



St. Mary's Academy Parent Guild Meeting Agenda

November 19, 2024 7 pm

Welcome & Introductions / Attendees

Michelle Klus, Rachel Hall, Maja Dos Santos, Jason Oltrop, Kim Mathew, Lisa Sigurdson, Lisa Rowbotham, Josephine Fatubarin, Keji Fatoki. Regrets: Kate Hanson, Marilyn Teixeira, Jen Melo, Chukwudumebi Onyiuke

Call to Order 7:03pm

Opening Prayer & Land Acknowledgement Michelle Klus

Approval of Agenda

Approval of previous meeting minutes: first: Jason **second:** Kim

Honorary President's Report

- SMA has 602 students for the 2024/2025 school year, very strong enrollment. We usually target 585 students.
- Recruitment trips to parochial schools have started. We had students from 42 different schools coming into grade 7 & 9 last year.
- Open house January 14, 2025
- Shared Service agreement with province has ended which provides additional challenges for parochial smaller schools.
- Staffing updates: new hire in library, new hire for database administrator, IT support tech new hire is needed.
- The fence along Academy has finally been fixed, and we have new signage on our property.
- Online auction has begun. We have \$34K in sponsors. Currently at \$19,700.
- Privacy policies are being worked on for foundation, school and volunteering.

Parent's Guild Executive Reports:

President

- Attended new parent welcome in September, will do again next year.
- Hosted parent mix & mingle Oct 3rd. Thank you to Nelia, Irene, Nicole & Lisa R for set up, and to special event team who ran the scavenger hunt. Feedback from attendees: have time limit and declare winner of the scavenger hunt. Easy sign up, found info in the communique. Well organized, enjoyed the scavenger hunt.

- Open House Jan 14th- will provide hospitality and will have a PG table with representation from Exec team.
- Cash lottery in the spring – lower entry point than online auction, launch March 17th, St Patrick's day/luck theme, planning to draw at International Day. Can we get people to add to the pot at International Day before the draw? **Rachel** to inquire
- International Day: starting planning and will hear more from our co-chairs Jen & Chukwudumebi via communique in coming weeks.
- Corner Store: focus for us is getting additional parent / adult family volunteers to open the Corner Store. We are not allowing students to volunteer at this time. Thank you to Marilyn for all she does. Kim provided an update including that the new clothes are selling well, lots of ice-cream has been ordered from Sargent Sundae to last the winter season, and averaging \$100 in candy sales per day.
- Pop Up Sale: running until Nov 20th. It has a wider variety of clothes than at the store (store has limited selection and sizes.) No exchanges for Pop Up Sale.
- Ideas for how to build attendance: remote meeting? Hybrid meeting; virtual/in person or just virtual? Decision: zoom meeting in January.

Treasurer

- Thank you to volunteers for helping at the corner store.
- October financials: assets just over \$81K, net loss of \$3k which is expected at this stage in the school year; income will increase once store stock is sold and after we have international day & cash lottery
- What does the guild pay for? 2 scholarships (based on volunteerism and grades), grad gifts, hospitality: staff appreciation, new parent night, parent meet & greet, convocation, open house.
- What can we do to support each grade? Will explore funding costs we can maintain and ad-hoc wish list items from the President and school leadership team.
- Convocation- next year separate tables to give out grad gifts and receive returned gowns

Approval of financial reports as presented first: Lisa S **Second:** Jason

Other Business

Corner store training – session tonight; two attendees. Another session to follow early in new year. Intention: Record a training video. Have a link to the video to be able to send to volunteers as a reminder. **Exec team** to make a proposal as to how this will work.

Staff appreciation lunch – Dana & Lisa S have secured Saucers to cater – sandwiches, salads, wraps. Volunteers are set. Anticipate costs will be similar to last year and within budget.

Next PG Meeting Date January 28, 2025 – virtual; Nadine to set up zoom call

Adjournment 8:02 pm