



SAPTO General Membership Meeting Minutes

February 1, 2016

I. **Call to Order** (Sophia Nip)

President Sophia Nip called the meeting to order at 7:05pm in the school cafeteria. Board members present are Adrienne Lew, Rose Gee, Beverly Perea, Chris Sung, Rene Batt, and Scott Spertzel.

II. **Opening Prayer** (Fr. Dan Nascimento)

III. **Pledge of Allegiance** (Sophia Nip)

IV. **Approval of Minutes** (Sophia Nip)

The January SAPTO meeting minutes were posted on the school website.

MOTION to approve January General Meeting Minutes. (m/s/p: _Keith Perea, Wayne Tam)

V. **Treasurer's Report** (Sophia Nip for Rose Gee)

Beginning Balance (12/31/15)	\$ 40,021.62
Deposits:	43,880.75
Disbursements:	<u>(11,468.81)</u>
Balance (1/31/16):	<u>\$ 72,433.56</u>

VI. **Pastor's Report** (Fr. Dan Nascimento)

- 6.1** Father Dan thanked everyone for the support during Catholic Schools week.

VII. **Principal's Report** (Mr. Thomas White)

- 7.1** Mr. White touched on the importance of parent volunteering. He stressed the important role parents play in maintaining all our school efforts. Further discussion will be during the Open Discussion portion of meeting.

- 7.2** Mr. White thanked everyone for a successful start to Catholic Schools Week. The upcoming week's activities are:

- Tuesday, 2/2 Crazy Hair or Sock Day 2/2
- Wednesday, 2/3 Grandparents Day
- Thursday, 2/4 Pajama Day and board games

- 7.4** Free Dress Day 2/8

- 7.5** Grandparents' Day – Glass mugs with school emblem will be given out since many grandparents had expressed they liked them from previous years.



VIII. COMMITTEE REPORTS:

- 8.1 Athletic Department** (Sophia Nip for Adrienne Lew)
The Cookie Dough Sale fundraiser will kick off on February 22 and run for 3 weeks.
- 8.2 Sunday Hospitality** (Sophia Nip for Michelle Liwanang)
- 8.1.1** The parish Easter celebration will take place on March 27th after mass. This celebration has Easter activities, photos, and egg hunts.
- 8.1.2** Michelle Liwanang is requesting a budget of \$400.00 for this event's expenses.
- Motion to approve The Board's recommendation of \$400.00 for the parish Easter celebration. (m/s/p: Lil Libadia. Min Min Sun)
- 8.3 Sunshine Correspondence** (Sophia Nip for Freda Pon)
- 8.3.1** \$105.41 was used to purchase edible arrangements for Linda Pang and Jackie Finnegan.
- 8.4 Afterschool Treats** (Sophia Nip for Kimmy Goldkrantz)
- 8.4.1** The next after school treat day will be March 11th.
- 8.5 Uniform Exchange** (Sophia Nip for Connie Ng)
- 8.5.1** A total profit of \$23.00 was made at last month's uniform exchange.
- 8.5.2** February 1st was the last Uniform Exchange of the school year.
- 8.5.3** We thank Connie Ng for organizing this for us each month.
- 8.6 Toner recycling** (Sophia Nip for Nancy Ly)
- 8.6.1** Please continue to bring in your used toner cartridges.
- 8.7 Script (Ken Wu)**
- 8.7.1** January
- 8.7.2** Deposit \$32,048
- 8.7.3** Disbursement \$9,992.00
- 8.8 St Anne School Yearbook** (Sophia Nip for May Lee)
- 8.8.1** Yearbooks are still available.
- 8.9 SAPTO Administrative Expenses** (Sophia Nip)
- 8.9.1** Total expenses were \$326.95
- 8.9.2** A motion to purchase a rice cooker for SAPTO which will cost approximately \$250.00. (m/s/p: Ken Wu, Diane Iwata)
- 8.10 SAPTO Hospitality** (Sophia Nip)
- 8.10.1** Costco pizza was served last month because there were no volunteers to prepare dinner. Total expenses were \$216.91 for this



and dessert items.

