



SAPTO General Membership Meeting Minutes

November 21, 2016

I. Call to Order (Adrienne Lew)

President Adrienne Lew called the meeting to order at 7:10 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. Approval of Minutes (Adrienne Lew)

October minutes were posted on the school website.

Motion to approve October minutes:

(m/s/p): 1st: Ramelle Ruff 2nd: Bonnie Cheng , Motion Carried

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

September 30th Balance:	\$ 33,940.75
Deposits:	\$ 45,577.94
Disbursements:	\$ 24,641.34
October 31 st Balance:	\$ 54,877.35

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

Our auditors are in the process of auditing the SAPTO and Scrip books and should be concluded soon. Should have a report ready for the next board meeting in January.

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

Father Dan would like to thank everyone for supporting the Parish festival. A big thanks for helping! Father Dan would be happy to write a letter of recommendation to any student but please provide a self-stamped envelope, student name and name of school/contact person.

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

Ms. Phillips's daughter is going to help in a 3rd world country for 9 weeks and is selling 20 red ruby grapefruit for \$25 as a fundraiser. Thank you for the turkey dinner and 5th grade teachers: Ms. Vollert and Ms. Phillips for attending. This coming June 2017 – Seismic Retrofitting will begin. Unfortunately no summer school this year. With this project, we want to ensure it is completed so the 1st day of school will be posted and announced later than usual. If the first day of school is later than normal, the school year will end later. School will have the same number of days. Canned food drive was last week, a Toy Drive (sponsored by the 8th grade class) is this week, and the following week is the Homeless Family Drive at St. Joseph facility. A couple of students and teachers go to Target and pick out toys and clothes for kids. The 7th graders will wrap the presents and present to St. Joseph Family Center. "Don't feel obligated – do what you can – it's the spirit of participating." Thank you very much and Have a great Thanksgiving holiday!

IX. Committee Reports

a. Sunday Hospitality (Adrienne Lew for Michelle Liwanag)

- i. December 11th is the after mass Christmas Celebration in Moriarty Hall. A light lunch will be served along with a photo booth and other festivities. We are in need of someone to play Santa. If you are interested, please see me after the meeting.

b. Sunshine Correspondence (Adrienne Lew for Freda Pon)

- i. Sympathy and mass cards were purchased for Mei Lew (grandmother of Jonathon Lew in 6-2)and Phyllis Chew (grandmother of Aidan Chew in 6-2). Both whom passed away 2 weeks ago.

c. Afterschool Treats (Adrienne Lew for Kimmie Goldkrantz)

- i. Cream puffs were sold on Friday, November 4th and netted a profit of \$142.84
- ii. The next AST will be January 6th.

d. Chinese New Year Parade (Adrienne Lew for Pui Yee Law and Ronda Lowe)

- i. We recently applied to participate in the Chinese New Year parade on 2/11/2017. We will hear next month if our application is approved. Refer to the flyer to sign up your child. Also, if you like to dance and can share some choreography for the parade. Please contact Ronda Low or Pui Yee Law.

e. Uniform Exchange (Adrienne Lew for Connie Ng)

- i. A total profit of \$49.00 was made at last month's uniform exchange.

f. Toner Recycling (Adrienne Lew)

- i. Please continue to bring in your used toner cartridges. David Abrams stepped up to chair.

g. SAPTO Hospitality (Adrienne Lew)

- i. Thank you to Cindy and her hospitality team for preparing our delicious dinner tonight. Cindy spent a total of \$273.61 for last month's SAPTO meeting dinner.
- ii. I'd also like to thanks the 5th grade parents for their service at tonight's dinner as well as the teachers: Ms Vollert and Mrs. Phillips who here tonight

h. Scrip (Diane Iwata/Jane Pun)

- i. Andronico's will be changing to Safeway Community Market. If you have any gift cards, please use them by December 12th.
- ii. As the holidays are approaching, keep in mind that you can purchase a variety of gift cards through our scrip program.

i. Jr. Great Books

- i. Ann has chaired this event for the last 2 years. The program starts in the spring and runs for 12 weeks (3-5 grades), 2 sessions per grades but it's dependent on the number of volunteers. Books are provided by Jr. Great books. The kids come to

class after reading the books and they have a discussion led by the volunteer.
Please consider volunteering or if you have any questions, send an email to Ann.

j. SAPTO Administrative Expenses

- i. Request for \$100 to sponsor parish Mass Missal books

Motion to approve \$100 for the Mass Missal books?

(m/s/p): 1st: Alice Herlin 2nd: Thomas Delmundo, Motion Carries

X. Event Reports

a. 5K Walk (Bonnie Cheng)

- i. Bonnie Cheng reports event went without a hitch – 90 volunteers. Raised approx. \$30K
- ii. \$6,234 – Expenses, Bonnie will announce names of top families. Min Min Sun has agreed to take over. This will allow Bonnie to find sponsors to pay for t-shirts to help alleviate cost. Bonnie also advertised a new cinch bag

b. Parish Festival (Casey Martinez)

- i. Casey spoke: Thank you for all the help and support! The Boys Scout came to help. Truly was a group effort. Thank you very much!

c. Christmas Show

- i. The Christmas show will be on December 15th and the committee requests a budget of \$300 for refreshments and supplies. Min Min Sun will be chairing.

Motion to approve \$300 for the Christmas Show?

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

d. Catholic Schools Week

- i. Catholic School's week open house will be held on Sunday, January 29th. Elaine Lau will chair this event and request a budget of \$300 for refreshments and supplies.

Motion to approve \$300 for the Catholic Schools Week open house?

(m/s/p): 1st: Ramelle Ruff 2nd: Bonnie Cheng, Motion Carries

e. Faculty Appreciation Luncheon

- i. Faculty Appreciation luncheon will be held on January 31st. Lea Guzman will chair this event and request a budget of \$500

Motion to approve \$500 for the faculty Appreciation luncheon?

(m/s/p): 1st: Thomas Delmundo, 2nd: Bonnie Cheng, Motion Carries

f. Grandparents Day

- i. Grandparents Day will be held on February 1st Ann Nip and Toni Kleppin will be chairing this event and request a budget of \$900.00

Motion to approve \$900 for Grandparents Day?

(m/s/p): 1st: Min Min Sun 2nd: Ramelle Ruff, Motion Carries

g. Teacher Gifts

- i. Each year SAPTO will present the teachers and faculty with Christmas gifts.
- ii. This year, I'd like to request a budget of \$6,500.

Motion to approve \$6,500 for Christmas Gifts?

(m/s/p): 1st: Thomas Delmundo, 2nd: Lil Libadia, Motion Carries

XI. Open Discussion (Adrienne Lew)

- i. Next SAPTO meeting will be January 9th and will be hosted by 4th grade

XII. Meeting Adjournment (Adrienne Lew)

Motion to adjournment the meeting at 7:41pm.

(m/s/p): 1st: Toni Kleppin 2nd: Ramelle Ruff, Motion Carries

Respectfully Submitted:

Alice Chew, Recording Secretary

Date: 12/22/2016