



SAPTO General Membership Meeting Minutes

February 13, 2017

I. Call to Order (Adrienne Lew)

- a. President Adrienne Lew called the meeting to order at 7:10 pm in the school cafeteria. Board members present are Ken Wu, Rose Gee, Alice Chew, Rene Batt and Scott Spertzel. Additional attendees who attended – Bonnie Cheng (Parliamentarian) Sophia Nip (Advisor)

II. Opening Prayer (Fr. Dan Nascimento)

III. Pledge of Allegiance (Adrienne Lew)

IV. Approval of Minutes (Adrienne Lew)

The January meeting minutes were posted on the school website.

May I have a motion to approve the January minutes?

(m/s/p): 1st: Ramelle Ruff 2nd: Sophia Nip Passing: Carried

V. Treasurer's report (Adrienne Lew for Rose Gee)

December 1st Balance:	\$ 61,285.47
Deposits:	\$ 23,112.18
Disbursements:	\$ 22,227.81
January 31st Balance:	\$ 62,169.84

A reminder to all event chairs, to submit all receipts to our Financial Secretary within a month of the close of the event. Also, any request for budgets for upcoming events should be made at least a month prior to the event.

VI. Pastor's Report (Dr. Dan Nascimento) – Unable to Attend

VII. Principal's report (Mr. Thomas White)

Thank you to the organizers of the Chinese New Year parade. We weren't on television but hopefully we will be for next year. Thank you to the volunteers, parents and kids who participated. Catholic school week was great and a nice celebration for the 50th year event. The alumni had a good time seeing the school again and noted some changes were nice. Lunch was served as well. Grandparents' day was last Wednesday and was a great hit. Free lunch for about 300 something grandparents. Thank you to the volunteers who organized it and made lunch. We have one big event coming on March 18th - Monte Carlo night. It's a place where you can eat and play games, have great fun and a rewarding event. However, to make it work, we need everyone to come and attend. Tell your friends and family and have a great time supporting St. Anne. Over Easter, there will be some changes to the school because of the retrofitting that is occurring. And the retrofitting will continue throughout the summer, so there will be no summer school. Our hope is that school will start after Labor Day, Tuesday September 5th.

VIII. Auditors Report (Adrienne Lew for Rene Batt and Scott Spertzel)

- a. The audit has been completed by the auditors and Scott is here to provide an account of their findings and recommendations.
- b. Scott spoke and noted last year was a very successful year. Within financials, you can see revenue and expenses – big events were 5K, Script and Gala.

IX. Committee Reports

a. Sunday Hospitality (Adrienne Lew for Michelle Liwanag)

- i. There were a couple of date corrections for Sunday Hospitality. The Easter Celebration will be held on Sunday, April 16 and the May Hospitality will be held on Sunday, May 7th – 2nd graders. If you had signed up to volunteer for either of these date, please make note of the change.

b. Sunshine Correspondence

- i. A sympathy and mass card was purchased for Donnie Perea, grandfather of Kamrin and Kaley Perea.
- ii. A total of \$ \$15.09 was spent on both.

c. SAPTO Hospitality (Adrienne Lew for Cindy Ng)

- i. Thank you to Cindy and her hospitality team for preparing our delicious dinner tonight.
- ii. I'd also like to thanks the 3rd grade parents for their service tonight as well as Mrs. Hanni who here tonight

d. Scrip (Adrienne Lew for Diane Iwata/Jane Pun)

- i. Scrip has added Dick's Sports and Ross to our on-hand stock. Just a reminder your \$1500 Scrip card purchases need to be completed by April 30, 2017. If you need a last-minute Valentine gift, please stop by the Scrip table.

a. Toner Recycling (Adrienne Lew for David Abrams)

- i. Please continue to bring in your used toner cartridges. You can drop them off in the grey bin by the door.

b. Morning Drop off (Adrienne Lew for Esther Lam)

- i. Esther wanted to extend a thank you to the recent volunteers who signed up and stood out in the rain. We are still in need of volunteers for the remainder of the year and you can sign up for a shift on signup.com

X. Event Reports (Adrienne Lew)

a. Catholic Schools Week (Adrienne Lew for Elaine Lau)

- i. Catholic School's week open house was held on January 29th.
- ii. A total of \$230.23 was spent on food and supplies
- iii. Thank you to Elaine Lau and all the volunteers who helped at the open house.

b. Faculty Appreciation Luncheon (Adrienne Lew for Lea Guzman)

- i. Faculty Appreciation luncheon was held on January 31st.
- ii. A total amount of \$497.58 was spent on food and supplies. Catered from Bi-Rite
- iii. Thank you to Lea Guzman and all the volunteers who helped organize the luncheon.

c. Grandparents Day (Ann Nip/Toni Kleppin)

- i. Grandparents Day was held on February 1st and the attendance was great.

