



St. Mary's Academy Parent Guild AGM Meeting Agenda

September 17, 2024 7 pm

Call to Order: Rachel Hall 7 pm

Attendees: Dana Bartley, Nicole Bowering, Lisa Byron, Jason Oltrop, Katie Hanson, Roman Slobodian, Ivanna Slobodian, Irina Kretskiaia, Lisa Rowbotham, Michelle Saltel, Tutu Oyerinde, Dayo Oyerinde, Irene Mestito-Dao, Nelia Borges-Bahl, Marilyn Teixeira, Kim Mathew, Michelle Klus, Rachel Hall

Regrets: Lisa Sigurdson, Maja Dos Santos

Welcome & Introductions: Rachel

Opening Prayer Michelle K, **Land Acknowledgement** Michelle S

Approval of Agenda First: Nicole Second: Irene

Approval of Previous Annual General Meeting Minutes First: Michelle S Second: Rachel

SMA Interim President Report

- Good start to the year
- Challenges in parking, drop off and pick up; parents should not be leaving their cars, need to have traffic flow, messages will go out to students & parents
- Parent evening/Meet the Teacher last week – great event, great hospitality
- Student cell phone policy & staff cell phone policy in effect
- Ipads now at office for parent sign in
- 603 students this year; highest in last 8 years- will effect graduation
- Grade 8 experiential week again this year
- Grade 7 camp; school absorbed this cost – maybe guild can pay for this? **Exec to discuss**
- School theme. Each year Mission & Charism selects a school theme based off one of the foundations of Catholic identity. For this year the theme is: How do I share our story?
- All called to be models of faith; everyone who enters our building

PG President's Report Michelle Saltel

As President of the Parents' Guild last year it is my pleasure to be able to provide you with a summary of Guild activities for the 2023/2024 school year.

All parents and caregivers of SMA students are members of the Parents' Guild and are encouraged to be active participants. Guild parents organize activities and events throughout the year to raise funds, provide services and give parents, students and staff the opportunity to come together as a community.

Community Building

We aim to foster a sense of community by bringing together parents, and to promote the well-being of St. Mary's Academy by helping to further the work of the school. This purpose is carried out through the events and activities we manage.

Financial Support

Proceeds from our events and activities serve to assist the school financially with selected projects and equipment, scholarships and bursaries. Revenue Generating Initiatives:

Cash Lottery - The cash lottery was in the fall (previously had been in the spring) and chaired by Heather Turzak. There was a new pricing structure and an early bird bonus draw. The lottery was a great success with a net profit of \$6531 which was an increase from the previous year's total of \$3942.62.

Corner Store - Our Corner Store was chaired last year by Marilyn Teixeira and Kim Matthew and staffed by our incredible volunteers. The Corner Store sells a variety of branded items, gently used uniform items, candy and other treats such as ice cream, freezies and popcorn. The store co-chairs also organize special order sales directly through Carberry. Last year was extremely successful, raising \$8795 (previous \$10789.31). Bake sales were hosted once a month and raised \$613.

International Day - In April we hosted the second International Day since Covid. It was chaired by Jennifer Melo and Jennifer Thiessen. Food cards were sold and we also had a wine and gift lottery, as well as a 50/50 draw and an art auction. There was a profit of \$3024 (previous year \$2936.51).

Golf Tournament - Heather Turzak and Lisa Byron chaired our Golf Tournament and Rachel Hall worked long hours processing and reconciling registrations and sponsorships. The tournament was moved to Southwood which was a nicer course than previous years and much more accommodating for our use of the facilities. It was a huge success with an elevated event and golf experience. The tournament raised money through registrations, sponsorships, 50/50 draw and raffles and I am thrilled to announce that the tournament raised \$20,647 (previous \$18,000.92).

Community Building Initiatives

New Parent Mix and Mingle - in 2023 the new parent mix and mingle was combined with the school's new parent night. It did not offer much time for socialization or fun as it was right after school and parents were busy meeting teachers. Feedback from the event was to return to the previous format which is truly meant as a fun mix and mingle.

In 2024, we removed the Staff Appreciation lunch from the umbrella of the hospitality committee to its own chaired event. It was chaired by Lisa Sigurdson and Dana Bartley. They did a beautiful job organizing the catering and the decor and the staff loved it.

Torch Talks - Our Torch Talk took place in February and was Chaired by Rosalinda Amato and myself. Our speaker was Homa Houshmand and members from her team at Positive Perspectives. The topic was

“How to Communicate with Your Teenage Daughter: Tools, tips and insights on how to connect and build a supportive relationship.” We had a great turnout and it worked well to have the session with hospitality in the atrium.

Our hospitality committee was chaired by Melanie Norbury. Lisa Rowbotham joined as chair in time for convocation. Events supported by PG hospitality included: New Parent Evening, Parent Mix and Mingle, Torch Talks, Open House, and Convocation.

I would also like to thank Nicole Bowering. She launders and fixes up donated uniform items so that they can be sold in the Corner Store.

The money raised through the PG is used to fund a variety of annual commitments for the school including 2 scholarships awarded at convocation (\$1200 each last year) as well as a gift to each grad. Last year the gift was a bracelet from Hilary Druxman with a stamp of SMA and their grad year and a sugar cookie decorated with the SMA logo.

