



St. Mary's Academy Parent Guild Meeting Minutes

March 25, 2025 7pm

Call to Order 7:02 pm

Attendees: Rachel Hall, Lisa Rowbotham, Chukwudumebi Onyiuke, Michelle Klus

Regrets: Lisa Sigurdson, Maja Dos Santos, Kate Hanson, Marilyn Teixeira, Jen Melo, Kim Mathew

Opening Prayer & Land Acknowledgement Michelle Klus

Approval of Agenda Chukwudumebi

Approval of previous meeting minutes: first: Chukwudumebi second: Michelle

Honorary President's Report

- SMA is in the process of hiring an archivist
- Mary-Anne Lovallo is doing a story in the Spark newspaper for International Day
- International Day will feature a booth with an interactive board showing globally where Alum have gone after graduating. April 8th dedicated email to go out to parents requesting wine and gift cards; drop off on the morning of the 10th
- Lapel pins for volunteers of the parent guild: costing came in at \$2,000 for 250 magnetic pins; can we get it under \$1000 by going to 100 pins or making it a bit smaller? **Nadine** to research options
- Parent volunteers will receive a new "parent guild" lanyard when volunteering at the Corner Store
- Outdoor education space design in process – designed by staff and students, looking for sustainability and safety, indigenous plants, long term, to be used by all classes and at lunch time
- Volunteer program document– needs to be done soon b/c it goes out with acceptance packages and/or in the September package; **Rachel** to look at the wording before it goes out
- In May, new student night, we could take parents into Alumnae Hall to talk about the parent guild while the kids are doing a scavenger hunt. **Rachel** to prep a presentation

Parent's Guild Executive Reports:

• President

- Under our by-laws we need to convene a nominating committee in March to make a call for nominations if we have vacant positions.

- Four of our Exec members have terms running 2024-2026. Lisa Sigurdson graciously stepped in as our Volunteer Coordinator to fill a vacancy and her efforts are much appreciated. At our next PG meeting in May, I expect to formally confirm Lisa's appointment through to June 2026. *All in attendance felt a formal nomination process was not necessary.*
- We are working to strengthen the succession planning for our PG Exec team and our PG volunteer base in general. I would like to call for expressions of interest in shadowing our PG Exec team, in order to take over as our terms complete. Lisa R and Lisa S have indicated that they will not be remaining on the PG Exec after June 2026 (15 months time), as they expect to be involved with grad related activities during the 26/27 school year, and therefore it would be wonderful to hear from anybody interested in learning more around our Secretary and Volunteer coordination roles in particular and also our Hospitality coordinator as Lisa R also manages this. **Rachel** to bring this up at May 6th volunteer appreciation meeting
- **Nadine & Rachel** to book a planning meeting with Rachel, Michelle & Kate HF before May 28th new student night to plan the next school year activities
- **Treasurer**
 - Net Income YTD at end February is -\$1.6K, due to a timing difference which will be covered by raffle proceeds.
 - Bank balance is \$51.9K General Account and \$27.3k Lottery Account
 - Hospitality events cost to date is \$2.6K, slightly below budget (well done!)
 - Corner Store profit to date is \$1.6K. Stock adjustments prepared at end of year.
 - Approved a purchase of two sofas for the atrium!

Approval of financial reports as presented : Lisa R

Vice-President Communications Coordination

- We expect to coordinate events and calendar with Michelle and Kate HF again before the end of the school year and will continue to refine how we collaborate with Gina in general and support the communicate updates.

● **Vice President Volunteer Coordination**

- The school administration and parents' guild are running a pilot project involving Grade 11 and 12 student volunteers working in the Corner Store at lunch hour. To date, we have had four students volunteer.
- Mr. Hess will send an invite again through the student chat/message system in hopes we will have more sign up.
- Students are responsible for candy sales only, and can only volunteer when at least one parent is present.
- Overall, the volunteer situation in the store continues to be a challenge. Invites are sent out regularly, especially when we have days with no one signed up.
- Shifts are available for International Day as well as for all 3 days of the uniform fitting (May 27th to 29th).

