

St Mary's Academy Parents' Guild Meeting Minutes
Tuesday, September 17, 2019
Durocher Library

In attendance: Ramona Thomson, Venus Denis, Gillian Hauser, Anita Auriti, Joanie Smalley, Connie Yunyk, Rosa Bovino, Tina Chakraborty, Erica Nickel, Chrissy Werestiuk, Paula Chorney, Alexandra Franco

1. Meeting called to order at 8:08pm following the Parents' Guild Annual General Meeting

2. Approval of Agenda

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

3. Approval of Previous Minutes – Tuesday May 7, 2019

Motion to accept by Gillian Hauser and seconded by Rosa Bovino.

4. PG Executive Committee Reports

President – Ramona Thomson

- Busy with 150th Birthday celebrations which includes the Gala on Sept 27th and Homecoming through the weekend.
- We gave out Grad gifts at convocation (framed artwork)
- International Day event coming up October 20th.
- New Parent Mix and Mingle set for November 13th.
- PG Christmas Party set for December 3rd.
- First SMA golf Tournament scheduled for June 11, 2020 for Alumnae and Parents.

2nd VP – Gillian Hauser

- The spring uniform sale is first and most successful point of contact for recruitment. At the spring uniform sale, approximately 80 people filled out volunteer forms. There were approximately 10 filled out at the fall uniform sale.
- Up to now there are 276 people signed up on the master list with the breakdown as follows:

After school or evening availability -85
Corner store -46
Hospitality - 39
International Day – 70
Leadership role -5
Lottery desk – 4
Tartan shop -24

- These numbers are not generally reflective of the current volunteer base. These are for the most part new volunteers.

- Volunteers have not been updating their availability on the current master list. Will ask Gina to add something with the links to the current signups on the communique.
- Corner Store:
 - I have taken over Steph Beechinoor's job as volunteer coordinator of the corner store.
 - Steph has a healthy volunteer base of 114. Adding the 46 that signed up this past spring and fall, leaving a large base of participants.
 - We are having volunteer training next Wednesday the Sept 25th at 7 pm to familiarise everybody with the square and the systems in place at the corner store.
 - As of now corner store positions are full until second week of October.
- International Day:
 - So far we have signed up 6 of 105 spots but there has not been a push for volunteers yet.
 - The spots needed have been scaled back significantly from previous years as Pavilions are supplying their own crew to assist with the preparation and serving.

Committee Updates - VP – Venus Denis

- Corner Store
 - Great new products.
 - Training set for Sept 25th.
 - Getting a “New Start” meeting together as all chairs are new.
 - Online Store not available as of yet.
- Tartan Shop
 - Uniform sales went well.
- Hospitality
 - Off to a good start.
- International Day
 - As reported by Ramona.
- Parents' Guild Cash Lottery
 - No report.
- New Parent Mix and Mingle
 - Richere O'Shea to ask the Academy Bistro for food services. Venus working with Richere on plans.
- Torch Talks
 - No report.

Treasurer – Anita Auriti

- Provided update on Financial Report – (no report to approve)
5. SMA Presidents Report – Connie Yunyk
 - See attachment
 6. Board Liaison Report – Connie Yunyk for Colleen McFadden
 - See attachment
 7. Miscellaneous/New Business
 - nil.
 8. Action Items for next meeting
 - nil

Meeting adjourned at 8:49pm

Parents' Guild Meeting and Christmas Party:

Tuesday, December 3, 2019

Time: 6:00pm

Location: Sheila Chipman Atrium

Attachment: School President' Report

School President's Report

1. Enrollment

Year	Grade						TOTAL
	7	8	9	10	11	12	
2018-2019	74	68	107	112	115	89	565
2019-2020	69	78	106	106	111	115	585

- 2020-2021 Application Package has been revised and being sent out on request.
- In the process of creating a "Request Application Button" on the Admissions page (currently being developed by Luscious Orange-website partner) of our website. This would allow us to personalize our package and collect data on potential families before they apply
- 8 Gonzaga Middle School students, settling into life in Grade 9

2. Bursary

Year	Total Applications	Total Awarded	Total Disbursed
2018-2019	95	85	\$371,500 (380,000 available)
2019-2020	99	82	\$378,740 (\$419,000 available)

3. Advancement and Alumnae

- Focus of Advancement Department, until Christmas, will continue to be SMA 150 Events and Wrap Up
- 150 Gala progress to date: 670 tickets sold – 85% sold out
- Attended Grant Application workshop at the Winnipeg Foundation in September to investigate what is involved in applying for one-time community grants
- Beyond December 2019, timeline has been developed and presented to the Foundation Board to guide Advancement priorities, specifically in the development of a Legacy Giving Plan and building a Case for Support/Grant applications
- Legacy Rose Garden continues to show great momentum – we are at 50% of our goal.
- 150 Community Picnic: Approximately 450 people attended the community picnic, vast demographic, over 40 alumnae volunteers ranging from graduating in the last five years to graduating over 40 years ago
- Approached by St. Paul's High School Alumnae Association about meeting to discuss how we established our SMA Alumnae in Business Networking Committee and the networking and mentorship events we put on for our students and alumnae

4. Facility repairs and Maintenance (highlights)

- Pathway project complete, waiting on signage. Working on a "pick-up plan" for end of day traffic challenges (letter sent to community members Sept. 17)
- General maintenance and scrub of the school

- Special projects – repointing of courtyard bricks, replace Sr. Rita Maureen roof, 2nd floor wooden floors refinished, complete video camera project (19 outdoor, 21 indoor), etc

5. **Communications and Marketing**

- Design and content work on Commemorative 150th Birthday issue of Torch Light magazine to be published and delivered in January 2020
- Design and confirm advertising campaign for 2020 student recruitment, including Google ads
- Reduce 6 newsletters to 4 per year – 3 in typical multi-page booklet format, a Welcome Back Communique format (Aug)

6. **Staffing Update**

- At the end of June, there were 3 retirements, 1 resignation, 1 MAT leave and 1 Sabbatical
- Kelly Hill(Science/Math), Chantelle Deslauriers (French), Katie Friess (ELA/SS), Tejal Friesen (Math/Science), Caitlin Cranmner (ELA/SS), Emma Domke (Science/Math), Alex Mandrick (ELA/SS/Religion), Robert McCaffrey (ELA/Debating) (2 full time and 6 at 80%)
- HR Specialist to begin September 9 – Mrs. Natividad Dinolus-MBA, HRMC
- Search for term position – Controller under way and Teacher MAT leave in February 2020

7. **Special Projects**

- Liaising with Academy Bistro re Sept Start-up-loadable cards available from Academy Bistro for all staff and students – great success
- Archive project – ongoing discussions and development about space, funding proposals, etc
- Approximately \$18K in new classroom/learning spaces furniture
- Update Employment Manual for Non-Teaching Staff
- Lead Strat Plan pillar groups through final year of current Strat Plan- celebrate successes, trouble-shoot/discern challenges – wrap-up year
 - Wellbeing survey #2 results being collated by consultant Doris-Mae and will be shared with School Board in November, then all collaborators
 - Code of Conduct – for all members of SMA community