



## 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
- **Commuque**
  - Kate is working behind the scenes attempting to limit /focus what is going in the commuque 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 12<sup>th</sup>. 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 27<sup>th</sup> 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**