



SAPTO General Membership Meeting Minutes  
January 11, 2016

---

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

- 1.1** President Sophia Nip called the meeting to order at 7:11 PM 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)

- 4.1** The November and December SAPTO meeting minutes were posted on the school website. An error was listed in the November minutes for the Mass Missal donation. The general membership actually approved a \$500.00 donaton for this not the \$100.00 amount shown in the minutes. The corrected amount will be posted on the website.

**MOTION** to approve the SAPTO meeting minutes for November, as corrected, and December, as published. (m/s/p: Jane Spahr and Rene Batt)

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

As of November 16, 2015 Balance:	\$59,856.93
Deposits:	54,738.36
Disbursements:	<u>(74,573.67)</u>
December 31st Balance:	<u>\$40,021.62</u>

- 5.1** To all event chairs: A reminder please submit everything for your event, which includes your event report, original receipts, check request, and any unused advances to our Financial Secretary, Beverly Perea, c/o Kamrin Perea 4-2. Kindly arrange with her if you have cash deposits to remit and direct all questions of event reporting to her. Upon her review, everything will be forwarded to our Treasurer, Rose Gee for deposit and/or check dispursement.

**VI. Auditor's Report** (Sophia Nip for Gary Wu and Alice Herrlin)

- 6.1** The audit was completed by last year's SAPTO auditors, Gary Wu and Alice Herrlin. They were not able to be here but have this to report.

*"The audit was good overall. This year's audit was little different from the previous ones as two two audits took place this time-The Script books and the SAPTO books. The audit took much longer due to the Script portion, since it was in its first big year with a lot of paperwork to audit. SAPTO's accounting functioned properly with a minor bookkeeping area where suggestions have been made. Everyone involved worked very hard to ensure the books were in compliance."*



SAPTO General Membership Meeting Minutes  
January 11, 2016

---

Starting this year there, we are implementing mid-year internal audits of our SAPTO and Scrip accounting.

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

- 7.1** This year, we have started a Junior High Ministry, which is a service to help Junior High school students practice and understand the faith. Those interested please contact Rachel Leluc.

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

- 8.1** Catholic Week January 31<sup>st</sup>. Open House starts at 10.30am. 25<sup>th</sup> and 50<sup>th</sup> Anniversary alums will sponsoring the event. Alums will be cooking and serving food. Volunteers are need to help clean up from 3:00pm to 5:00pm. Call or email Mr. White if you are available.
- 8.2** February 3<sup>rd</sup> is Grandparents Day from 11:00am-11:30am. Please fill out the forms in the virtual envelope if your child's grandparents will be participating.
- 8.3** Science Fair will be on January 28<sup>th</sup>
- 8.4** This year there will be a news world club where students from the 6<sup>th</sup> and 7<sup>th</sup> grade will film and report on world news events. This will be headed by Mrs. Bingham and be held every 2 months.
- 8.4** More volunteers are needed for all school events. If volunteers cannot be found to prepare the SAPTO dinners, we may stop servicing dinner and only serve coffee and snacks. Your participation would be greatly appreciated.

**IX. COMMITTEE REPORTS:**

**9.1 Athletic Department** (Sophia Nip for Adrienne Lew)

- 9.1.1** Girls' basketball tryouts are coming up on Saturday, January 23<sup>rd</sup>. Please pick up a flyer at the sign-in table for the schedule and more information.

**9.2 Sunday Hospitality** (Sophia Nip for Michelle Liwanag)

- 9.2.1** \$400.53 was spent of the \$400.00 budget for the parish Christmas celebration on December 13<sup>th</sup>.

**9.3 Sunshine Correspondence** (Sophia Nip for Freda Pon)

- 9.3.1** Linda Peng, mother of student, Iain Peng, broke her ankle and was in a nursing facility. Her recovery will take 2 months.

**9.4 Afterschool Treats** (Sophia Nip for Kimmy Goldkrantz)

- 9.4.1** Cream puffs were sold November 13<sup>th</sup> with a profit of \$131.67.  
**9.4.2** S'mores were sold January 8<sup>th</sup> and that profit was \$153.86  
**9.4.3** Next After School Treat to be announced.

**9.5 Uniform Exchange** (Sophia Nip for Connie Ng)

- 9.5.1** A total profit of \$48.00 was made at last month's uniform exchange.



- 9.6 **Toner recycling** (Sophia Nip for Nancy Ly)
  - 9.6.1 Please continue to bring in your used toner cartridges.
  
- 9.7 **Scrip** (Ken Wu)
  - 9.7.1 Nov-Dec 31<sup>st</sup> \$86,582
  - 9.7.2 Deposit \$58,534.50
  - 9.7.3 Disbursement \$62,330.53
  
- 9.8 **St Anne School Yearbook** (Sophia Nip for May Lee)
  - 9.1 Yearbooks are still available so order soon before they sell out.
  
- 9.9 **SAPTO Administrative Expenses** (Sophia Nip)
  - 9.9.1 Total expenses were \$541.00.
  - 9.9.2 \$500 was a donation for St Anne Parish Mass Missals. When this donation was approved at the November meeting, the deadline already passed for submissions, and we were told the back cover was already full. Fortunately, "SAPTO" was added to Sophia's line for her late grandparents, which was a separate donation.
  
