



# SAPTO General Membership Meeting Minutes

September 18, 2017

## I. Call to Order (Bev Perea)

- a. President Bev Perea called the meeting to order at 7:03 pm in Moriarty Hall. Board members present are Carol Quan, Therese Van Steen, Albert Fong, Min Min Sun, Cassandra Wallerstein and Sasha Gorospe. Guest(s) also present: Bonnie Cheng

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

## III. Pledge of Allegiance (Bev Perea)

## IV. Welcome (Bev Perea)

- a. Meeting run according to Robert's Rules of Order – majority rules, greater than 1/3.
- 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. 2017-2018 Board Members:
  - Carol Quan – Vice Chair
  - Therese Van Steen – Treasurer
  - Albert Fong – Financial Secretary
  - Min Min Sun – Recording Secretary
  - Cassandra Wallerstein and Sasha Gorospe - Auditors

## V. Treasurer's report (Beverly Perea for Therese Van Steen)

May 1st Balance: \$ 56,912.20

Deposits: \$ 42,160.14

Disbursements: \$ 44,215.99

August 31<sup>st</sup> Balance: \$ 77,1156.52

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, Albert Fong, c/o Kayla Fong 6-2. Kindly arrange with him if you have cash deposits to remit and direct all questions of event reporting to him. Upon her review, everything will be forwarded to our Treasurer, Therese Van Steen for deposit and/or check disbursement.

## VI. Auditors Report (Bev Perea for Rene Batt and Scott Spertzel)

- a. Our previous school year's auditors, Rene Batt and Scott Spertzel are finalizing their reports and will be reported out as soon as it is finalized.

## VII. Pastor's Report (Fr. Dan Nascimento) – 7:10 pm

Reminder from Fr. Dan regarding the need for \$ on retrofit project – a plea for more contributions due to increase in costs from \$3.2M to \$4.1M and now \$4.6M due to extra expenses in utilities. Need another \$400k – thank you to staff and families on making the transition as smooth as possible. Also, mentioned the Alpha Course to learn more about the Catholic faith and to join in on Wednesday, 9/27 at 6:30 in Moriarty Hall for all those who may be interested. Also to contact him if any students would like to learn more about baptism and faith starting in October, contact him if interested.

**VIII. Principal's report (Mr. Thomas White) – 7:14 pm; 7:29 (slide show) – 7:43 pm**

Pushed St. Anne car magnets - \$5/unit to help support more awareness of our great school. Additional plea for more \$, advised we are on target to have school back to St. Anne 11/6 – will need help to move things back into building. (During conference week). Electrical/utilities alone was \$120k. Discussed endowment and how it grew with the help of previous donors and to let everyone know that any current donations will help generations to come. He proceeded to show slide show for 15 min, showed the original incinerators (he kept the door as keepsake).

**IX. Event Reports (Bev Perea)**

**a. May Hospitality**

- i. Total spent on food and supplies for the May dinner was \$486.25

**b. Graduating Parent Gifts**

- i. Coordinator: Bonnie Cheng
- ii. 24 graduating families were presented with gifts in recognition for their years of service. A total of \$472.81 for gifts and supplies.

**c. Year-end distribution**

- i. Unrestricted funds in the amount of \$6,900.00 were issued to the school on 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. Perry retired at the end of last school year and we gifted her with \$540.00 for her 27 years of service.
- ii. Mrs. Bingham and Mrs. Pandey also left St. Anne's, so we presented them with a going away gift in the amount of \$50.00 for Mrs. Bingham, and Mrs. Pandey \$125.00. Sister Jane also retired (2<sup>nd</sup> retirement) so we purchased a gift basket for her in the amount of \$15.

***We only had a budget for \$250 for going away gifts, and with Ms. Perry retiring at the end of the year, we will need to retroactively get approval for the gift we gave her. The board proposes that we approve a budget of \$465.00 for Mrs. Perry's going away gift. May I have a motion to retroactively approve this budget?***

(m/s/p): 1st: Ramelle Ruff 2nd: Tom DelMundo Passing: carried

**e. New Parent Dinner**

- i. Event Chair: Beverly Perea
- ii. The dinner took place on August 15. We spent a total of **\$968.37** for the event

**f. Faculty Back to School Lunch**

- i. Event Chairs: Sophia Nip and Adrienne Lew
- ii. The lunch took place on August 18 and we spent a total of **\$473.42** for the event. (Bev quoted \$473.42 during both meetings; document had \$395.00) Report based on what Bev quoted since Sophia's amount was confirmed at the board meeting.

