



I. Call to Order (Sophia Nip)

1.1 President Sophia Nip called the meeting to order at 7:03pm 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 May and September SAPTO meeting minutes were posted on the school website.

MOTION to approve May and September General Meeting Minutes. (m/s/p: David Cook, Wayne Tam)

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

August 31 st Balance:	\$ 86,111.14
Deposits:	46,389.99
Disbursements:	<u>(78,711.84)</u>
September 30 th Balance:	<u>\$ 53,789.29</u>

5.1 To all event chairs: 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 disbursement.

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

6.1 Audit report delayed due to first time audit of Scrip. Will be presented when complete.

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

7.1 If any adults are interested in learning more about the Catholic faith, Veronica Lee is available to guide you.

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

8.1 Mr. White went over policy and procedures during an emergency disaster.

8.1.1 Parents were reminded to update their emergency forms.

8.1.2 Students will be dismissed only to the person on the emergency form.

8.2 Due to the 5k walkathon, after school programs will be cancelled.

IX. COMMITTEE REPORTS:

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



- 9.1.1** First fundraiser, Genevieve's Gift Wrap sale, will kickoff on Monday, October 26th.
 - 9.1.2** Proceeds will benefit replacement of all the basketball backboards in the schoolyard.
 - 9.1.3** Packets will be going home next week.
- 9.2 Sunday Hospitality** (Sophia Nip for Michelle Liwanag)
 - 9.2.1** October 4th was the St Anne Parish Ministry Fair where 38 groups were represented from our parish and school activities. SAPTO spent \$78.53 on hospitality for the event.
- 9.3 Sunshine Correspondence** (Sophia Nip for Freda Pon)
 - 9.3.1** \$ 37.86 was spent on 3 greeting cards and 2 mass cards for Mrs Adams, our previous 4th grade teacher; former St Anne parent, Aloysius Li, who passed away last month; and a get well card for a former St Anne student.
- 9.4 Afterschool Treats** (Sophia Nip for Kimmy Goldkrantz)
 - 9.4.1** Root beer floats were sold on Friday, October 7th, and the netted \$152.58
- 9.5 Ambassador Program** (Sophia Nip for Pui Yee Law and Ronda Lowe)
 - 9.5.1** The New Family Playdate took place on August 22nd and \$278.18 was spent on souvenirs.
- 9.6 Uniform Exchange** (Sophia Nip for Connie Ng)
 - 9.6.1** A total profit of \$135 was made at last month's uniform exchange.
- 9.7 Toner recycling** (Sophia Nip for Nancy Ly)
 - 9.7.1** Please continue to bring in your used toner cartridges. This event earned \$51 last month.
- 9.8 Room Parents** (Sophia Nip)
 - 9.8.1** All grades are now complete with Room Parent teams.
- 9.9 SAPTO Administrative Expenses** (Sophia Nip)
 - 9.9.1** SAPTO administrative expenses total \$350.86, which includes \$99 for VolunteerSpot annual fee, tablecloth for Board table, a new flag for the cafeteria, postage fees, and supplies expense.
- 9.10 SAPTO Hospitality** (Sophia Nip for Ann Nip and Lil Libadia)
 - 9.10.1** Ann Nip prepared last month's SAPTO meeting dinner, and total expenses were \$189.55.
 - 9.10.2** Lil Libadia, Bobbie Galang, and Michelle Liwanag prepared tonight's dinner.
 - 9.10.3** 6th grade parents provided service for tonight's meal.
 - 9.10.4** We still need people to coordinate the remaining dinners of the school year, so please consider coordinating dinner for a month! We have many willing parents to assist you in the kitchen!



- X. Committee & Event Chair Openings** (Sophia Nip)
- 10.1** Catholic Schools Week Open House
 - 10.2** Confirmation Reception
 - 10.3** 8th Grade Dinner Dance
 - 10.4** 8th Grade Graduation Reception
 - 10.5** SAPTO Hospitality Dinner Coordinator
- XI. EVENT REPORTS:**
- 11.1 Faculty Back-to-School Luncheon** (Sophia Nip)
 - 11.1.1** Event took place on August 19th and total expenses were \$344.92
 - 11.2 New Parent Dinner** (Sophia Nip)
 - 11.2.1** Event took place on August 19th and total expenses were \$1,334.62
 - 11.3 Coffee Klatch** (Sophia Nip)
 - 11.3.1** Event took place on August 25th and total expenses were \$73.12
 - 11.4 Back-to-School Nights** (Sophia Nip for Vicki Fung)
 - 11.4.1** Event took place on September 2nd and 3rd and total expenses were \$449.07
 - 11.5 5K Walk** (Bonnie Cheng)
 - 11.5.1** Permission slips need to be filled for students to participate.
 - 11.5.2** Ice cream will be given to students after the walk.
 - 11.5.3** Top 5 students that generate the most donations will earn 5 hours toward volunteer hours
 - 11.6 Parish Festival** (Kathy Aclan)
 - 11.6.1** Volunteers are still needed
 - 11.6.2** Buy raffle tickets!
 - 11.7 Jr Great Books** (Ann Pedone)
 - 11.7.1** Program works with students during the school day
 - 11.7.2** Only need 3 additional volunteers
 - 11.8 eScrip** (Sophia Nip for Ken Wu)
 - 11.8.1** Revenues of \$1,189.53
 - 11.9 Scrip** (Ken Wu)
 - 11.9.1** Reloadable cards are available, so see shopwithscrip.com site for available and use PrestoPay to reload.
 - 11.9.2** Demonstration of how to use on-line site
- XII. Open Discussion** (Sophia Nip)
- 12.1** Next meeting is November 16th and the 5th grade will be sponsoring.



XIII. Meeting Adjournment (Sophia Nip)

MOTION to adjourn the meeting at 8:03pm. (m/s/p: Carol Kwan, Shira Tanyolac)

Respectfully submitted:
Chris Sung, Recording Secretary
November 3, 2015