I would like to extend my thanks to all of the PG Executive: Christi Soni - outgoing 1st VP, Jennifer Thiessen - outgoing 2nd VP, Rosalind Amato - outgoing secretary, Rachel Hall - outgoing treasurer and new President.

Thank you to all of our Committee Chairs and volunteers for their time and dedication to SMA. I would also like to thank the school, Michelle Klus for your leadership and enthusiasm for the Guild, the principals and teachers as well as the support from the Communications department, Gina Borofski and Vincent Ocampo and from the Advancement office, Kate Hodgert-Fennell and Sandra Martin.

Treasurer’s Report

The Parent Guild financial status continues to be strong.

- The annual review by KPMG has been completed and we are awaiting their report. We expect the KPMG report to note the transactions they tested as part of their review and that we began reimbursing expenses by e-transfer during the year.
- At the end of June, we have \$53,438 in our General bank account, and \$27,265 in our Lottery account.
- We were able to provide hospitality for the New Parent Evening, the Open House, Torch Talks, Staff Appreciation and Convocation all within budget. This is a lot of work and takes lots of organization – thank you to all the volunteers who helped with this.
- We also provided gifts to all grads at a cost of just under \$2,000 and two scholarships of \$1,200 each.
- We were able to pay for these commitments, and transfer \$16,500 to the school from \$39,610 net income from fundraising activities.
- As Michelle mentioned, we cleared almost \$9,000 from the Corner Store, over just over \$600 from bake sales, \$6,500 from the Lottery, \$3,000 from Internation Day and over \$20,000 from the Golf tournament which is amazing. I’d like to add my thanks to Michelle’s to all the volunteers that helped us achieve this.

- After regular operating expenses such as bank fees we made a surplus of just over \$13,000 from activities held during the year.
- As mentioned in previous PG meetings, we recognized income and costs from previous years such that our net income reported for 2023/4 is \$33,373.
- This means that after we retain the required balance in our bank accounts to cover 2024/5 commitments, we do have some additional funds that can be distributed to the school. We will continue our discussions with Michelle Klus on the President's Wishlist and will provide further updates in our PG meetings.
- Copies of the financial reports are available if anybody would like to take a copy.

Approval of Financial Report as Presented First: Irene Second: Katie

Updated By-Laws & Election of Officers: Michelle K

- Bylaws needed to be modernized. EFT payments now in bylaws. Votes can be done by hand. Development of new VP positions – VP Communications Katie, VP Volunteers Jason
- New Secretary – Lisa Rowbotham
- New Treasurer – Maja Dos Santos
- New President – Rachel Hall

Approval of acceptance of new By-Laws First: Lisa Byron, Second: Michelle Saltel

Introduction of Officers

- Rachel Hall, President, daughters in grade 8 & 11
- Maja Dos Santos, Treasurer, grade 7 daughter(out of town for this meeting)
- Jason Oltrop, VP Volunteering, daughter in grade 9, may be first male on executive
- Katie Hanson, VP Communications daughter in grades 9 & 7
- Lisa Rowbotham, Secretary, daughter in grade 10

Other Business

Corner store: discussion topics to be followed up by [Exec team & Marilyn](#)

- Kim & Marilyn; volunteer support struggle. Mon/Wed/Fri 12:35-1:35 arrive at 12:20 Need a training night. Had good interest from the new parent night. Video for people who cannot make it to training night? Could be open 5 days a week if we had enough volunteers. Sweats are popular, smaller sizes of sweatshirts are in demand this year.
- Online sale – Dec 1st to start; to arrive earlier this year [Marilyn](#) to give images of the new product to [Katie](#) to give to Vincent to promote.
- Can we do the M like St Pauls do the P? No b/c it was the 150 year symbol
- How do we get sports teams & grad sweatshirts go through the store? Customizable? Shorts, flame sweatshirts are coming, this year crew neck shirts, for Homecoming can order sweatshirts online.

- Can we do a survey with the kids to see what styles of clothing they want?
- Volunteers – using signup.com , parents can see what gaps need to be filled. Can we have grandparents or alum sign up? Should be run by parents but possibly can be run by grade 12 students if we cannot get enough volunteers
- Ask volunteers what days they can volunteer? In the past it was mon/tues/thurs/fri
- Sign up sheet at mix & mingle, scavenger hunt target the corner store
- Discussion of a Volunteer night targeting all volunteer opportunities
- Were considering using debit cards for buying candy instead of cash but b/c of the cell phone policy we've slowed down on this thought
- Should we sell candy cards and punch them out, emboss or use the school stamp on the back?

Library books: Lisa B suggestion to secure donated books for the library, that girls could earn / win / receive. Books would be date stamped and could be kept as souvenirs. **Exec team to discuss.**

Upcoming: Online auction through advancement and development team – in conjunction with Matilda production.

Criminal Record Check: Do parents need criminal record checks to volunteer in the school? **Rachel** to look into this. There is a cost, who covers that? Could take 3 months to get the paperwork done

Next meeting: November 19, 2024 7 pm in the library

Adjournment 8:27 pm