**g. Coffee Klatch (Bev Perea)**

- i. Event Chair: Beverly Perea & SAPTO Board

- ii. Coffee and Pastries were provided on the first day of school for parents. Beverly Perea was able to obtain free coffee from Starbucks this year and spent only **\$28.46** for pastries for event.
- h. Ambassador Program and New Parent Playdate** (Bev Perea 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 19th.
    - iii. There will also be an upcoming play date this coming October 7, at Midtown Terrace. Look for more information in the virtual envelope this week.
  - i. Back to School Nights**
    - i. Back to School Nights were held September 6<sup>th</sup> and 7<sup>th</sup>. Due to the on-going retrofit no food was served and no expenses were accumulated.
  - j. 5K Walk (Bonnie Cheng)**
    - i. The 5K Walk will be taking place on Monday, October 30. Bonnie Cheng our chair for this event is here and would like to give us some more information about this fun event.
    - ii. Bonnie showed flyer on overhead slide show and reminded everyone of key dates, T-shirt contest and push for more than just the minimum requirement for participation from group. Lea Randrup Guzman volunteering open bed truck for BBQ pit pick up.
  - k. Parish Raffle (Kathy Aclan for Parish Council)**
    - i. The Parish Festival will not be taking place this year due to the limited space availability and retrofit. Instead we will still hold a parish raffle and bingo (with food and drinks) on Sunday, October 29 in Moriarty Hall after the 10:30 mass. In addition to the wonderful prizes comprised of monies, tuition credit and a Nintendo Switch for the raffle, there are also wonderful prizes you can win at Bingo including gift cards to restaurants and popular stores. Raffle tickets did go home with your child this past week, and remember, for each booklet sold, your child gets a free dress pass (maximum of 5 per child). Reminder: anyone not able to sell their booklet to be please return the book to Therese.

**X. Committee Reports**

**a. Athletic Department (Bev Perea)**

- i. Boy's soccer and girl's volleyball has just started their season. We are looking for 4<sup>th</sup> and 5<sup>th</sup> grade girls interested in playing soccer. The boy's basketball evaluations will be held on October 21<sup>st</sup> and 22<sup>nd</sup>, as well as registration for co-ed baseball and cross country will be upcoming.

**b. Sunday Hospitality (Bev Perea 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.

***The board proposes that we approve a budget of \$1280.00 for the Sunday Hospitality.***

(m/s/p): 1st: Ramelle Ruff 2nd: Ken Wu Passing: carried

**c. Sunshine Correspondence (Bev Perea for Sophia Nip)**

- i. Coordinator: Sophia Nip

- ii. Sophia would like to request \$100 budget for the school year.

***The board proposes that we approve a budget of \$100.00 for Sunshine Correspondence.***

(m/s/p): 1st: Ramelle Ruff 2nd: Serena Rizzo Passing: carried

**d. Afterschool Treats (Bev Perea for Kimmy Goldkrantz)**

- i. Event chair: Kimmy Goldkrantz
- ii. Monthly afterschool treats. The First AST will be root beer floats for \$1 on October 6<sup>th</sup>

**e. Uniform Exchange (Bev Perea for Giselle DelMundo)**

- i. Coordinator: Giselle DelMundo
- ii. Uniform exchange will not be held until after the retrofit is done and we are back in the cafeteria – Jan 2018

**f. Toner Recycling (Bev Perea)**

- i. Coordinator: **open**
- ii. We will not be collecting toner cartridges until after the retrofit is over and we return to the building. Please continue to save your toner cartridges for recycling and we will have a depository for you next to the Loss and Found in the cafeteria.

**g. Scrip (Jane Pun/Diane Iwata) – Diane**

- i. Coordinators: Diane Iwata and Jane Pun
- ii. Diane/Jane provided an update on SCRIP status, and various ways to support SCRIP program even if you are exempt due to retrofit donation.

**h. SAPTO Hospitality (Bev Perea)**

- i. This year Cindy Ng, a 1<sup>st</sup> grade parent, has graciously agreed to continue her role as 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.

***The board proposes that we approve a budget of \$500.00 for each month's SAPTO dinner.***

(m/s/p): 1st: Sophia Nip 2nd: Adrienne Lew Passing: Carried

**i. Morning Drop Off (Bev Perea for Stewart Goldkrantz)**

- i. Coordinator: Stewart Goldkrantz
- ii. We are in need of volunteers every morning from 7:50-8:15. If you are able to help out, please sign up for at Signup.com.

**j. Signup.Com**

- 1. Signup.com is the volunteer website we use for volunteers to sign up for various volunteer opportunities. The link is live on the school website. You can log on to see what events are coming up and sign up to volunteer.

**XI. Committee and Event Chair Openings (Bev Perea) – 8:00 pm**

**a. Junior Great Books**

- b. Toner Recycling
- c. Catholic School's Week
- d. Confirmation Reception (preferably chaired by a 6<sup>th</sup> grade parent)
- e. First Holy Communion (preferably chaired by a 3<sup>rd</sup> grade parent)
  - i. If anyone is interested in chairing any of these events please let me know.

**XII. Open Discussion (Bev Perea) – Kathy:** Reminder to return unsold raffle tickets to Therese

**XIII. Meeting Adjournment (Bev Perea)**

**Motion** to adjournment the meeting at 8:03 pm.

(m/s/p): 1st: Tom Delmundo 2nd: Giselle DelMundo Passing: carried