



St. Mary's Academy Parent Guild Meeting Minutes

November 18, 2025, 7 pm

Call to Order 7:03 pm

Attendees: Michelle Klus, Nadine Dannenberg, Rachel Hall, Maja Dos Santos, Lisa Sigurdson, Lisa Rowbotham, Megan Desai, Marie-Paule Gillies, Robert Barnes, Lisa Plohman, Janish, Anna Duczeminski, Kerri Walters, Ian Macdonald, Jane Ngoiri Kamunyu, Macharia Njehiali

Regrets: Kate Hanson, Nelia Borges-Bahl, Jen Melo

Opening Prayer & Land Acknowledgement

Welcome & Introductions

Approval of Agenda

Approval of previous meeting minutes of September 16, 2025 First: Lisa P Second: Maja

SMA President's Report

- Report cards and parent teacher conferences are coming up
- We recommend parents attend these conferences as they encourage communication and closeness with the staff and helps to develop relationships
- We urge people to volunteer in any capacity they can. There are many opportunities to help.
- We currently have 5 maternity leaves & 4 leaves to cover
- President's wish list – Michelle has asked teachers for ideas of items/experiences to enrich the school experience; next step is to ask student leaders for ideas; ideas will then go to the exec to decide
- Ignite gala coming up – school is transformed into something beautiful. All are encouraged to attend.

Parent's Guild Executive Reports:

- **President, including 50/50 Raffle & Mix and Mingle**
 - Parent Guild goal is to build community
 - Looking to fill a number of positions; raffle lead position has been filled
 - Heather Grower is shadowing Lisa S and will become the volunteer coordinator for 2026/2027
 - Lisa P has agreed to be the hospitality lead for 2026/2027. Lisa R to provide role details.
 - Marie-Paule has expressed interest in the Secretary role. Lisa R to provide role details.
 - Co chair for corner store – we have one parent who has expressed interest.

- **Raffle**

- Raffle may move to later next year – timing dependant on other events. **Rachel** to advise on new date

- **Mix & Mingle**

- We have tried this event for a couple years now with the goal to provide opportunity for parents to do something fun. We tried a games night this year, 20 rsvp, 8 attended. Jays' game, Jets game, bad weather were deterrents to attendance. We will try it again next year perhaps with childcare
- Total money spent was \$464.78. Nelia was able to return most of the wine.
- Leftover food was given to the school as they had an event the next day.
- We could have a mix & mingle at the end or beginning of a guild meeting instead of a separate night.
- Ideas: kids in attendance, grade specific, ice breakers, an architectural tour of the school, incorporate it with a speaker or an activity for less pressure on mingling.

Treasurer

- Oct ytd net loss \$930 based on timing due to 3 hospitality events
- Cash inflow is coming from the corner store – only open two months and only twice a week. Prior years it was open 3x a week
- Online store commission comes to parent guild

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

Vice-President Communications Coordination, including Communique and International Day

- **International day**

- More info will be given at the January meeting
- Date is March 22, 2026
- We encourage people to come out and volunteer. **Lisa S** will send out volunteer positions as they become available

- **Communique**

- Kate is working behind the scenes attempting to limit /focus what is going in the communique from the parent guild

Vice President Volunteer Coordination, including Corner Store and Staff Appreciation Lunch

- Corner store volunteer status: it has been a challenge over the past year to get volunteers at lunch hour
- This year we started opening one day a week. We are now open Monday and Friday. Most shifts are filled for the next month. We still welcome more volunteers as we would like to be open 3 days a week.

- Marilyn/Kim update: online store has closed. Awaiting orders to come in December 12th. Stock in store is good. Lisa S is holding a training session after the PG meeting for those interested.
 - Volunteers need to complete a criminal record check & child abuse registry prior to volunteering. Contact Nadine if interested.
 - Open House – volunteers required for parking – 8 people (4 each for 2 hours)
 - Staff appreciation lunch – held October 27th this year during the staff retreat. Lunch was wraps, salads, sandwiches from Saucers Café, an ice cream bar, coffee, tea, drinks and a Therma \$100 gift card was drawn.
 - We are looking for someone to shadow leading this event as Lisa S and Dana have daughters graduating next year.
 - Corner store volunteer feedback: busy, surprised at how much candy is sold in an hour
- **Secretary, including Hospitality for Open House and Progress Conference**
 - Open House – Lisa R to contact volunteers to set up/take down
 - Lisa R to coordinate details with Lisa P
 - Hospitality for the parent teacher conferences will be provided. Budget is \$680 for 4 sessions.
 - We will provide hot chocolate for parking volunteers at Open House with take out cup and hand/feet warmers. Lisa R & Nadine to bring hand/foot warmers from home.

Other Business

Next PG Meeting Date: January 27, 2026 – come early to mingle

Future meeting dates: March 17, May 5, 2026

Adjournment 7:53 pm

Corner Store Training