

St Mary's Academy Parents' Guild Meeting Minutes
Tuesday, May 07, 2019
Durocher Library

In attendance: Ramona Thomson, Venus Denis, Gillian Hauser, Anita Auriti, Joanie Smalley, Connie Yunyk, Mel Jones, Rosa Bovino

Regrets: Colleen McFadden

Meeting began by acknowledging that we are on Treaty 1 Territory and the traditional homeland of the Metis Nation.

1. Meeting called to order at 7:04pm

- Meeting began by acknowledging that we are on Treaty 1 Territory and the traditional homeland of the Metis Nation.
- Opening Prayer by Connie and all in attendance (150th Birthday Prayer).

2. Approval of Agenda

Motion to accept by Rosa Bovino and seconded by Anita Auriti.

3. Approval of Previous Minutes – Tuesday February 05, 2019

Motion to accept by Rosa Bovino and seconded by Mel Jones.

4. Board Liaison Report – Connie Yunyk for Colleen McFadden

- A survey was sent out to parents and to students separately but there was some confusion as feedback from parents in attendance indicated that the survey they received seemed geared to the students.
- The Survey that was sent to students received a low number of responses. Survey will go out to students again.
- Not everyone could recall if they received the survey and the Letter of Progress of the Board regarding the five pillars of the Strategic Plan.
- Connie read from the Letter of Progress forwarded from Colleen.
- Connie will provide feedback to Board.
- Copy of the Letter of Progress is attached at the end of the minutes.

5. SMA Presidents Report – Connie Yunyk

Recruitment and Admissions

- Acceptance packages mailed in early April.
- Admissions Dept. continues to receive calls daily re interest in applying to SMA; currently 15 active files for a final test writing date later in May.
- We have waiting lists at Grades 8, 9, 10, 11 and 12.
- Retention of current students is also very high; only 8 students will not be returning next year for a variety of reasons.

Staffing

- Due to increased student enrollment for the 2019-2020 school year, two retirements, one sabbatical leave and one maternity leave, 5 fulltime terms positions are available for next year; interviews now complete, decisions to be made soon.
- Ms. Amy Houston '03 and her husband will be welcoming their second child in May. During her maternity leave, Ms. Emma Sherren '11 will assume the role of Alumnae Relations and Special Events Coordinator from April 30, 2019 until June 30, 2020.
- Our Maintenance Dept has been under-staffed since last summer for the Thursday and Friday, 2:00 – 10:00 shift; Dave Thiessen, who is very familiar with our school and has done some of our electrical work over the years, will begin Thursday May 9.

Events

- February 15, SMA hosting Catholic Schools Da, March 8 - International Women's Day with guest speaker Kimberly Prost ('76), April 4 – Panel Interviews for grades 11 and 12 and April 25 – Generations Day; all very successful events.
- May 1 – 150th Birthday launch for students, staff, Sisters and Clergy – huge success with lots of media coverage.
- May 11 – Marian Awards – honoring The Grey Nuns – founders of SMA in 1869 - tickets still available – we are 175 attendees – please encourage friends and family to join us!
- May 24 – Table for 100 – second annual Father-Daughter event – SOLD OUT!
- Convocation: Sister Susan Wikeem has agreed to address the Graduates – we are grateful and so appropriate that she address this year's grads.
- Complete list of all 150 events available on website – all collateral marketing material printed; 150 driveway banners installed, 150 info kits and history boards ready for distribution, 150 video launched May 1 on SMA social media platforms for a total of 4800 views in less than a week.

Varia

- The City of Winnipeg has now confirmed that certain character-defining elements of St. Mary's Academy have received heritage designation status. What this means is that parts of our school are protected from being replaced or demolished and can only be upgraded with written permission by the City Planning – Historical Resources Department.
- Last year, a local firm performed a thorough building condition assessment of the facility. As a result of this assessment, the Fixed Assets and Facility Committee (with representation from both Boards) with the assistance of our Facility Manager and Controller have developed a five-year capital project plan. For example, windows in the 1902 and 1909 buildings have reached their end of effective life stage. We have now created a plan to phase-in the replacement of these windows over the next several years.
- Traffic Flow – rethinking scope of project-too costly, agreement by Boards to concentrate on pedestrian safety first, design for a pedestrian path underway, our community will be updated as soon as a decision is made.
- STRAT PLAN update: letter shared with Parents, Students and faculty/staff via email on April 2, 2019.

A very special and huge thank you to you, our Parents' Guild for stepping up and participating on many 150 committees and for the donation to cover the MOSAIC – gift to honor our SNJM legacy, to be hung outside Alumnae Hall doors.

6. PG Executive Committee Reports

President – Ramona Thomson

- Busy working on filling vacant Committee positions
- Cash Raffle will be in spring 2020. Draw will be after Easter.
- June 4th is PG Parent Volunteer appreciation night.
- Grad gifts to be picked up this week.
- Tea for Tartan set for June 5th. This is where the Grad 12 students donate their gently used SMA uniform clothing in exchange for Tea (donated by David's Tea).

2nd VP – Gillian Hauser

- Presently signup.com has 56 volunteers signed up. We will be expecting more after the Uniform sales at the end of May and the reminders in the communique.
- Had quite a few volunteers to hand out pizza at the 150th celebration. It was very organized and went very smoothly.
- Have received new job descriptions from committees that will be included in the volunteer request form. This is to provide more clarity on what is specifically involved and time commitment needed. Deadline for job descriptions is May 14th so they will be ready for the new uniform sales.

