



SAPTO General Membership Meeting Minutes
May 16, 2016

- I. Call to Order** (Sophia Nip)
President Sophia Nip called the meeting to order at 7:10pm 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 April SAPTO meeting minutes were posted on the school website. (m/s/p: Kern lee, Ken Loo)
- V. Treasurer's Report** (Sophia Nip for Rose Gee)
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|-------------------------------|--------------------|
| Beginning Balance (3/31/2016) | \$84,262.06 |
| Deposits: | 30,376.00 |
| Disbursements: | <u>(63,349.06)</u> |
| Balance: (4/30/2016) | <u>\$51,289.00</u> |
- VI. Pastor's Report** (Fr. Dan Nascimento)
- 6.1** Currently developing the Jr High Youth Ministry Group. All Jr High students are welcome to join.
- 6.2** The church roof needs repair.
- VII. Principal's Report** (Mr. White)
- 7.1** Thank you and farewell to all 8th grade parents whose last or only child are graduating this year.
- 7.2** Thank you to the outgoing and incoming Board members for their willingness to serve the past year and/or the upcoming school year.
- VIII. COMMITTEE REPORTS:**
- 8.1 Athletic Department** (Sophia Nip for Adrienne Lew)
- 8.1.1** The Athletic Dept. held its first Casino Night, which was a fun time for all.
- 8.1.2** SAPTO's Greater Giving program was used for credit card purchases where funds are initially received by SAPTO and then disbursed to the Athletic Dept.
- 8.2 Sunday Hospitality** (Sophia Nip for Michelle Liwanag)
- 8.2.1** Easter celebration went over budget by \$42. Overage approval requested.
(m/s/p: Rene Batt, Lil Libadia)
- 8.2.2** Proposed budget of \$500 for June thru August hospitality and Parish Picnic.
(m/s/p: Rene Batt, Min Min Sun)
- 8.3 Sunshine Correspondence** (Sophia Nip)
- 8.3.1** Alison Won, single mom of 5th grade student, Carly Won, passed away suddenly on April 23rd, and SAPTO helped in organizing the reception following her funeral last weekend. Floral arrangements and refreshments totaled \$586.51. (m/s/p: Dena McNulty, Jimmy Lee)

- 8.3.2 Unreported expenditures for Sunshine Correspondence throughout the year are \$135.61.
 - 8.4 **After School Treats** (Sophia Nip for Kimmy Goldkrantz)
 - 8.4.1 After School Treats last Friday were root beer floats and net sales were \$135.46
 - 8.5 **Scrip** (Sophia Nip for Ken Wu)
 - 8.5.1 \$20,000 has been set aside for gift card purchases to cover the summer, and the first few months of the next school year.
 - 8.5.2 Next year's Scrip co-chairs are Diane Iwata and Alice Chew.
 - 8.6 **SAPTO Hospitality** (Sophia Nip)
 - 8.6.1 Total spent on Chinese food and dessert last month was \$294.31.
- IX. 9.1 **Confirmation Reception** (Sophia Nip for Bonnie Cheng)
 - 9.1.1 Total spent was \$279.00.
- 9.2 **First Communion Reception** (Sophia Nip for Bonnie Cheng)
 - 9.2.1 Total spent was \$154.00.
- 9.3 **Vision Screening** (Sophia Nip)
 - 9.3.1 Vision Screening is tomorrow for grades K, 1st, 3rd, 5th and 7th.
- 9.4 **Graduate Parents Night** (Sophia Nip for Bonnie Cheng)
 - 9.4.1 SAPTO gives gifts to the 8th grade parents whose last or only child are graduating.
 - 9.4.2 Proposed Budget is \$1,000 (m/s/p: Adrienne Lew, Rene Batt)
- 9.5 **Faculty Retirement Gift** (Sophia Nip)
 - 9.5.1 Mrs Henderson, our kindergarten teacher, is retiring this year, and we would like to give her \$800 for her 32 years of wonderful service. (m/s/p: Marquesa Valino, Cathy Comple)
- 9.6 **Crossing Guard Year-End Gift** (Sophia Nip)
 - 9.6.1 We would like to give Moon, our Crossing Guard \$100 as a year-end appreciation gift. (m/s/p: Min Min Sun, Carol Quan)
- 9.7 **8th Grade Dinner Dance** (Sophia Nip for Lil Libadia)
 - 9.7.1 Will take place on Tuesday, May 31st
- 9.8 **8th Grade Graduation Reception** (Sophia Nip for Sherri Borden & Linda Peng)
 - 9.8.1 Taking place on Friday, June 3rd

The following are all events that occur in August and September prior to the first SAPTO meeting of the school year needing budget approvals.

