



# SAPTO General Membership Meeting Minutes

September 19, 2016

## I. Call to Order (Adrienne Lew)

- a. President Adrienne Lew called the meeting to order at 7:07 pm in the school cafeteria. Board members present are Ken Wu, Rose Gee, Alice Chew, Rene Batt and Scott Spertzel.

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

## III. Pledge of Allegiance (Adrienne Lew)

## IV. Welcome (Adrienne Lew)

- a. Meeting run according to Robert's Rules of Order
- b. If anyone is not on agenda and wishes to address membership, please do so during Open Discussion. Please limit to 2 minutes.
- c. Address concerns or questions about school to Mr. White or I, who will gladly address concerns to Mr. White or the appropriate source.
- d. 2016-2017 Board Members:
  - Ken Wu – Vice Chair
  - Rose Gee – Treasurer
  - Beverly Perea – Financial Secretary
  - Alice Chew – Recording Secretary
  - Rene Batt and Scott Pretzel – Auditors

## V. Approval of Minutes (Adrienne Lew)

May minutes were posted on the school website.

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

May 1st Balance:	\$ 63,349.78
Deposits:	\$ 80,265.49
Disbursements:	\$ 97,977.10
August 31 <sup>st</sup> Balance:	\$ 45,638.17

A reminder to our event chairs: Please submit everything for your event, including your event report, original receipts, check requests and any unused advances to our Financial Secretary, Beverly Perea, c/o Kamrin Perea 5-1. 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 disbursement.

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

- a. Our auditors, Rene Batt and Scott Spertzel just received the books and will begin their audit of our books. We hope to have a report ready in time for the next board meeting.

**VIII. Pastor's Report (Dr. Dan Nascimento)**

Father Dan is asking parents, students, family and friends to come to mass. Father Dan says "Kids are saying attending mass is boring or not fun."

Sermon: We live in a society that is so stimulated and it's not bad to be bored or to slow down. We're all trying to do so much, running around. We need to be less stimulated, to have a little quiet, and rest our souls. How do you address boredom? Focus on something you're grateful for. Try to keep up. Make a little bit of time in the morning, slow down, think and prioritize. Make the important things in your life a priority. Address boredom - focus on what you are grateful for. Things that are troubling you - bring it to God. Our souls are restless until they rest in God.

Father Dan remembers his 1<sup>st</sup> weekend in seminary.

Sermon: During the weekend, I was restless and you know what, I went to the chapel to pray - 20 mins helped me to center myself and address the restlessness. If you need to focus on your parents, children, finance - bring it to god in prayer - find your center and balance. Once you have it - you will find peace. Prepare for the sacrament - show up as a family. We do try to make church fun. During the summer, we had a comedy family night. Last Lent, Pope Francis said we don't have to pray for 24 hours but maybe watch a movie for a little while. Junior ministry - Teen Club is where 7<sup>th</sup> and 8<sup>th</sup> graders can socialize and help as a community. Next meeting is next Monday after school - 12:30 pm to 2 pm - 7<sup>th</sup> and 8<sup>th</sup> graders. Ask them about - ways to fundraise for their Washington DC trip. Ms. Rachel helped them to make it fun and also helped them with their fund raiser. Thank you to everyone for helping out the Parish and I am asking if you can volunteer. Volunteers for the Parish festival are needed. Please bring friends and family - fun all around. Also, Deacon John passed away on Thursday unexpectedly. Please keep him, his wife and daughter in your prayers.

**IX. Principal's report (Mr. Thomas White)**

- Mr. White was unable to attend.

**X. Event Reports (Adrienne Lew)**

**a. May Hospitality**

- i. Total spent on Chinese food and desserts for the May dinner was \$531.99

**b. Graduating Parent Gifts**

- i. Coordinator: Bonnie Cheng and Ann Nip
- ii. 31 graduating families were presented with gifts in recognition for their years of service. A total of \$666.54 for gifts and supplies.

**c. Year-end distribution**

- i. Unrestricted funds in the amount of \$32,205.00 were issued to the school in June 3<sup>rd</sup>. The restricted funds of \$37,397.00 have not been dispersed but are earmarked for specific purchases.

**d. Faculty Retirement**

- i. As you are aware, Mrs. Henderson retire at the end of last school year and we gifted her with \$800 for her 32 years of service
- ii. After the May SAPTO meeting, we found out that Ann Avdalas was also leaving St. Anne, so we presented her a going away gift in the amount of \$165.00

(m/s/p): 1<sup>st</sup>: Bonnie Cheng 2<sup>nd</sup>: Ann Nip Passing: Carried

**e. New Parent Dinner**

- i. Event Chairs: Sophia Nip and I
- ii. The dinner took place on September 18. We spent a total of \$1,330.04 for the event