Treasurer – Anita Auriti

- Provided update on Financial Report.

7. Committee Updates - VP – Venus Denis

- Working with Ramona on filling of vacant Committee chair positions
- Corner Store
 - Two positions to fill yet: Chair and Retail Coordinator
- Tartan Shop
 - New student sales are scheduled for May 21st and 22nd from 4:45 – 9:00pm.
 - Tartan Shop will be open a couple of evenings again before School starts in September for Uniform sales.
- Hospitality
 - Next event – New Student uniform fittings.
- International Day
 - Planned for October 20, 2019.
- Parents' Guild Cash Lottery
 - Plan is to start selling tickets before spring break with draw after Easter

- New Parent Mix and Mingle
 - Planning date for event. Have to coordinate with 150th Birthday events.
- Torch Talks
 - Planning for February 22, 2020.

8. Miscellaneous/New Business

- To be added for vote to the AGM in September: Add to the constitution “Approval of the Financials as presented” to follow the Treasurer’s report.

9. Action Items for next meeting

- To be added for vote to the AGM in September: Add to the constitution “Approval of the Financials as presented” to follow the Treasurer’s report.
- To be added for vote to the AGM in September: That all Executive members to inform the Executive Committee of his/her intent on re-election for a second consecutive one-year term by December 1st.
- Survey from Board of Directors to Parents/Caregivers - Connie will provide feedback to Board of Directors.

Meeting adjourned at 8:15pm

Parents’ Guild Volunteer Appreciation Event:
Tuesday, June 4, 2019
Time: 4:30pm
Location: Sheila Chipman Atrium

Attachment: Letter of Progress from the SMA Inc Board of Directors



ST. MARY'S ACADEMY

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April 2, 2019

Dear Parents and Guardians,

St. Mary's Academy is currently in the third year of the implementation stage of **Leading, Learning and Legacy – Strategic Plan for St. Mary's Academy 2016 -2020**. It is therefore with pride that we provide our SMA community with an update of the objectives and strategic actions to date.

Past strategic plans focused on fundraising and expanding the school's footprint to accommodate growing program needs; this strategic plan is inward-looking in nature focusing on revising and updating internal structures to better respond the needs of this current generation of young women, updating policy and procedures to provide a progressive and professional workplace for all employees and celebrating our legacy of 150 years of educating young women in a faith-based environment. We extend thanks to the community for its dedicated engagement at all levels of the visioning and conceptualization phase, pillar/objective development phase and strategic action implementation phase.

Listed below is a high-level overview of accomplishments to date!

Pillar	Accomplishments
1. Identity	<ul style="list-style-type: none"> Developed Charism Orientation and Missions materials for all incoming Board members, new and current staff and faculty as well as new and current students. New Grades 7-10 Religious Education curriculum updated and implemented. Grade 11 curriculum being reviewed, updated and anticipated implementation for September 2019.
2. Academics, Learning and Innovation	<ul style="list-style-type: none"> Reviewed Instructional Practices including: <ul style="list-style-type: none"> a skills inventory and competency continuum of current courses a summary of extra and co-curricular activities Reviewed and revised the faculty evaluation process and communicated and implemented revised procedures. Developed mechanisms for faculty development including a listing of Professional Development activities and guidelines for professional development funding. Researched and developed an outline for an SJNM Teaching and Learning Framework, together with the Identity Pillar Committee.

Educating young women spirit, mind and body

3. Well-Being	<ul style="list-style-type: none"> • Academic Advisor was hired and many initiatives put in place for life after St. Mary's Academy, including university preparation. • Winter pant option added to uniform guidelines. • Baseline survey in 2017 to all stakeholders; students, parents, staff and teachers and alumnae. • The survey results were presented to SMA Inc. Board, Parents' Guild general meeting, teachers and staff, all students per grade and SMA Alumnae Board. • Second survey going out in April to all students, parents, faculty and staff. • Well-Being Room is presently under development in the hopes of being available to students for September 2019.
4. Governance and Leadership	<ul style="list-style-type: none"> • Extensive orientation is provided to new faculty and staff, and new board members. The SMA mission, vision and strategic plan are reviewed with a focus on Charism. • Social and Digital Media Policy was created and implemented. • Employment Manual for Faculty was revised and implemented. • In the final stages of creating Codes of Conduct for all SMA community members.
5. Stewardship	<ul style="list-style-type: none"> • A report was developed by Pinchin Inc in 2018 to assess the building condition with recommendations for the short, medium and long term, a five-year Capital Plan has also been developed. • An archive audit was conducted in June 2018 to categorize and assess condition and storage of the various SMA artifacts. • As part of the Fixed Assets and Facility committee, this pillar continues to evaluate the options for improving traffic flow. • In February 2019, process completed with City of Winnipeg regarding Heritage Status of sections of SMA facility.

We look forward to successfully completing this Strategic Plan in 2020 and remaining committed to being a preeminent educator of young women.

Warm regards,


 Bob Cox
 Chair, SMA Inc Board of Directors


 Connie Yuryk (Scerpo '77)
 President, St. Mary's Academy

