



SAPTO General Membership Meeting Minutes

May 21, 2018

I. Call to Order (Carol Quan)

- a. Vice President **Carol Quan** called the meeting to order at 7:01 pm in the school cafeteria (lower). Board members present are Carol Quan, Therese Van Steen, Al Fong, Min Min Sun, Cassandra Wallerstein, and Sasha Gorospe – **Guests:** Adrienne Lew, Bonnie Cheng, Diane Iwata and Sophia Nip.

II. Opening Prayer (Fr. Dan Nascimento)

III. Pledge of Allegiance (Carol Quan)

IV. Approval of April Minutes (Carol Quan)

The April meeting minutes were posted on the school website.

May I have a motion to approve the April minutes?

(1st – Jim Spahr, 2nd – Kathy Aclan)

All in favor? Any oppose? Motion: carries/denied - **carried**

V. Treasurer's report (Carol Quan for Therese Van Steen) – 7:04 pm

March 31st Balance: \$86,189.97
Deposits: \$36,349.68
Disbursements: \$10,296.02
April 30th balance: \$112,240.63

A reminder to our May event chairs, please submit your expenses immediately following your event so we can close our books on time.

VI. Pastor's Report (Fr. Dan Nascimento) – 7:05 – NO updates from Fr. Dan.

VII. Principal's report (Mr. Thomas White) – 7:05

Quick thank you to all parents, teachers, and board members for a great year. Gifts for everyone, pint glasses saying you are simply the best! We couldn't have done it all without everyone's support – through all the challenges.

VIII. Committee Reports

a. Sunday Hospitality (Carol Quan for Michelle Liwanag)

- i. The Easter celebration and May Hospitality spent a total of \$200.19.
- ii. I'd like to propose a budget of \$600 for June thru August Hospitality and Parish Picnic.
- iii. The Parish Picnic will be held June 24th at the Elk Glen picnic area in Golden Gate Park. This is a free family friendly event. There will be food, drinks, and games for the entire family to enjoy. We hope to see each of you there!

May I have a motion to approve the \$500 Hospitality budget?

(1st – Ken Wu, 2nd – Ann Nip)

All in favor? Any oppose? Motion: carries/denied - **carried**

b. Afterschool Treats (Carol Quan for Kimmie Goldkrantz)

- i. Root beer floats were sold Friday, 5/4 and netted a profit of \$154.07.

c. SAPTO Hospitality (Carol Quan for Cindy Ng)

- i. Thank you to Cindy and her hospitality team for preparing our delicious dinner tonight.
- ii. Total spent on April's hospitality was \$422.27
- iii. I'd also like to thank the kindergarten parents for their service tonight as well as Ms. Galdo who is in attendance tonight.

d. Scrip (Carol Quan for Diane Iwata/Jane Pun)

- i. Still several opportunities to purchase Scrip cards but last day to place a special order through the school will be Thursday, May 25th. Orders placed in May count towards 2017-18. On Saturday June 9th, St. Anne's Parents will have the opportunity to shop for uniforms at our school cafeteria. Please purchase Dennis Uniforms scrip cards prior to the Dennis Uniform Sale. Dennis Uniform cards will also be sold at the day of the event.
- ii. We need a few volunteers to help set up and breakdown – need 2 people for each shift (AM/PM) – not leaving until we get 4 volunteers. **AM: 9-11 am – Chira Tanyolac and Wellyn Ting. PM: 2-3 pm – Chris and Helen Sung.**

e. Morning Drop off (Carol Quan for Stuart Goldkrantz)

- i. Thank you to all the parents who have continued to help in the morning. We are in need of additional volunteers for the remainder of the school year. If you can help, please sign up for a shift on SignUp.com

f. First Communion Reception (Carol Quan for Giselle Delmundo)

- i. A total of \$142.80 was spent on refreshments and gifts for the first communicants.

g. Graduate Parents Night (Carol Quan for Bonnie Cheng)

- i. A total of \$589.05 was spent on gifts for the graduating parents.

h. Crossing Guard Year-End Gift (Carol Quan)

- i. **We would like to give Moon, our crossing guard \$100 as a year-end appreciation gift.**

May I have a motion to approve a budget of \$100 for the crossing guard gift?

