



SAPTO General Membership Meeting Minutes

May 20, 2019

I. Call to Order (Min Min Sun)

- a. President Min Min Sun called the meeting to order at **7:10** pm in Lower Hall Cafeteria. Board members present are Serena Rizzo, Therese Van Steen, Albert Fong, Sarah Egdal, Cassandra Wallerstein and Sasha Gorospe, and guests: Bev Perea, Adrienne Lew

II. Opening Prayer (Fr. Dan Nascimento)

III. Pledge of Allegiance (Min Min Sun)

IV. Approval of Minutes (Min Min Sun)

The April meeting minutes were posted on the school website.

May I have a motion to approve April meeting minutes?

(1st Cassie Wallerstein, 2nd Phil Aclan)

All in favor? Any oppose? None Motion: carries

V. Treasurer's report (Min Min Sun for Therese Van Steen)

March 31 st Ending Balance:	\$ 55,588.67
Deposits:	\$ 6,865.52
<u>Disbursements:</u>	<u>\$ 12,272.01</u>
April 30 th balance:	\$ 50,182.18

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 7-1**. Kindly arrange with him if you have cash deposits to remit and direct all questions of event reporting to him. Upon his review, everything will be forwarded to our Treasurer, Therese Van Steen for deposit and/or check disbursement

- VI. **Principal's report (Mr. Thomas White)** – Thank you to the new board for taking on the roles. Thank you to the current board for the work all year. Thank you to Min Min Sun for taking on the role of SAPTO chair this year. 7th/8th Grade projects, 6th grade service projects, and 7th / 8th grade music games are on display in the upper cafeteria. Next year the teachers of the sponsoring class at each SAPTO meeting will be giving a report on what their class has been doing. Thank you for the delicious dinner and to the kindergarten class. We are sad to say goodbye to Miss Galdo who is leaving for Texas.

VII. Committee Reports

a. Sunday Hospitality (Michelle Liwanag)

- i. The Easter celebration and May Hospitality spent a total of **\$253.70**.
- 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 15th** at the Elk Glen picnic area in Golden Gate Park – 11-2:30 pm. 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! If you have any questions, please contact Beverly Perea.

May I have a motion to approve the \$600 Hospitality budget?

(1st Chira Tanyolac, 2nd Ken Wu)

All in favor? Any oppose? None Motion: **carries**

b. Afterschool Treats (Kimmie Goldkrantz)

- i. Root beer floats were sold Friday, 5/3, sold 187, netted income of **\$127.79**.
- ii. For the school year, AST including Talent show social – sold **\$1,146** in treats with net income of **\$792.09** – A big thanks to Kimmie for all the yummy treats for everyone throughout the year!

c. SAPTO Hospitality (Cindy Ng)

- i. Thank you to Wilko for his tasty paella, and Cindy and her hospitality team for preparing our delicious dinner tonight.
- ii. Total spent on April's hospitality was **\$276.02**
- iii. I'd also like to thank the kindergarten parents for their service tonight as well as Ms. Galdo - we wish her all the best in her new adventure in Texas as we are sad to see her go, and want to thank her for all the wonderful times we've had these few years. She will be sorely missed, and we wish her all the best!

d. Scrip (Inventory Update)

- i. Still several few Scrip cards left in inventory – we need to clear those out so we can close up Scrip program completely – Lucky's, 76 Gas, Noah's Bagels, and still many \$20 Dennis Uniform vouchers left, which can be used on-line. They will be offering early bird special sales, so you should get those vouchers early to buy what you need at a discount. We are likely not to have Dennis sale in school, so you will need to go directly to the store, and or order on-line.

e. Morning Drop off (Stuart Goldkrantz)

- i. Thank you to all the parents who have continued to help in the morning. Please continue to do so for these last few weeks! They really help the flow of traffic tremendously.

f. First Communion Reception (Giselle DelMundo)

- i. A total of **\$ 115.28** was spent on refreshments and gifts for the first communicants on May 5th, 2019. It was a beautiful communion and reception.

g. Year Book – (Wai Wong) –

- i. Yearbooks has been distributed to the classes for those who purchased a yearbook – we sold 138 so far, and only 30 books left. For those who would still like to purchase one, the forms are at the front sign in table.
- ii. The memory books are not for fundraising or profit, only goal is to break even. It is a keepsake for the kids as many of us were not at some of these events. Now, everyone can see what really happens at school, and all the great activities and community service the kids accomplished. It is a great representation of the school community.

h. Graduate Parents Night (Adrienne Lew)

i. A total of **\$720.73** was spent on gifts for the graduating parents.