8.10.2 Tonight's dinner was Chinese takeout from a local restaurant.

8.10.3 3rd grade parents provided service and pick-up today.

8.10.4 We still needs people to coordinate the remaining dinners of the school year

8.11 Morning Drop-off (Sophia Nip for Ester Lam)

8.11.1 Ester Lam needs volunteers for the morning drop off from 7:50 -8:15am. There is currently no one signed up for February. Please Help to keep our children safe and the traffic flowing smoothly. Please contact her if you are available.

8.12 Nominating Committee (Sophia Nip for Ann Nip)

8.12.1 Ann Nip is our Parliamentarian and will be looking for people to serve on the nominating committee and help with assembling next year's SAPTO Board. Nominating committee members must not have served in this role within the past three years.

8.12.2 If you would like to be considered for a Board Member position next year, or know if someone who would be a good candidate, nominations are now being accepted by Ann Nip, our Parliamentarian. A form to do so will be posted on our website soon.

XI Committee and Event Chair Openings (Sophia Nip)

9.1 SAPTO Hospitality Dinner Coordinator

9.2 Catholic School Week Open House

9.3 Conformation Reception

9.4 8th Grade Dinner Dance

9.5 8th Grade Graduation Reception

X Event Reports:

10.1 Faculty and Staff Christmas Gifts (Sophia Nip)

10.1.1 \$6,275.00 was given as Christmas gifts to the 52 members of the faculty and staff of the school, preschool and extended care.

10.2 5k Walk (Sophia Nip for Bonnie Cheng)

10.2.1 Thank you to the nine families who paid their 5k pledges since last meeting. There are still 14 families remaining, so please send in your pledges as soon as possible. They are 3 months past due.

10.3 Jr Great Books (Sophia Nip for Anne Pedone)

10.3.1 Begins this month.



- 10.4 Catholic Schools Week Open** (Sophia Nip)
- 10.4.1** Event took place on Sunday, January 31st.
 - 10.4.2** Thank you to the Board members for organizing the refreshments for this event.
 - 10.4.3** \$161.56 was spent on this event.
- 10.5 Faculty Appreciation Luncheon** (Sophia Nip for Lea Guzman)
- 10.5.1** Event will take place on Tuesday, February 2nd.
- 10.6 Grandparents Day** (Sophia Day for Ann Nip)
- 10.6.1** Event will take place on Wednesday February 3rd.
 - 10.6.2** Please make sure you have your RSVP'd for your parents so Ann can properly plan for food.
- 10.7 Star Gala and Auction** (Renne Spertzel)
- 10.7.1** There will be new activities including a photo booth and dancing
 - 10.7.2** \$20.00 all you can drink tickets (including special brew supplied by Mr. Campbell)
 - 10.7.3** Food tickets are \$45.00 and extended care tickets for the kids is \$15.00.
 - 10.7.4** Volunteers are still needed for this event.

- XI Open Discussion** (Sophia Nip)
- 11.1.1** The next meeting will be March 21st.
 - 11.2.1** The 2nd grade will be sponsoring.
 - 11.2.2** Mr. White separated the attending parents to discuss why more parents are not volunteering and how to get more participation. Some of the concerns were lack of clarity of responsibilities on becoming a chair, lack of recognition for volunteering, lack of motivation and not knowing fellow parents. Suggestion to improve parent participation have a tiered reward system, centralized class by class event participation, have a pool list so chairs can pull volunteers from these pools, recognition of hours served by parents, guidance from previous chairs to help incoming chairs and have a volunteer chair to manage all volunteers. Mr. White took notes from all groups and will try to set up a new system to get more parents involved in school and community events.

XII Meeting Adjournment (Sophia Nip)

Motion to adjourn the meeting at 7:48pm. (m/s/p: Chira Chun, John Arent)

Respectfully Submitted:
Chris Sung, Recording Secretary
February 2016