



St. Mary's Academy Parent Guild Meeting Minutes

January 27, 2026, 7 pm

Call to Order 7:06 pm

Attendees: Lisa Plohman, Nelia Borges-Bahl, Lisa Rowbotham, Rachel Hall, Michelle Klus, Lisa Sigurdson, Maja Dos Santos, Marie-Paule Gillies, Robert Barnes, Kelli Potter

By zoom: Kim Mathew

Regrets: Jen Melo, Kate Hanson, Marilyn Teixeira

Opening Prayer & Land Acknowledgement Michelle Klus

Welcome & Introductions

Approval of Agenda First: Maja Second: Lisa P

Approval of previous meeting minutes of November 18, 2025 First: Maja Second: Lisa P

SMA President's Report

- January has been extremely busy.
- Strategic planning has started. A survey has gone out by email to all the parents.
- There are sessions planned for each demographic of the school from the board through to the parents.
- The Gala dinner was on Saturday.
- \$175,000 was raised in the room through the auction. All the money raised goes towards bursaries; 1 in 6 girls is on a bursary at SMA.
- The open house had more attendees than Michelle has ever seen before. More than 600 in Alumnae Hall. People were really engaged. All positive feedback.
- Principal is retiring. A recruitment firm has been hired to help find the best person.

Parent's Guild Executive Reports:

- **President, including 50/50 Raffle**
 - Raffle planning is underway. Licence application is in.
 - Raffle will run Feb 23rd – March 13th
 - This is the main fundraising for the parent guild. We use the funds to Invest in student experiences.
 - Each student is being asked to sell \$100 of tickets.

- This year's target is an audio system for the cafeteria, and if enough funds are raised, furniture in the atrium (couches & tables). The audio system can be used for school activities as well as PG events such as International Day.
- Money left over from previous raffles will be spent on a mascot costume, headset microphones for drama productions & other uses (classes, panel interviews, masses), and potentially also installing hand dryers in the washrooms.
- We should display raffle ticket info at parent teacher conferences
- Student prizes to encourage ticket sales: first place \$250 to Polo Park, second place \$100 to Sephora, third place \$50 to Starbucks, Top class will get a pizza party, top grade will get a causal day.
- **Treasurer**
 - Reviewed latest financials
 - Funding currently available for wish list items
 - Corner store pop up sale netted \$880

Approval of financial reports as presented First: Lisa R Second: Lisa S

- **Vice-President Communications Coordination, including Communique and International Day**
 - International Day – March 22 7 pavilions currently signed up
 - Looking for entertainment, will ask in the communique for more dancers, singers, etc.
 - Next meeting is February 10th in the library
- **Vice President Volunteer Coordination, including Corner Store Co Chair**
 - Store has been open Mondays and Fridays consistently for a couple months.
 - We have added Wednesdays for the next few weeks and will see how it goes. One volunteer is fine if they have experience but both sides of the store (candy and uniforms) can't be run by one person.
 - Ice cream from Sargent Sundae is available in March. We will order from elsewhere in the meantime.
 - Thank you to the parent volunteers who came to help with the parking for the Open House.

Secretary, including Hospitality for Open House, Progress Conferences and Convocation

- Grad gifts for 106 grads– bracelet or necklace from Hilary Druxman – to be confirmed **Lisa R**
- Grad cookies – SMA logo on a sugar cookie – to be confirmed
- Open house went well. For 2027 we should plan to serve 600 guests plus allow for the 150 student volunteers to have some treats as well
- Parent teacher conferences coming up on Feb 26/27. We will coordinate set up with Nadine and ask a staff member to keep an eye on the table and refill the snacks as required during the conferences.
- Convocation planning will start shortly.

New business

- May 5th volunteer appreciation meeting – suggest the school leadership team considers how to engage more of the other volunteers (coaches etc.) to come to this event.
- Parent guild survey – connect with parents, find out how to engage the community **Kate**

Next PG Meeting Date: March 17, 2026

Future meeting dates: May 5, 2026 volunteer appreciation meeting

Adjournment 8:04 pm