$365,000; \$15K remaining for unplanned circumstances which may arise.
- Advancement and Alumnae Relations
 - Alumnae Relations: Western Chapter visits were a great success; many alumnae planning to travel for either our August Community Picnic and/or September Homecoming weekend.
 - Amy Houston continues to collaborate with our Academic Advisor with in-house events for senior students – Career Speakers, Ask an Alum, Panel Interviews.
 - Special Events: diligent and focused preparation for our fourth annual ‘An Evening at the Academy’ on January 26, 2019 and seventh annual ‘Female World Sports School Challenge’ Jan 31, 2019 (this year we are hosting a 16 team tournament!).
- Special ongoing projects:
 - Lead and oversee actionable items of 5 Strategic Plan pillars.
 - Happy 150th Birthday SMA – update on progress to date, planning is well under way official launch of the 150th events plan in mid-February.
 - SNJM have made a donation to 150th events to help offset some event expenses.
 - Grey Nuns to start an inaugural Grey Nuns Scholarship for June 2019 Convocation.
 - 150th merchandise will be sold at the SMA Alumnae Association (SMAAA) December Celebration (tumbler, commemorative stamps, journal, Roman Swiderik print), t-shirts will be available for sale at a later date.
 - Additional funding requested from SMA Board for Communications and Marketing plan, re-jigging internal talent pool to fit needs. Projects include total re-branding with new logo, Media/Info kit, 150th video (59 seconds for social media platforms), history boards, driveway and interior banners, High Tea (December 8, 2019), contract researcher, writer, designer for media kit, seed money for Homecoming SMA Market, etc.

- Traffic Flow – meeting with Stantec (consultant) to discuss next steps and overall cost reduction.
 - Building Condition Assessment – populating work plan for next five years based on Pinchin (consultant) report.
 - Historical Buildings and Resources Committee (HBRC) meeting re Heritage Status – Certain areas of the facility have been nominated as character defining elements as a historical resource, motion passed on November 22, 2018.
 - Archive/Heritage Centre – working on case for support document to use when meeting with local foundations in the New Year as well as pursue matching grant money from Federal Government-Heritage Canada.
 - Staffing
 - Executive Assistant – Nadine Dannenberg (Gauthier '95) hired on October 29.
 - Advancement Office re-shuffle; Kerri Moore will assume the position of Director of Advancement and Admissions on November 26 and Amy Houston will assume the position of Manager of Alumnae and Community Relations effective December 3; both are full-time positions.
 - Part-Time HR Manager – new position at SMA – potential start date January 3, 2019. Main tasks include employee relations and codifying and revising current structures and processes.
6. Committee Updates - VP – Venus Denis (Report given by Ramona Thomson - See Item No. 4 above)
- Corner Store
 - Tartan Shop
 - Hospitality
 - International Day
 - Parents' Guild Cash Lottery
 - New Parent Mix and Mingle
 - Torch Talks
7. Board Liaison Report – Colleen McFadden
- The Board is continuing with the work on the Five 5 pillars of the Strategic Plan (1. Identity, 2. Academics, Learning and Innovation, 3. Well-Being, 4. Governance and Leadership and 5. Stewardship).
8. Miscellaneous/New Business
- Corner Store was not open during all the hours of Parent/Teacher Conferences due to a shortage of volunteers available.
9. Action Items for next meeting
- nil

Note:

This meeting was shortened to allow time for the Parents' Guild Christmas Party including assembling of "Handbags for Hope" following the PG meeting.

Handbags for Hope are purses filled with "life's necessary" items, all donated by attendees. The filled handbags will be donated to the Handbags for Hope Organization, which will distribute the handbags to women in need.

A Huge thank you to Devon Ostir and Caroline Douthart and the Hospitality Volunteers for arranging this wonderful evening of friendship, refreshments, food and charity.

Meeting adjourned at 6:31pm

Next Parents' Guild Meeting:
Tuesday, February 5, 2019
Time: 7:00pm
Location: Durocher Library