



St. Mary's Academy Parent Guild Meeting Minutes

March 17, 2026

7pm via Zoom due to poor weather conditions

Call to Order 7:01 pm

Attendees: Michelle Klus, Rachel Hall, Maja Dos Santos, Lisa Rowbotham, Jen Melo, Lisa Sigurdson, Kate Hanson, Kelli Potter, Lisa Plohman, Kerri & Ian MacDonald, Nelia Borges-Bahl

Regrets: Marie-Paule Gilles

Opening Prayer & Land Acknowledgement Michelle Klus

Welcome & Introductions

Approval of Agenda First: Jen Second: Kate

Approval of previous meeting minutes of January 27, 2026 First: Kelli Second: Lisa P

SMA President's Report

- The school is currently in the midst of strategic planning. Thank you to the parents who completed the survey and attended consultations. The school board has met to discuss the SMA mission, vision and values. One on one meetings will be happening soon. In April meetings will be held to determine a strategy for the next 5 years including a capital plan.
- Staff update – we have a 7th person headed into maternity leave this year.
- The Gala was amazing. Donations are still coming in. Final tally will be disclosed in June.
- School applications are high this year; selection process is underway. Will be full in all grades next year.
- New principal has been chosen and will be joining the school in September.

Parent's Guild Executive Reports:

- **President, including 50/50 Raffle**
 - Raffle: closed on March 13th; \$64,480 was raised, beating our \$60K target and up from \$55k last year
 - 48% participation
 - Winner was David Dobson, parent of grade11 student.
 - Top 2 students raised- over \$2,000 each, tie for 3rd place.
 - Grade 7 sold the most tickets.

- After expenses we will clear around \$25,000 of which \$22,600 will pay for the cafeteria audio system
- \$15,000 left in raffle account which will go towards lounge furniture, a mascot and washroom hand dryers.
- **Michelle** to get quotes for furniture and hand dryers for bathrooms that are most used.
- We plan to run the 50/50 raffle for 19 days next February
- 2026/2027 calendar is being discussed by Michelle & Rachel; they will forward to the exec for review shortly.
- The option to have the exec meetings and guild meetings run one per month will be reviewed

- **Treasurer**

Approval of financial reports as presented First: Ian Second: Kerri

- Revenue is coming from the corner store, expenses from Hospitality.
- Currently we have more money coming in from the corner store due to increased hours.

- **Vice-President Communications Coordination, including Communique and International Day**

- Kate: communications are going well, great feedback.
- Spring clothing sale: Rachel noted April 27th needs to be the pickup date. **Kate** to work with Marilyn to make this date happen.
- Items are still available in store.
- New parent volunteers have been great; we could still use more.
Jen: International day - new this year – we need 2 people with food handler certificates.
Michelle to look in to getting a second person. Update: Nadine has her food handler certificate.
- There is a lack of volunteers for International Day; the lowest number ever (51 signed up). We need people for clean up, entertainment, pavilion help, parking and more.
- **Michelle** to ask drama groups to see if students can help with the entertainment.
- **Michelle** to consider if alumnae could help out.
- **Kate** to look into if International Day info can be listed first in the Communique this week.

- **Vice President Volunteer Coordination, including Corner Store Co Chair**

- Volunteers: overall good. We have had to cancel opening the store a few times due to no volunteers but we will keep all 3 days open on the schedule.
- Wednesday is the most challenging day for volunteers.
- Freezer goodies are very popular.

- **Secretary, including Hospitality for Progress Conferences and Convocation**

- Progress conference food left over could be used for volunteers for International Day
- February progress conferences have less parents attending so less food is required.
- Convocation: grad bracelets have been ordered. Cost is \$2,136.96. To be picked up in early June.

- Cookies will be ordered after spring break.
- Convocation volunteers will be contacted after spring break. Food and décor ordering will also start then.

Other Business

SMA gear donations:

- Could we have items in the store that are bought from parents for students that may need help?
- Option: for casual days we could set aside \$100 for girls not able to afford casual day \$2 payment
- Option: to buy extra t-shirts to be available for girls who need them
- Option: on website in the fall “Buy one for you, buy one for the school”
- Option: on website to “round up” purchase to have extra money for us to buy items for girls
- Option: order all girls a shirt for SMA gear day
- **Michelle** to advise the exec on the approved options.

Next PG Meeting Date: May 5th, Volunteer Appreciation

Adjournment 8:30 pm