**f. Faculty Back to School Lunch**

- i. Event Chairs: Sophia Nip and I

- ii. The lunch took place on August 22 and we spent a total of \$315.00 for the event.
- g. **Coffee Klatch** (Adrienne Lew for Beverly Perea)
  - i. Event Chair: Beverly Perea
  - ii. Coffee and Pastries were provided on the first day of school for parents. Beverly Perea was able to obtain a \$100 gift card from Andronico's and spent an additional \$44.44.
- h. **Ambassador Program and New Parent Playdate** (Adrienne Lew for Pui Yee Law and Ronda Lowe)
  - i. Event Chairs: Pui Yee Law and Ronda Lowe
  - ii. Ambassadors attended our new parent dinner to meet and provide welcome gift bags. A playdate to welcome new families took place on August 28. A total of \$339.66 was spent on both events.
- i. **Back to School Nights**
  - i. There were 2 Back to School Nights held on August 31<sup>st</sup> and September 1<sup>st</sup>. A total of \$290.17. Thank you to all the parents who volunteered to help those nights.
- j. **Author Event**
  - i. Coordinator: Rene Batt
  - ii. Rene has been working with Green Apple Books on a book release the book Ghost. The event took place on September 13, with the added treat of the author doing a reading and signing event in the afternoon for our school. Rene is here and would like to say a few words about the event.
- k. **5K Walk (Bonnie Cheng)**
  - i. The 5K Walk will be taking place on Friday, October 28. Bonnie Cheng our chair for this event is here and would like to give us some more information about this fun event.
- l. **Parish Festival (Casey Martinez)**
  - i. The Parish Festival will be taking place on the weekend of October 28<sup>th</sup> and will begin right after the 5K Walk. Our

Festival Chair, Casey Martinez is here to provide more information.

## **XI. Committee Reports**

### **a. Athletic Department (Adrienne Lew)**

- i. The Athletic department kicked off the Genevieve's Gift Wrap Sale on September 12<sup>th</sup>, this sale will run until September 29<sup>th</sup>. Order forms can be sent to my attention via Taryn Lew (4-2). If you have not received a packet and would like one, let me know and I can get one to you.

### **b. Sunday Hospitality (Adrienne Lew for Michelle Liwanag)**

- i. Coordinator: Michelle Liwanag
- ii. Michelle has requested a budget of \$1280.00 for the Sunday Hospitality for this school year. This amount also includes funds for the Christmas and Easter Celebrations.

(m/s/p): 1<sup>st</sup>: Rene Batt 2<sup>nd</sup>: Min Min Sun Passing: Carried

### **c. Sunshine Correspondence (Adrienne Lew for Freda Pon)**

- i. Coordinator: Freda Pon
- ii. Freda would like to request \$100 budget for the school year.

(m/s/p): 1<sup>st</sup>: Ramelle Ruff 2<sup>nd</sup>: Bonnie Cheng Passing: Carried

### **d. Afterschool Treats (Adrienne Lew for Kimmie Goldkrantz)**

- i. Event chair: Kimmy Goldkrantz
- ii. Monthly afterschool treats. The First AST will be root beer floats for \$1 on October 7<sup>th</sup>

### **e. Uniform Exchange (Adrienne Lew for Connie Ng)**

- i. Coordinator: Connie Ng

- ii. Uniform exchange will be held at most SAPTO meetings

**f. Toner Recycling (Adrienne Lew)**

- i. Coordinator: open
- ii. Please continue to deposit your toner cartridges for recycling in the bin next to the Lost and Found in the cafeteria.

**g. Scrip (Jane Pun)**

- i. Coordinators: Diane Iwata and Jane Pun
- ii. As many of you know, Ken Wu has stepped back from the Scrip Program to be the SAPTO vice chair after successfully building the program to where it is today. In his place, Jane Pun and Diane Iwata have stepped up to take over all things Scrip. Jane is here to say a few words.

**h. SAPTO Hospitality (Adrienne Lew)**

- i. This year a kindergarten parent, Cindy Ng, has graciously stepped up to be our SAPTO Hospitality Chair. Thank you Cindy for providing our dinner this evening.
- ii. I'd also like to extend a big thank you to the 7<sup>th</sup> grade parents for their help sponsoring this meeting.

(m/s/p): 1<sup>st</sup>: Min Min Sun 2<sup>nd</sup>: Mark Lew Passing: Carried

**i. Morning Drop Off (Adrienne Lew for Esther Lam)**

- i. Coordinator: Esther Lam
- ii. We are in need of volunteers every morning from 7:50-8:15. If you are help out, please sign up for at [signup.com](http://signup.com). Also a reminder to parent to slow down and no double parking along Funston Street, since that is the 2<sup>nd</sup> drop off zone.

**j. Volunteer Spot**

1. Volunteer Spot has been renamed SignUp.com and the link is live on the school website. You can log on to see what events are coming up and sign up to volunteer.

**XII. Committee and Event Chair Openings**

- a. Christmas Show
- b. Catholic Schools Week
- c. Holy First Communion
- d. Toner Recycling
  - i. If anyone is interested in chairing any of these events please let me know.

**XIII. Open Discussion (Adrienne Lew)**

**XIV. Meeting Adjournment (Adrienne Lew)**

**Motion** to adjournment the meeting at 7:42 pm.

(m/s/p): 1<sup>st</sup>: Toni Kleppin 2<sup>nd</sup>: Lea Guzman Passing: Carried