- ii. Thank you to Ann Nip and Toni Kleppin and all the volunteers who helped organize the luncheon.

d. Chinese New Year Parade (Adrienne Lew for Pui Yee Law and Ronda Lowe)

- i. St. Anne participated in the Chinese New Year parade on Saturday, February 11 and Pui Yee Law is here to share with us how the evening went.
- ii. Rhonda spoke and thanked everyone. Gave a shout out to the people who helped, choreography, Muse Band, costumes, assembling, sound system, videotaping, and chaperones. Will post the parade to St. Anne's website.

e. Nominating Committee (Bonnie Cheng)

- i. Bonnie Cheng is our Parliamentarian is looking for people to serve on the nominating committee to help assemble next year's SAPTO Board. Bonnie is here and would like to say a few words.
- ii. Bonnie obtained volunteers to be on the nominating committee. Thank you to all who stepped up and volunteered. Bonnie is requesting \$150.00 to serve dinner during the nominating evening.

(m/s/p): 1st: Ramelle Ruff 2nd: Carol Quan Passing: Carried

f. Vision Screening (Sophia Nip)

- i. Vision Screening will take place on Friday, February 24th. Kindergarten and odd years.
- ii. Our chair, Sophia Nip would like to come up and say a few words about this event.
- iii. Sophia is requesting a budget of \$250 for supplies and lunch

May I have a motion to approve the budget of \$250 for Vision Screening?

(m/s/p): 1st: Ramelle Ruff 2nd: Toni Kleppin Passing: Carried

g. Talent Show & Ice Cream Social (Adrienne Lew for Kimmy Goldkrantz)

- i. The annual Talent Show and Ice Cream Social will be held on March 16.
- ii. Our chair, Kimmy Goldkrantz is requesting a budget of \$200 for ice cream and supplies.

May I have a motion to approve the budget of \$200 for the Ice Cream Social?

(m/s/p): 1st: Ramelle Ruff 2nd: Rene Batt Passing: Carried

h. Monte Carlo Night and Silent Auction

- i. SAPTO will be hosting a Monte Carlo Night and Silent Auction on Saturday, 3/18.
- ii. Tickets are on sale – buy via website. Early bird perks
- iii. Needed: Donations for silent auction, wine
- iv. Sponsorship for teachers and businesses. If business sponsorship is made, SAPTO will give recognize the sponsor on St. Anne's Facebook page, weekly virtual envelope, free ticket and a free raffle.
- v. Few auction items that were a big hit last time are back: Count me in, beer making, shopping trip for moms..
- vi. Mr. Campbell is also selling extended care raffles tickets where the prizes pertain to extended care (1st prize: 1 month free, 2nd prize: 50% off 1 month, 3rd prize: 25% off of 1 month.

May I have a motion to approve the \$9,500 budget for Monte Carlo Night?

(m/s/p): 1st: Ramelle Ruff 2nd: Tom Delmundo Passing: Carried

i. 8th Grade Events (Adrienne Lew for Kathy Aclan and Carol Quan)

- i. Kathy Aclan and Carol Quan will be chairing all the upcoming 8th grade events
- ii. They are requesting a budget of \$3,000 to cover Confirmation, 8th Grade Dance and the graduation reception.

May I have a motion to approve the \$3,000 budget for all the 8th grade events?

(m/s/p): 1st: Min Min Sun 2nd: Chira Tanyoliac Passing: Carried

j. Confirmation (Adrienne Lew for Kathy Aclan and Carol Quan)

- i. 8th grade confirmation was held on February 2. We originally thought it was taking place in April and found out after the January meeting that it was in February. The budget you just approved will retroactively approve the budget for this event.
- ii. A total amount of \$457.84 was spent on food and beverages.
- iii. Thank you to Kathy Aclan, Carol Quan and all the volunteers who helped organize this event.

XI. Open Discussion (Adrienne Lew)

- i. Next SAPTO meeting will be held early next month on March 20 and will be hosted by 2nd grade

XII. Meeting Adjournment (Adrienne Lew)

Motion to adjournment the meeting at 7:50 pm.

(m/s/p): 1st: Ramelle Ruff 2nd: Sophia Nip Passing: Carried

Respectfully Submitted:

Alice Chew, Recording Secretary

Date: March 10, 2017