

St. Mary's Academy Parent Guild AGM Meeting Minutes

October 6, 2026, 7pm

Call to Order 6:55 pm

Opening Prayer & Land Acknowledgement

Welcome & Introductions

Attendees: Heather Grower, Rachel Hall, Brandy Ellerbrock-Papaioannou, Lisa Sigurdson, Kelli Potter, Larissa Duffy, Lisa Plohman, Randeep Saini, Marie-Paule Gillies, Hilda De Souza, Jennifer Melo, Nelia Borges Bahl, Irene Fakankun, Lisa Rowbotham, Ashley Holtmann

Regrets: Michelle Klus, Maja Dos Santos

Approval of Agenda: First: Kelli Potter Second: Nelia Borges Bahl

Approval of previous minutes of May 5th, 2026: First: Marie-Paule Gillies Second: Lisa Plohman (done via email - minutes not available due to printing issue)

Parent Guild Executive Reports:

President

- Welcome, nice to see new people and familiar faces
- The goal of the Parent Guild is to build community, make connections, and our focus is on current students and families.
- At our volunteer appreciation in May, we were able to thank our outgoing Exec team members, Lisa Sigurdson, Lisa Rowbotham and Kate Hanson, as well as Maja Dos Santos who remains as treasurer. We also welcomed Heather Grower, Hilda De Souza and Marie-Paule Gillies to the PG Exec Team.
- We also thanked Marilyn Teixeira and Kim Mathew for the long service in our Corner Store and welcomed Kelli Potter as Corner Store Chair.
- We welcomed Lisa Plohman as the new Hospitality Chair
- Jen Melo and Jen Correa are staying on as chairs for our signature International Day
- Carolyn Estabrook will be supporting our 50-50 raffle again this year.
- We have a need for volunteers, especially to support hospitality and for the upcoming International Day.
- We are also looking for a shadow for Heather's role as VP Volunteers as this will be Rachel's last year as President and Heather will transition into the role for the 2027-8 school year.
- Reach out to Rachel or Heather if interested.

Treasurer - provided by Rachel Hall on behalf of Maja Dos Santos

- For the year ended June 2026 - raised just under \$84,000, slightly more than last year
- Financial statements show a deficit of \$19,400 for the year. Sounds concerning but largely expected.
- Intentionally used money that had built up in the lottery account for school improvements (new audio system in the cafeteria, furniture for the student common area, hand dryers for the bathrooms)
- At year end, the Guild still had about \$56,000 in cash
- \$8000 remains in the lottery account but committed to the hand dryers (approved but not yet purchased by June 30)
- Copies of the financial reports are available for those interested
- Audit completed in September – no concerns noted

Approval of financial reports as presented First: Lisa Rowbotham Second: Heather Grower

- For the school year 2026/7 - ended September with \$63,239 in assets and \$8,063 in liabilities
- Year to date net income - \$718.50
- Copies of the financial reports are available for those interested

Approval of financial reports as presented First: Lisa Plohman Second: Hilda De Souza

Parent's Guild Sub-Committee Chair Reports:

International Day Chair –

- International Day is like a mini Folklorama, first started in 1975.
 - Starts with a mass
 - Entertainment in the afternoon in Alumni Hall
 - Wine and gift card raffle, 50/50 tickets, auction
 - This year 9 different pavilions – set up in the cafeteria serving one or two traditional dishes between 12 pm and 3 pm
- Hoping to submit everything to food inspectors next week.
 - Still need two people with Food Handler Certificate – Hilda will obtain for this year
 - In future years, Chair and Co-Chair to obtain, to be paid for by Guild
- Still need many open volunteer spots (sign up using SignUp platform)
 - Students can sign up for any volunteer roles, including on Saturday
 - Rachel to follow up with Nadine to make an announcement to students, can be used for service-learning requirement
- Wine and gift card collection – morning of Oct 9
 - Heather, Brandy, Nelia, Jen C

- Hilda to send Vincent a message to update social media, digital sign on side of gym on to remind families
- Email to be sent to remind families as well
- Paper products –
 - Will need to be replenished. We can clean out the guild cupboard and only keep what we use (no need for large plates)
 - Split expenses - Not only used for International Day, Guild uses for other events.

Vice-President – Communications Coordination

- No updates.