(1st – John So-Arent, 2nd – Serena Rizzo)

All in favor? Any oppose? Motion: carries/denied - **carried**

i. 8th Grade Dinner Dance (Carol Quan)

- i. The 8th grade dinner dance will take place on Tuesday, May 29 – 6 – 10 pm.

j. 8th Grade Graduation Reception (Carol Quan)

- i. The 8th grade reception will be taking place on Friday, June 1 – 6 pm.

k. Open Event Chair positions (Carol Quan)

- i. We have a number of Event Chairs who are graduating this year. We are looking for new chairs for the Back to School Nights, Catholic Schools Week Jr. etc. If you are interested in leading an event, please let me know.

The following are all events that occur in August and September prior to the first SAPTO meeting of the school year needing budget approvals.

IX.

a. New Parent Dinner (Carol Quan for Min Min Sun)

- i. Information dinner for new families of our school.
- ii. Proposing a budget of \$2,000.

May I have a motion to approve a budget of \$2,000?

(1st – Al Fong, 2nd – Chira Tanyolac)

b. Ambassador Program (Carol Quan for Pui Yee Law and Ronda Lowe)

- i. Programs serves to welcome new families into our community with socials and welcome gifts.
- ii. Proposing a budget of \$750.

May I have a motion to approve a budget of \$750?

(1st – Chira Tanyolac, 2nd – Ann Nip)

c. Faculty Back to School Luncheon (Carol Quan)

- i. Luncheon welcomes back all the faculty and staff to the new school year
- ii. Proposing a budget \$500

May I have a motion to approve a budget of \$500?

(1st – Chira Tanyolac, 2nd – Ken Wu)

d. Coffee Klatch (Carol Quan for SAPTO Board)

- i. Refreshments served on the first school in the schoolyard
- ii. Proposing a budget of \$200

May I have a motion to approve a budget of \$200 for the Coffee Klatch expenses?

(1st – Chira Tanyolac, 2nd – May Yee)

e. Back to School Nights (Carol Quan)

- i. There are two back to the school nights – one for Junior High and K-6th grade
- ii. Proposing a budget of \$500

May I have a motion to approve a budget of \$500?

(1st – Kathy Aclan, 2nd – Ken Wu)

f. SAPTO Hospitality (Carol Quan for Cindy Ng)

- i. The September SAPTO meeting will be held on Monday, September 18.
- ii. Proposing a budget of \$750 for supplies and dinner.

May I have a motion to approve a budget of \$750?

(1st – Ken Wu, 2nd – Al Fong)

g. 5K Walk (Carol Quan for Bonnie Cheng)

- i. Annual school walkathon and BBQ with T-shirts for all students and volunteers.
- ii. Proposing a budget of \$8,000.

May I have a motion to approve a budget of \$8,000?

(1st – Ramelle Ruff, 2nd – Therese Van Steen)

All in favor? Any oppose? Motion: carries/denied – **all Carried**

X. Year-End Business and Honors (Carol Quan)

a. Graduate Parents Farewell (Bonnie Cheng) – 7:18 pm (22 families)

- i. We bid farewell to our graduating parents tonight and thank them for their many years of service in SAPTO. Appreciation gifts will be distributed.

b. Parliamentarian (Bonnie Cheng) – 7:59 pm

- i. SAPTO Parliamentarian, Bonnie Cheng, will formally thank outgoing SAPTO Board members for their service this year:

Chair – Bev Perea (no present)

Vice Chair – Carol Quan

Treasurer – Therese Van Steen

Financial Secretary – Albert Fong

Recording Secretary – Min Min Sun

Auditors – Cassandra Wallerstein and Sasha Gorospe

- ii. The incoming 2017-2018 SAPTO board will be formally introduced and welcomed:

Chair – Min Min Sun

Vice Chair – Serena Rizzo

Treasurer – Therese Van Steen

Financial Secretary – Al Fong

Recording Secretary – Sarah Egdal

Auditors – Sasha Gorospe & Cassandra Wallerstein

c. Installation of Officers (Fr. Dan)

- i. Fr. Dan officially installs and blesses the new SAPTO Board members

XI. Open Discussion (Carol Quan)

Carol will thank the membership and Board – no questions

XII. Meeting Adjournment (Carol Quan to MIN MIN SUN who will need to adjourn the meeting)

Motion to adjournment the meeting at 8:05 pm.

(1st – Sarah Egdal, 2nd – Isabelle?)

All in favor? Any oppose? Motion: carries/denied - **carried**

Respectfully Submitted:

Min Min Sun, Recording Secretary

Date 6/5/2018