



St. Mary's Academy Parent Guild Meeting Minutes

May 13, 2025 4:30pm

Attendance: Rachel Hall, Michelle Klus, Lisa Sigurdson, Maja Dos Santos, Kirsten Vincent, Lisa Rowbotham, Nadine Dannenberg, Abigail, Kawacka, Kori Osmond, Maricel Tankeko, Irene Mestito-Dao, Katelyn Mestito-Dao, Lauryn Mestito-Dao, Erikca Maud Pearl, Susan Polz, Keji Fatoki, Jayshree Kannan, Dinesh Bhat

Regrets: Kate Hanson

Call to Order 5:20 pm

Opening Prayer & Land Acknowledgement Michelle Klus

Parent Guild President Address Rachel Hall

Approval of Agenda Lisa Sigurdson

Approval of previous meeting minutes: first: Michelle Klus second: Rachel Hall

Honorary President's Report

- The outdoor learning space construction will start this summer. No trees will be cut down. There will be a gravel base, pavers, seating area and signage with a dedication to the parent guild.
- We anticipate all classes can use this space for learning.
- As part of the art class next year students will decorate rocks for this space.
- This space will evolve over time.

Parent's Guild Executive Reports:

- **President**

- All parents and guardians are automatically members of our Parent Guild, and we love seeing new and familiar faces at our meetings or joining us to help organize community building activities and events.
- I'd like to thank our PG Exec team, which together with Michelle Klus, and with amazing support from Nadine Dannenberg, including Maja Dos Santos, Lisa Rowbotham, Lisa Sigurdson and Kate Hanson. This is a new Exec team this year, and I really appreciate you jumping in to ensure our PG activities continue.
- The purpose of our PG is to build community, and further the work of the school. In addition to our showcase International Day event, and operating our Corner Store, our fundraising efforts are targeted towards initiatives that benefit our current students,

and help us cover the costs of hospitality we provide at events such as the Open House, New Student Welcome and Convocation. We also provide two annual scholarships and gifts to all graduating students.

- Our Corner Store sells new and used clothing, as well as the candy and ice-cream that the girls love. I'd like to thank Marilyn and Kim for their continued support. Our used clothing provides an important pricing option for our student families, helps delay uniform pieces from the landfill, and gives our PG some additional income. This would not be possible without the significant behind the scenes work to clean and mend the clothing donations. I would like to thank Nicole Bowering for her dedication and support over the last several years, it is very much appreciated. Please let me know if you or someone you know would be able to help us with this important activity next year.
- Our International Day celebration reflects our school's lasting commitment to inclusion, belonging, and the rich diversity that makes our school such a vibrant place to learn and grow. It is a privilege to continue an event that has been in place for 50 years now. I would like to especially thank our International Day Chair, Jen Melo, and Co-Chair, Chukwudumebi Onyiuke, as well as the entire International Day committee and many volunteers who helped make this such a wonderful and joyful anniversary event.
- Our 50-50 raffle was a great success this year, and we very much appreciate the support from Gina and Vincent in our Communications team. Ticket sales reached \$55,250 which lead to a winner's prize of \$27,625! We are very excited to be able to fund a new outdoor learning space for our students, with construction expected to start shortly. We are also purchasing some additional furniture for the atrium, as this has proved very popular with our students.
- I hope I have not missed any important thank yous. Similar to your support with coaching and / or at school events, we can't operate our parent guild without a team of parent volunteers. We do need more volunteers to support our activities, and become the next Exec committee. While it takes commitment and calendar coordination, it is very meaningful, allows parents a deeper connection to your child's school, and provides an opportunity to make wonderful friends. I know you are all here as you are already volunteering, so I thank you very much for your support for our school, and urge you to continue to help in any and all capacity you are able!

- **Treasurer**

- At the end of April, we have raised \$73,361 from our raffle, corner store and international day sales
- After expenses relating to these activities, hospitality costs for new parent evening, open house, our parent mix & mingle and the staff appreciation lunch, we currently have net income of \$25,911.
- This income will be used as we close out the school year by payments relating to graduation and convocation, and also the outdoor learning space and atrium furniture.
- At the end of April, we have \$106,714 in our PG bank accounts, more than enough to cover the upcoming expenses and retain a healthy balance available for next year.

Approval of financial reports as presented Keji Fatoki Abigail Kawacka

- **Vice-President Communications Coordination**
 - No update given
- **Vice President Volunteer Coordination, including Corner Store**
 - Lisa Sigurdson w/ notes from Marilyn
 - Corner store operation mon/wed/fri over lunch hour continues to be a challenge with finding adult volunteers for these shifts
 - We opened up shifts to grade 11 & 12 students which has been successful. Still need adult volunteers to be there at the same time.
 - May 27.28.29 uniform fittings – need volunteers to sell SMA gear and used uniforms
 - Shifts are 3-5 and 5-7 and have been posted online.
 - The corner store has been busy with \$375 sales per week.
 - New stock in store has been very popular.
 - We will give a gift card to Starbucks to our 9 student volunteers as a token of appreciation.
 - Next year we will look at possibly changing the hours of operation depending on when volunteers are available.
- **Secretary, including Hospitality & Convocation**
 - Hospitality events went well and were under budget; thank you to all the volunteers who help make these events happen
 - Convocation coming up: Munther Zeid is donating the sandwiches, we will purchase fruit & veggie trays from him; dainties from Costco, flowers from Costco and will be working with Melanie Norbury from House of Silk for a photo backdrop and other décor
 - Lisa R will be contacting volunteers to help with set up on the day before and the day of (June 23rd)
 - Expecting 650 people
 - Jen Thiessen has ordered the grad bracelets
 - Lisa R is waiting for an invoice for grad cookies

Other Business

Next PG Meeting Date: September 16, 2025

Adjournment 5:52pm