i. Vision Screening (Adrienne Lew)

i. A total of **\$90.00** spent for supplies for the screening that happened earlier in the month for odd classes from K-7th grades.

j. Crossing Guard Year-End Gift (Min Min Sun)

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 Marie Murphy, 2nd Ann Nip)

All in favor? Any oppose? None Motion: **carries**

k. 8th Grade Dinner Dance (Bev Perea)

i. The 8th grade dinner dance will take place on Tuesday, **May 28th – 6 – 10 pm.**

l. 8th Grade Graduation Reception (Bev Perea)

i. The 8th grade reception will be taking place on Friday, **May 31st – 6 pm.**

m. Open Event Chair positions (Min Min Sun)

i. We may have a few openings for Event Chairs for the new year with graduating parents leaving us, so if you are interested in leading an event, please let Sarah know. *Currently – we have Room Parent Coordinator (K-4th), Sunshine Correspondence, Back to School night coordinator, Co-chair for 5K fundraiser, Monte Carlo/Spring fundraiser, Vision screening coordinator, Confirmation Reception (6th Grade)*

VIII. Event Reports (Min Min Sun)

a. Casino Night and Silent Auction (Min Min Sun) Monte Carlo Night was held on Saturday **5/4/19.**

i. Thank you to everyone who made this a successful event. A very special thank you to everyone who helped out in the event as it couldn't be done without everyone in the village – it was a very special night! We grossed a total **\$ 25,335.00**, after expenses, we net a total of **\$15,287.82.**

ii. We still have a few auction items available for sale that were not sold that night. Summer Camp programs (Basketball camp, and Camp Edmo), Go Kart Racing, and Electric Bike vouchers (Livermore), please see me for the details.

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

b. New Parent Cocktail Hour (Min Min Sun for Sarah Egdal)

- 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 Toni Kleppin)

All in favor? Any oppose? None Motion: **carries-**

c. Ambassador Program (Cassandra Wallerstein)

- i. Program 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 Mark Montoya)

All in favor? Any oppose? None Motion: **carries**

d. Faculty Back to School Luncheon (Min Min Sun for Beverly Perea & Adrienne Lew)

- 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 Ken Wu, 2nd Alice Chu)

All in favor? Any oppose? None Motion: **carries**

e. Coffee Klatch (Behalf of 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 Marie Schutzendorf, 2nd Alice Chu)

All in favor? Any oppose? None Motion: **carries**

f. Back to School Nights (Min Min Sun – need Chair)

- 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 Marie Schutzendorf, 2nd Ken Wu)

All in favor? Any oppose? None Motion: **carries**

g. SAPTO Hospitality (Cindy Ng)

- i. The September SAPTO meeting will be held on Monday, September 16.
- ii. Proposing a budget of **\$5,000** for supplies and dinner.

May I have a motion to approve a budget of \$5,000?

(1st Alice Chu, 2nd Ken Wu)

All in favor? Any oppose? None Motion: **carries**

h. 5K Walk (Pui Law)

- i. Annual school Walk-A-Thon 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 Al Fong, 2nd Bev Perea)

All in favor? Any oppose? None Motion: **carries**

IX. Year-End Business and Honors (Min Min Sun)

a. Parliamentarian (Adrienne Lew) – 7:40 pm

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

Chair – Min Min Sun

Vice Chair – Serena Rizzo

Treasurer – Therese Van Steen

Financial Secretary – Albert Fong

Recording Secretary – Sarah Egdal

Auditors – Cassandra Wallerstein and Sasha Gorospe

- ii. The incoming **2019-2020** SAPTO board will be formally introduced and welcomed:

Chair – **Sarah Egdal**

Vice Chair – **Michelle Liwanag**

Treasurer – **Marie Schutzendorf**

Financial Secretary – **Therese Van Steen**

Recording Secretary – **Kathlie Comple**

Auditors – **Angela Sok, Mark Montoya**

b. Installation of Officers (Fr. Dan)

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

c. Graduate Parents Farewell (Adrienne Lew) – 7:48PM (28 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.

X. Open Discussion (Min Min Sun)

Min Min Sun will thank the membership and welcome new Board members, and questions?

XI. Meeting Adjournment (Min Min Sun to SARAH EGDAL who will need to adjourn the meeting)

Motion to adjournment the meeting at **8:13** pm.

(1st Mark Montoya, 2nd Cassie Wallerstein)

All in favor? Any oppose? Motion: **carries-**

Respectfully Submitted:

Sarah Egdal, Recording Secretary

Date 5/20/2019