- X. 10.1 **New Parent Dinner** (Sophia Nip & Adrienne Lew)
 - 10.1.1 Informational dinner for new families of our school.
 - 10.1.2 Proposed budget is \$2,000. (m/s/p: Chira Tanyolac, Ken Loo)
- 10.2 **Ambassador Program** (Sophia Nip for Pui Yee Law & Ronda Lowe)
 - 10.2.1 Program serves to welcome new families into our community with socials and welcome gifts.
 - 10.2.2 Proposed budget is \$750. (m/s/p: Lil Libadia, Ann Nip)
- 10.3 **Faculty Back to School Luncheon** (Sophia Nip & Adrienne Lew)
 - 10.3.1 Luncheon welcomes back all the faculty and staff to the new school year.

- 10.3.2 Proposed budget is \$500. (m/s/p: Min Min Sun, Chira Tanyolac)
- 10.4 **Coffee Klatch-** (Sophia Nip for Beverly Perea/SAPTO Board)
 - 10.4.1 Refreshments served on the first day of school in the schoolyard.
 - 10.4.2 The proposed budget is \$200. (m/s/p: Kristin Cook, Bonnie Cheng)
- 10.5 **Back to School Nights** (Sophia Nip)
 - 10.5.1 There are two back to school nights- Jr High (August 31st) and K-6th (September 1st).
 - 10.5.2 Proposed budget is \$500. (m/s/p: Dena McNulty, Bobbie Galang)
- 10.6 **SAPTO Hospitality** (Sophia Nip)
 - 10.6.1 September SAPTO meeting dinner
 - 10.6.2 Proposed budget is \$500 (m/s/p: Ken Wu, Chris Sung)
- 10.7 **5k Walk** (Sophia Nip for Bonnie Cheng)
 - 10.7.1 Annual school walkathon and BBQ with t-shirts for all students and volunteers.
 - 10.7.2 Proposed budget is \$8,000. (m/s/p: Kern Lee, Min Min Sun)

XI. Year-End Business and Honors

- 11.1 **Parliamentarian** (Ann Nip)
 - 11.1.1 SAPTO Parliamentarian, Ann Nip, formally thanked the outgoing SAPTO Board members for their service this year:
 - Chair- Sophia Nip
 - Vice-Chair- Adrienne Lew
 - Treasurer- Rose Gee
 - Financial Secretary- Beverly Perea
 - Recording Secretary- Chris Sung
 - Auditors- Scott Spertzel & Rene Batt
 - 11.1.2 The incoming 2016-2017 SAPTO Board members were introduced and welcomed:
 - Chair- Adrienne Lew
 - Vice-Chair- Ken Wu
 - Treasurer- Rose Gee
 - Financial Secretary- Beverly Perea
 - Recording Secretary- Alice Chew
 - Auditors- Scott Spertzel & Rene Batt
- 11.2 **Installation of Officers** (Fr. Dan)
 - 11.2.1 Fr. Dan officially installed and blessed the new SAPTO Board members.
- 11.3 **Mrs. Henderson's Retirement** (Sophia Nip)
 - 11.3.1 Mrs Henderson was thanked for her 32 years of service as our wonderful kindergarten teacher. She will be deeply missed.
 - 11.3.2 SAPTO presented a gift on behalf of our parent community.
- 11.4 **Graduate Parents Farewell** (Sophia Nip)
 - 11.4.1 We bid farewell to our graduating parents tonight and thank them for their many years of service in SAPTO. Appreciation gifts were given by SAPTO.
- 11.5 **Open Discussion** (Sophia Nip)
 - 11.5.1 "I wish to thank everyone for the many ways you have stepped up as a community to help SAPTO's many events this year. You, the committee chairs, and my fellow Board Members have made it easy to execute the goals of our organization, and it was a pleasure to serve you this year.

For those of you who are in your beginning years here, please know that you are part of an amazing community. I am moved to be part of you and was reminded what an amazing group we are, in particular, at Alison's funeral reception. So many of you stepped up to help at the last minute.

We are a very special community and no one compares to us! We are "simply... the BEST!!" Thank you for a wonderful year!

11.6 Meeting Adjournment (Sophia Nip)

11.6.1 The meeting was adjourned at 8:30pm. (m/s/p: Alice Chew, Dena McNulty)

Respectfully submitted by:
Chris Sung, Recording Secretary (2016-2017)
May 2016