



## **St. Mary's Academy Parent Guild AGM Meeting Minutes**

September 16, 2025, 7 pm

**Call to Order 7:04**

**Opening Prayer & Land Acknowledgement**

**Welcome & Introductions**

**Attendees:** Michelle Klus, Nadine Dannenberg, Rachel Hall, Maja Dos Santos, Lisa Sigurdson, Lisa Rowbotham, Heather Grower, Nelia Borges-Bahl, Marilyn Teixeira, Kim Mathew, Michelle Deniset, Lisa Plohman, Marie-Paule Gillies, Jill Jones, Elisa Raminez, Ian Macdonald, Kerry Walters, Jacqueline Day, Anjali Khokhar, Ankit Doshi, Julieta Frank, Jennifer Melo, Lisa Byron

**Regrets:** Kate Hanson

**Approval of Agenda** First: Maja Dos Santos Second: Lisa Byron

**Approval of previous meeting minutes of May 13, 2025** First: Maja Dos Santos Second: Rachel Hall

**SMA President's Report**

- Thank you to all who have come tonight. We look forward to meeting you and working together this year.
- Meeting attendees took a tour of the outdoor learning space.

**Parent's Guild Executive Reports:**

**President**

- Wonderful to see so many new people joining us tonight.
- The goal of the Parent Guild is to build community, with focus on current students and families.
- Thank you to our dedicated volunteers who made our success in the 2024-2025 school year possible and to Michelle Klus for her support and guidance.
- It was exciting to reset the raffle approach; thank you to Gina the Director of Communications for her support and ideas.
- Thank you to Senior Principal Carol-Ann Swayzie for the idea of the outdoor learning space and for leading the design and spending her free time planting.
- We have a need for volunteers, especially for the corner store and to support hospitality. We are also looking for a raffle lead for this year. This has a time commitment of approx. 20 hours over a number of months and processes are documented. Interested parties should contact Rachel directly.

- We are looking for shadows for a number of positions including VP of Volunteers and Secretary as Lisa S and Lisa R plan to transition to Grad Committee roles for the 2026/7 school.
- Corner store roles are also in need of volunteers. Marilyn and Kim have helped with the corner store for many years now and are looking for someone to transition into their positions.
- Lisa R is looking for a shadow for Hospitality Lead.
- We have been making efforts to increase attendance at our PG meetings, and tried zoom for the January meeting last year, which didn't have any real effect.
- The option of having lunch time zoom meetings was brought up and the majority did not approve of this option so we will continue in person meetings at 7pm.

#### **Treasurer**

- Financial year July -June Income statement and balance sheets – We had a clean audit report.
- Money coming in: \$82,800 from 50/50 raffle, corner store, International Day
- Money going out: 50/50 , corner store, Hospitality expenses, Outdoor learning space and atrium furniture and grad gifts
- Loss by design at end of year \$9,500
- Assets at end of year \$94,000 (minus \$28,000 to learning circle)
- Budget: draft version was presented to the executive at our executive meeting
- Our yearly committed expenses include: Hospitality \$9,400, grad gifts \$2,500, scholarships \$3,000 banking fees etc. equaling \$16,000
- International Day is about community and as such is not intended to be a money maker. The corner store makes approx. \$8,000 a year. The 50/50 sales target is \$60,000 and if each student to sells \$100 that is very doable.

**Approval of financial reports as presented** First: Jen Melo Second: Lisa Byron

#### **Vice-President Communications Coordination, including Mix & Mingle and International Day**

- Rachel spoke for Kate in her absence. Working with the school leadership team on communication processes.
- Mix & Mingle – to be run by Nelia & Kim October 16,2025
- International Day –for 2026 Jen Melo will be the past lead and Jen Correa will be the lead
- If interested in running a pavilion please talk with Jen Melo

#### **Vice President Volunteer Coordination, including Corner Store**

- People interested in volunteering at the school should sign up through Nadine at [sma volunteers@sma.mb.ca](mailto:sma volunteers@sma.mb.ca). She will provide links to sign up and will also coordinate background checks.
- We are looking for people to help with parking at various events.
- **Corner Store** – originally Mon/Wed/Fri, one hour commitment, currently only open Mondays due to lack of volunteers.
- Online sales- run through Carbury International. Shipping options are to school or to home. The sale will run for 2 weeks then it takes 4 weeks to get orders ready. Goal is to have them ready

before Christmas holidays- next online sale will be November 3-14. Notice will be in the communiqué.

- Staff appreciation- organized by Lisa S & co chair Dana. This year's date has moved to Oct 27<sup>th</sup> as it is an in-service date. Lunch will be brought in from Saucers, complete with an ice cream bar and \$100 gift card draw for Thermea.

#### **Secretary, including Hospitality**

- We are looking for someone to take on the role of Secretary for 2026/7. Interested parties please talk with Lisa R.
- Hospitality consists of 3 main events through the year: New parent welcome night in September, Open House in January and Convocation in June. We are looking for someone to shadow the Hospitality Lead this year to take it over next year. Interested parties please talk to Lisa R or contact Nadine.
- Mix & mingle and staff appreciation, , fall under the hospitality umbrella but are typically organized by subcommittees.

#### **Constitution and By-Laws**

- The by-laws and minutes from our meetings are posted on the SMA website.
- Our by-laws were reviewed and updated in September 2024, and need to be reviewed at least every five years.
- There are no changes for approval at this AGM. We plan to review this year, and bring forward any changes to next year's AGM.

#### **Other Business**

**Next PG Meeting Date:** November 18, 2025

**Future meeting dates:** January 27, March 17, May 5, 2026

**Adjournment** 8:13 pm

**Corner Store Training**