Vice-President – Volunteer Coordination

- Corner store fully signed up until Christmas break
- Corner store training Oct 7th 5 pm – two people signed up. Kelli has updated the Corner Store volunteer manual. Biggest issues in the past have been printing the sales report at the end of the shift and filling out the cash form. Maja's, Rachel's, Heather's and Kelli's daughters will also be trained on Square and will be available to troubleshoot during the day as needed.
- Nadine does central intake of volunteers and then forwards them to the Parent Guild once requirements are in place (school to cover associated costs)
- Heather to forward contact info to Lisa when someone wants to sign up for hospitality – exploring other option to sign up for hospitality shifts

Parent's Guild Sub-Committee Chair Reports:

Corner Store Chair

- Recent changes:
 - Marilyn Teixeira stepped down at the end of the 2025/6 school year. Kim Mathew will be stepping down at the end of December. Kelli to co-chair with Kim until the end of the year then assume role of the Chair starting in January 2027.
 - Looking for a volunteer to help with shopping for supplies (candy, ice cream treats)
 - WhatsApp group to be created so store volunteer can connect with Kelli or Heather
- Kelli has lovingly deep cleaned the store - it needs some minor repairs to wall slats and could be repainted. Rachel to discuss with Michelle.
- Existing stock has been sorted
 - Ready to wear – freshly laundered, Kelli says she can continue to launder donated uniform items

- “Vintage” stock – a lot of old sweaters and vests, off brand items (colours/logos). Items are still allowed to be worn by students. Grandfathered into uniform regulation. To be discounted and sold as is to make room for newer merchandise
- Needing minor repairs – set aside, repairs to be done by Ms. Sawchuk and home-ec students, as time permits once musical is over. Ms. Sawchuk will let Kelli know what supplies she needs (buttons, etc...)
- Hilda to put reminders in Communique four times per year about where to donate used uniform pieces
- Homecoming weekend busier than expected. Many alumni pleased to be able to purchase used uniform pieces as nostalgic items and new branded items
 - Alumni asked about ordering new clothing online or sign up to be notified when the Winter Pop-Up sale starts
 - Is this possible? What would this look like?
- Branding update:
 - Gina Borkofski has provided updated logo and colour information to ensure consistent, appropriate branding. Info was forwarded to Rob at Carberry on Oct 1.
- Winter Pop-Up Sale:
 - Easy, we get commission on sales as opposed to holding onto stock
 - Initially scheduled for November 2-13. Rob asked if it would be possible to start sale a few days earlier to allow a buffer in case of bad weather around delivery time. Parents to pick up orders at school on December 11.
 - Guild agrees to change dates of sale to Oct 26-Nov 9. Kelli to cc Hilda when emailing Rob to confirm new dates.
 - Hilda to add to Communique this week.
 - Advertise sale during International Day
- Updates:
 - Waiting for catalogue from Rob. Plan to place a store inventory order, broad range of items at different price points. Hoping to have inventory ready and store open during November progress conferences

Hospitality Chair

- New parent event went well
- Is anyone interested in helping with hospitality this year?
- Five events during the year – New Parent Welcome, Parent/Teacher/Students Conferences x 2 (November, February), Open House, Convocation

Constitution & Bylaws

- By-laws were last reviewed and updated in September 2024. Need to be reviewed at least every five years.

- Updates this year: we increased the limit for payment via etransfer to \$2500. This increase allows Maja to process payments online for routine event and activity expenses with prior approval from Michelle or Rachel.
- Motion to accept the new bylaws. First: Marie-Paule Gillies Second: Lisa Plohman
- Minutes and bylaws are posted on the school website

Other Business

Next PG Meeting Date: December 15th, 2026, 7pm, We invite parents to stay and socialize after the meeting. We will provide snacks and drinks. This is an opportunity to connect and chat with other parents.

Staff appreciation lunch

- Rachel to confirm this year's date on January 27th.
- Lisa Sigurdson is looking for 1 or 2 people who would be interested in shadowing her and Dana and taking it over next year.
 - One day a year, in service day for students
 - Guild provides staff with lunch, dessert, drinks, and draw for gift card.
- Plan to advertise via Communique if we can't find someone in person. Next in person event won't be until the new student even in May.

Future Meeting Dates: December 15th, 2026, February 23rd, 2027, April 6th, 2027, May 4th, 2027

Adjournment 8:17 pm