Committee Updates

● **Corner Store update from Marilyn**

- The store continues to be a favourite place for the kids and parents at lunch hour.

- We have had some students volunteer already and the feedback has been great.
 - A big thank you to Lisa Sigurdson for doing an amazing job with the volunteer set up and keeping us in the know.
 - The corner store is averaging \$350 a week in treat sales which is an increase from years past. A big thank you to Kim for keeping us stocked with all the favourites.
 - Starting April 7th Sargent Sundae will reopen and will be supplying us with ice cream again.
 - Rob is putting the final touches on the spring estore and it will be ready to launch March 28th. Please include this in this week's communique. **Kate** to communicate with Gina. **Lisa R** to confirm dates with Marilyn
 - Please send out a separate email to alumnae, parents, staff etc to ensure it is seen on its own as in years past. **Kate** to communicate with Gina.
 - The store is stocked with some new items which have been popular. We have one more in store shipment for this year which will be put out hopefully this week. There is more in store stock this year at the request of students and parents. There is enough stock for International Day sales, Homecoming and new student fittings.
 - It would be nice to have a few "wear your SMA gear" days to encourage team spirit and this always also helps sell items.
 - Nicole has been so wonderful and gracious to refresh the abundance of donated uniform pieces so we will have plenty for the spring and new student fittings. **Lisa R** to follow up with Nicole
 - Online sales dates need to go in planning with other events next year. **Rachel** to add these to the yearly calendar
- **Hospitality**
 - Grad date: June 13, convocation date: June 23 which means we will have to purchase flowers this year (last year we put the grad dinner bouquets in the cafeteria fridges and used them as convocation decorations)
 - **Lisa R** to contact Munther Zeid about donating sandwiches again this year & Melanie Norbury about a photo backdrop
- **Cash Lottery**
 - Launched March 17th. Rachel visited 20 classes in 2 hours to promote the lottery
 - Aiming for \$40-\$60K and 50% participation.
 - Updates in the announcements this Friday and April 7th
 - How to handle failed purchases? Rafflebox to let us know their best practice; **Rachel** to look into this
- **International Day**
 - On track, 11 pavilions – two food items per pavilion, \$500 budget each
 - Wine and gift cards drop off date confirmed as April 10th
 - Folklorama gift for auction – 2 VIP tour passes worth \$720
 - 50-50 license has been obtained, sign up is ready online.
 - Proposal for student volunteer hours, to count for next school year. **Lisa S** to draft the invite, using the corner store process, Mr Hess will send the sign up link in the student bulletin. Grade 7s could get hours to go towards their volunteering, other grades could

- volunteer but won't get hours. This will be a trial period. **Michelle** to talk to Religion & Mission & Charism about this option.
- Student involvement benefits are two fold – in addition to helping run the event, volunteering should increase student engagement with event, incentive for kids to go and see how wonderful it is.
 - Invitation to new students? Add a little flyer to the acceptance packages? Revisit next year.
 - Next year - Jen Melo will co-chair with Jen and Pauline. Jen M will be here for the transition. This year new Jen & Pauline will focus on running pavilions.
 - 2 students interesting in being MCs.

- **Volunteer Appreciation**

- May 6th Very short PG meeting at the beginning

Other Business

- Scholarship question from a parent: Could we have more info on deadlines and scholarships directed to parents, not just kids? Answer: Academic advisor (Adriane McElrae) has all the information online and she meets with the students individually multiple times through the year.
- Student wish list item – large outdoor games i.e. Jenga. Students to provide **Michelle** with a budget for Exec to look at.
- Grad Gifts: **Lisa R** to contact Jen Thiessen about grad gifts for this year's grad \$2000 (**Lisa R** to confirm budget with Maja, **Michelle** to tell Lisa R the number of grads) Lisa R to get pricing for SMA grad cookies (same as last year).

Next PG Meeting Date: May 6, 2025

Adjournment 8:38 pm