- 9.10 **SAPTO Hospitality** (Sophia Nip for Ann Nip)
  - 9.10.1 Ann Nip prepared the November SAPTO Thanksgiving dinner and total expenses were \$669.86.
  - 9.10.2 Because we had no volunteers for tonight's dinner we ordered pizza from Costco.
  - 9.10.3 4<sup>th</sup> grade parents provided service and pick-up
  - 9.10.4 We still need people to coordinate the remaining dinners of the school year.

- X. **Committee & Event Chair Openings** (Sophia Nip)
  - 10.1 SAPTO Hospitality Dinner Coordinator
  - 10.2 Catholic School Week Open House
  - 10.3 Talent Show and Ice Cream Social
  - 10.4 Confirmation Reception
  - 10.5 8<sup>th</sup> Grade Dinner Dance
  - 10.6 8<sup>th</sup> Grade Graduation Reception

XI. **EVENT REPORTS:**

- 11.1 **5K Walk** (Sophia Nip for Bonnie Cheng)
  - 11.1.1 25 school families have not paid their 5K pledges. Please turn them in soon.
  
- 11.2 **Christmas Show** (Sophia Nip for Vicki Fung)
  - 11.2.1 Event took place on December 17<sup>th</sup> and \$333.80 was spent. The budget was \$300.00

**MOTION** to approve additional \$33.80. (m/s/p: Ken Wu, Serena Rizzo)



- 11.3 Jr Great Books** (Sophia Nip for Anne Pedone)  
**11.3.1** Begins in February
- 11.4 Catholic Schools Week Open House** (Sophia Nip)  
**11.4.1** Event will take place on Sunday, January 31<sup>st</sup>.  
**11.4.2** Need chair for the refreshments for this event
- 11.5 Catholic Schools Week Alumni Luncheon** (Sophia Nip)  
**11.5.1** Volunteers are needed to help clean-up and put away tables and chairs afterwards.
- 11.6 Faculty Appreciation Luncheon** (Sophia Nip for Lea Guzman)  
**11.6.1** Event will take place on Tuesday, February 2<sup>nd</sup>.
- 11.7 Grandparents Day** (Sophia Nip for Ann Nip)  
**11.7.1** Event will take place on Wednesday, February 3<sup>rd</sup>.  
**11.7.2** Flyer posted on the school website. Please RSVP for your parents so Ann can properly plan for food.
- 11.8 Star Gala & Auction** (Renee Spertzel)  
**11.8.1** Volunteers are still needed. Please email Renee.  
**11.8.2** If you cannot make the event, please consider a sponsorship or donation.
- 11.9 Talent Show and Ice Cream Social** (Sophia Nip)  
**11.9.1** Event will take place Thursday, April 21<sup>st</sup>.  
**11.9.2** This event has no chairperson.
- 11.10 8<sup>th</sup> Grade Confirmation Reception** (Sophia Nip)  
**11.10.1** Event will take place on April 21<sup>st</sup>.  
**11.10.2** A chair person or committee is still needed.  
**11.10.3** The Board is proposing a budget of \$500.00 for this event.
- MOTION** to approve \$500 budget. (m/s/p: Michelle Der, Bobbi Galang)
- 11.11 First Holy Communion** (Sophia Nip for Adrienne Lew)  
**11.11.1** Event will take place on Sunday, May 1<sup>st</sup> and is being chaired by Adrienne Lew.
- 11.12 8<sup>th</sup> Grade Dinner Dance** (Sophia Nip)  
**11.12.1** Event will take place on Tuesday, May 31<sup>st</sup>.  
**11.12.2** A chairperson is still needed.  
**11.12.3** The Board is proposing a budget of \$2500.00.
- MOTION** to approve budget of \$2500.00 for the 8<sup>th</sup> grade dinner dance.  
(m/s/p: Alice Chew, Diane Iwata)



**11.13 8<sup>th</sup> Grade Graduation Reception** (Sophia Nip)

**11.13.1** Event will take place on Friday, June 3<sup>rd</sup>.

**11.13.2** A chairperson or committee is still needed for this event.

**11.13.3** The Board is proposing a budget of \$500.00.

**MOTION** to approve budget of \$500.00 for the 8<sup>th</sup> Grade Graduation Reception. (m/s/p: Keith Perea, Alice Chew)

**11.14 First Day School Supplies** (Sophia Nip)

**11.14.1** Sophia is looking into a service that will take care of all the first day school supplies. There is a minimum level of participants required and at a cost higher than if purchased by parents on their own. More information will be provided at a later date.

**XII. Open Discussion** (Sophia Nip)

**12.1** Per Mr White, Grandparent's Day is reserved for Grandparents only but exceptions will be considered. Please see Mr. White

**XI. Meeting Adjournment** (Sophia Nip)

**MOTION** to adjourn the meeting at 7:53pm. (m/s/p: Michelle Der, Alice Chu)

*Respectfully Submitted:*  
*Chris Sung, Recording Secretary*  
*January 2016*