



## St. Mary's Academy Parent Guild Meeting Minutes

January 28, 2025

7 pm, via Zoom

### Welcome & Introductions / Attendees

Michelle Klus, Rachel Hall, Kate Hanson, Lisa Sigurdson, Maja Dos Santos, Lisa Rowbotham, Janette Hedley, Nelia Borges-Bahl, Marilyn Teixeira, Irina Kretskiaia, Chukwudumebi Onyiuke, Kim Mathew

Regrets: Jen Melo

**Call to Order** 7:10 pm

**Opening Prayer & Land Acknowledgement** Michelle Klus

**Approval of Agenda** Lisa Sigurdson

**Approval of previous meeting minutes: first:** Maja Dos Santos **second:** Nelia Borges-Bahl

### Honorary President's Report

- Admissions and enrollment- tracking 100% full or partial submission
- Open house huge success; hospitality was well received
- Positive feedback on programs & students from perspective parents
- Communications and marketing projects– supporting our 50/50 draw, international day, ensuring messaging aligns with our school branding, these activities also support general recognition
- Archives: The Sisters have been good record keepers but we are now in search of an archivist and proper locations to store the archives. An oral history project has been completed with 3 sisters; Sister Mary Gorman, Sister Marylyn Gibney and Sister Mary Wikeem.
- With a summer grant we have summer jobs for 2 students to digitize photographs.
- An archive committee of teachers has been developed
- Marion award winners will be celebrated this year: 2024 Mrs Marlene Coughlin (Cantwell '52 & '53) and 2025 winner Dr. Joan Flood '73. We are considering holding the awards every 2 years with alternate year to be the gala
- Huge thank you for staff lunch
- Volunteer policy – will be run through president's office

## Parent's Guild Executive Reports:

- **President**

- Thank you all for joining us today. We are experimenting with zoom to make it easier for parents to join us. Please do provide feedback at the end of the meeting on this format, to help us assess how and where we host our meetings.
- I would like to thank Jason Oltrop for his time with our PG Exec team, and welcome Lisa Sigurdson officially as our Vice President Volunteer coordination. Lisa S and I are working closely with Nadine in her wider volunteer coordination role.
- At our next meeting in March, we'll provide more details on Nomination processes for our Parent Guild Exec team. We are very interested in growing our PG volunteer base, to help us in the current year and to prepare for succession processes. Any of our team would be very happy to talk to you separately if you are interested in getting more involved over time. Please think about who else could join us – everyone on call to think of one person to ask to join the guild meetings

- **Treasurer**

- 84k in 2 diff bank accounts
- Net income of \$380 through to end December 2024. Commission from online clothing sales and corner store proceeds offsets hospitality expenses, in line with expectations for this time in school year.

**Approval of financial reports as presented first** Kate Hanson, **second** Lisa Sigurdson

- **Vice-President Communications Coordination**

- Ongoing connecting with Gina & Vincent (communications department at SMA)

- **Vice President Volunteer Coordination**

- We have at least one volunteer signed up for all Corner Store shifts through to Feb 24 which is great progress!
- Jen Thiessen has been a great help with the sign up program

## Committee Updates

- **Hospitality**

- Staff appreciation lunch Jan 27<sup>th</sup>. Saucers restaurant for the main meals – trays, individual meals for dietary restrictions, fruit platters, coffee, tea, water, can drinks, centerpieces, ice cream bar was a hit! Had a few parents helping with the meal. Budget was \$1750, \$1693 was spent.

- **Open house**

- We were expecting around 600 people and received around that many. There was no food or drinks left at the end of the evening.

- Attendees felt the atmosphere was “bougie” with candles and flowers. SMA letters became a photo op.
  - All decorative accessories were from the 4<sup>th</sup> floor grad room
  - Budget was \$500 and total expenses were \$475.65
  - Next year have some snacks set aside for volunteers
- **Corner Store**
    - Update by Marilyn & Kim: everyone doing a great job, would like to get some new parents into the corner store. Bring a friend to volunteer with you.
    - Candy sales going strong, ice cream starting in March (Sargent Sundae)
    - There is a large inventory of clothing right now, we need a shelf to organize the different sizes. **Michelle** to get maintenance to do this.
    - We will host another sale in the spring and one around new student open house. Usually make around \$1500 over 3 days for the uniform fittings.
    - Rob from Carberry will charge \$3 per item on online store.
    - **Marilyn & Kate** to coordinate with Nadine about online sale timing
    - **Marilyn** to coordinate with Lisa S about setting up volunteers for the new student welcome day May 28<sup>th</sup>, and the 3 days for uniform fittings
    - Corner store sign up is looking good but there are days with 1 person. New people can't sign up if they are the only ones signing up. Need to formalize how to work the corner store so it feels less intimidating. **Rachel & Lisa S** to talk with Marilyn & Kim regarding training manual/ video.
- **Cash Lottery**
    - The online 50-50 raffle is our biggest fundraiser, which allows us to fund special projects and our various community activities.
    - The school would like to create an outdoor learning space for students, and we are excited to raise funds for this initiative and see it come to life. Michelle will ensure the correct people are engaged in this project like Manitoba Catholic Schools (MCS elder), Reverend Stan Fontaine, who is the Parochial Vicar at St. Kateri Tekakwitha Indigenous Church.
    - Ideally students would be engaged in the design. Consideration for native plantings, a plaque recognizing Treaty 1 land and acknowledging support from Parents Guild.
    - Planning for the online raffle is well underway, and we are working towards a launch on March 17, with a draw on April 11.
    - This year we are introducing a number of exciting changes. We have changed provider and secured a lower platform cost. We will be able to track sales by student, and we will be introducing prizes for students to encourage participation.
    - The school administration team and Gina in particular is helping us with enhanced branding and marketing. We very much appreciate Gina's ideas and support. We are aiming to provide handouts with the report cards, but this will be dependent upon us obtaining the licence in time.

- Top 3 prizes and prizes per class and grade. Look out for full details soon!

- **International Day**

- Planning is well underway for our International Day on April 27th.
- We are very pleased to have 8 pavilions confirmed and this may even increase to 10.
- We'll have the corner store open, and a wine raffle and 50/50 as in recent years.
- The school leadership team will be providing an additional display in the atrium to recognize and celebrate that this is our 50<sup>th</sup> anniversary of this incredible event.
- If anyone does have photos or other memorabilia from events when you or a family member were a student that you would like to share, please contact Michelle Klus.
- Thank you to all the leads for the work to set us up for another successful event.
- An extra thank you to Jen C and Hilda for stepping up to shadow Jen M and Kirsten, so they can co-lead the overall event and lead communications next year, and to Vijay for taking on entertainment lead as well as a pavilion.
- We'll put a call out for remaining volunteer needs in the communique in a few weeks time, and you'll see external promotion that Gina and Kirsten are coordinating as we get nearer to the event. In the meantime, if you have any questions or are interested in helping out, please contact Jen M, Chukwudumebi or Lisa S and they can connect you with the right person.
- Folklorama exec director has been communicating with us to see how they can help for international day
- Question from Maja: Is 50/50 still needed and how will it be received? Yes, different audience, more casual 50/50 – cash in a bucket, held on day only, helps ensure event makes small income, still requires a separate licence..

#### **Other Business**

- Nadine has been extremely helpful with streamlining volunteer policy. A big thank you to her.
- Idea- 50/50 tickets – if we do not get the 50/50 tickets into the report cards maybe we hand them out at drop off and pick up.

**Next PG Meeting Date – March 25, 2025 in person**

**Adjournment 8:13 pm**