



St. Mary's Academy Parent Guild Meeting Minutes

May 5, 2026, 7 pm

Call to Order 7:32 pm

Attendees: Rachel Hall, Lisa Plohman, Lisa Rowbotham, Michelle Klus, Nadine Dannenberg, Sandra Martin, Marie-Paule Gilles, Nelia Borges-Bahl, Heather Grower, Jen da Costa-Melo, Kate Hanson, Lisa Sigurdson, Marilyn Teixeira, Kim Mathew, Ian Macdonald, Kerri Walters, Ysabelle Tankeko, Maricel Tankeko, Suzan Tetrault, Carolyn Ritchie, Fisayo Fatoki

Opening Prayer & Land Acknowledgement

Welcome & Introductions

Approval of Agenda First: Kate Hanson Second: Lisa Sigurdson

Approval of previous meeting minutes of March 17, 2026 First: Jen da Costa-Melo Second: Nelia Borges-Bahl

SMA President's Report

- Strategic planning is underway.
- Meetings have occurred with parents, faculty, students, membership, parent guild, school board.
- We will be completely full in all grades with a large waiting list for grades 7,8 & 9 for the 2026/2027 school year.
- The audio system is being installed in the cafeteria and will be used not only during lunch hours but for events and we anticipate it will be able to be connected into the PA system for announcements.
- Thank you to all the volunteers for all your hard work and dedication to SMA.

Parent's Guild Executive Reports:

- **President, including introduction of incoming Executive members**
 - Thank you to parent guild executive guild Maja, Lisa R, Lisa S, Kate along with Nadine & Michelle
 - Lisa S, Lisa R & Kate are all moving on after completion of their 2-year terms
 - Incoming exec member are: Heather Grower (VP volunteer coordination), Marie-Paul Gilles (secretary), Hilda De Souza (VP Communications Coordination)
 - Lisa Plohman will take over hospitality duties
 - Thank you to Marilyn & Kim for your years of working in the corner store
 - Kelli Potter will take over the corner store chair role. Kim will help out for 1 more year.

- Thank you to Nadine for laundering all the used uniforms to sell in the corner store.
- International day – thank you to Jen Melo and Jen Correa
- Thank you to Carolyn for helping out with the lottery
- The lottery funded audio equipment in cafeteria, more furniture for atrium and hand dryers in the bathrooms
- Thank you to Nadine for hospitality support including the food tonight at the volunteer appreciation event

- **Treasurer**

- **Approval of financial reports as presented** First: Kate Hanson Second: Lisa Plohman

- Overall we're in a really strong position
- Revenue is just over \$78,000 which is up from last year, driven mainly by the continued success of the 50/50 lottery
- We've seen some softer results in the Corner Store and parts of International Day but nothing concerning, it's more timing and a mix than anything structural
- On the expense side, we've spent a bit more this year, largely because we did more (increased hospitality activities; parent teacher conference snacks) but overall spending is very much in line with what we'd expect
- Where this lands us is a net income of about \$27,000 which is ahead of last year.
- From a balance sheet perspective, we have just over \$100,000 in assets so we are in a very healthy position. About \$40,000 of that will be going back to the school through the wishlist items.

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

- I am very grateful for the relationships and people I've met during my time coaching and on the Exec.

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

- I am very grateful to be a part of parent's guild and executive
- Thank you to Nadine for all her support
- I have met many great people and have enjoyed meeting the new parents/caregivers and being a part of the girl's lives by volunteering at the corner store.
- I am very appreciative we have been able to build up the corner store volunteer base so we are back to being open 3 days a week
- I appreciate Heather for taking on this role for the next school year
- We are looking for someone to take over staff appreciation lunch. **Nelia & Jen** indicated interest in taking on this project.

- **Secretary, including Hospitality for Convocation**

- I have had a great time working with the people on the Exec and in the guild
- Thank you to Marie-Paule for taking on the secretary role
- Thank you to Lisa Plohman for taking on the hospitality role
- I will still be around next year to help out where needed.

Other Business

Parking

- Is there a way to add parking on the school lot as Kingway & Ruskin are no longer available to park for longer than 2 hours?
- Feel that sometimes it is unsafe to walk to cars from further streets
- The administration is aware of the situation

Next PG Meeting Date: October 6, 2026

Adjournment 7:59 pm