

St. Mary's Academy Parents' Guild Meeting Minutes

Date: January 10, 2023

1. **Call to order**- 7:04

2. **Land Acknowledgment and Commitment to Reconciliation**- Jennifer Tesoro

3. **Opening Prayer** – Michelle Saltel

4. **Approval of Agenda** : 1st: Rosa B, 2nd: Michelle S

5. **Approval of Previous Minutes**: 1st: Rosa B, 2nd: Jenn T

6. **SMA President's Report / Board Report**– Jennifer Tesoro

-Re-reg packages going out currently.

-Highlighted the Annual Giving program, which will be included in the reg pkg. It is separate from the donation sheet that will continue to be included in the reg pkg

- May 5, 2023 Gala to include Marion Award, Alumni and SMA fundraising, and give SMA foundation a presence. Cinco de Mayo theme for after party.

-Librarian is leaving, starting to look for library tech assistant.

7. **PG Executive Committee Reports**:

President – Michelle Saltel

-apprised group of the proposed format for changing the balance to more PG mtg's than Exec mts in the spirit of trying to engage the parent community.

Some ideas:

Post PG meetings on SMA Instagram

New exec position- PR person that takes care of formulating communications for different platforms, school groups, email blasts etc

Volunteers – 2nd VP Jennifer Thiessen

* See Appendix A

Treasurer – Rosa Meneses

- See Appendix B

Approval of Financial Report as presented: 1st: Michelle 2nd: Christi

8. Committee Updates – 1st VP Christi Soni

Corner Store:

-currently open Mon, Wed, Fri. 3 ppl working each shift. Aprox 26 volunteers in Corner store pool. 110/150 shifts covered. Jan 18, 25 and Feb. shifts remain open.

Marylyn proposed 3 options for online Carbury sales:

1. place orders through Carbury, orders are fulfilled through Carbury and money goes back to SMA.

2. own online website with Shopify. We have to set up our own website and buy at least 30 units of each item and figure out how to ship it.

3. buy the stock from Carbury- at least 30 units of each item and Rob takes care of the inventory

PG agreed to go with option #1

-Corner store to stay open for Open House

International Day:

N/A

Hospitality:

-Chairs will be graduating this year. Jenn looking for 2 people to step up into that role. Ideally soon so they can shadow. Hospitality takes care of 5 events in the year. AI- Jen to post call for interest in Communique AI-Rosalinda to reach out to Melenie Norburry

Torch Talks:

-Heather presented some info on the proposed speaker, Dr. Horton, for the Feb Torch talks session. Proposed ask to the Guild of increasing the honorarium for the speaker which is set at \$500, but stated Dr. Horton would be ok with the set rate.

-PG maintaining \$500 Honorarium.

-AI-Michell to reach out to Heather to clarify that Torch Talks is a parent audience and if Dr. Horton can tailor the talk to parents.

Golf Tournament:

-some changes to format of the day schedule, holes etc

PG Cash Lottery:

- Friday April 21 up for 6 weeks March 16- April 17. Dates may be modified
- pricing same as last year
- no early bird draw
- online
- suggestion for a QR code posted throughout school and present at Parent Teacher Conference eve.
- contest among grades for most tickets sold. Casual day reward

9. Miscellaneous/New Business:

Next PG Meeting: March 14, 2023 7:00pm

Adjournment: 9:19

Appendix A:

Corner Store is currently open and running on Monday, Wednesday and Fridays each week. We have 3 people working at each lunch hour shift. This is working well. We have approx 26 volunteers that consistently help in the Corner Store. We have 110 out of 150 shifts covered right now.

We are in need to volunteers on Jan 18, Jan 25 and quite a few shifts are open in February.

Our Parent Guild Hospitality Chairs currently have daughters that are graduating this year, so this will be their final year. I've recently been approaching volunteers that have expressed interest in helping on the Hospitality Committee.

Ideally it would be great to find 1-2 people interested in stepping into this role on SMA Parent Guild so they have the opportunity to shadow the current chairs. We have a few events coming up so the timing would be great to involved and see what PG Hospitality is all about.

The role assists event chairs by helping to orchestrate refreshments and dainties for approximately 5-6 events over the school year. Hospitality committee tasks include picking up supplies, setting up for events, serving during event and clean up. Events are the Parent Mix & Mingle (October), Open House (January), Staff Appreciation Luncheon (January) Torch Talks

(February) and Grad Convocation (June). If someone or someone you know might be interested, please come see me or email me anytime.

Upcoming events;

January 17th - Open House
Vera is getting baking ordered.

January 30th - SMA Staff Appreciation

February 11 - Torch Talks

March 16 - Lottery Ticket Launch

Appendix B

St. Mary's Academy Parents' Guild

12/06/22 Balance Sheet

Accrual Basis As of November 30, 2022

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Nov 30, 22

ASSETS

Current Assets

Chequing/Savings

Corner Store Cash Float 50.00 General Bank Account 51,596.19

Lottery Account 16,790.81

Total Chequing/Savings 68,437.00

Accounts Receivable

Accounts Receivable -125.00

Total Accounts Receivable -125.00

Other Current Assets

Inventory Asset

New Merchandise 6,674.80

Inventory Asset - Other -30.00

Total Inventory Asset 6,644.80

Undeposited Funds 0.00

Total Other Current Assets 6,644.80

Total Current Assets 74,956.80

TOTAL ASSETS 74,956.80

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

Accounts Payable 0.00

Total Accounts Payable 0.00

Other Current Liabilities

Deferred Revenue - Golf Tournam 22,750.00

Total Other Current Liabilities 22,750.00

Total Current Liabilities 22,750.00

Total Liabilities 22,750.00

Equity

Internally Restricted 15,000.00 Retained Earnings 5,170.01 Unrestricted Funds 27,026.00

Net Income 5,010.79

Total Equity 52,206.80

TOTAL LIABILITIES & EQUITY 74,956.80

6:57 PM St. Mary's Academy Parents' Guild

12/06/22 Balance Sheet

Accrual Basis