



SAPTO General Membership Meeting Minutes

September 16, 2019

I. Call to Order (Sarah Egdal)

SAPTO Chair Sarah Egdal called the meeting to order at **07:05** pm in Moriarty Hall. Board members present are Sarah Egdal, Marie Schutzendorf, Cathylie Comple, Therese Van Steen, Mark Montoya, Beverly Perea, Adrienne Lew, Mr. Thomas White, and Fr. Daniel Nascimento.

II. Opening Prayer (Fr. Dan Nascimento)

III. Pledge of Allegiance (Sarah Egdal)

IV. Welcome (Sarah Egdal)

- Meeting run according to Robert's Rules of Order.
- If anyone is not on agenda and wishes to address membership, please do so during Open Discussion. Please limit to 2 minutes.
- Address concerns or questions about school to Mr. White or I, who will gladly address concerns to Mr. White or the appropriate source.
- 2019-2020 Board Members:
 - Michelle Liwanag – Vice Chair
 - Marie Schutzendorf – Treasurer
 - Therese Van Steen – Financial Secretary
 - Cathylie Comple – Recording Secretary
 - Angela Sok and Mark Montoya – Auditors
- You can find the schedule of SAPTO meetings and events and contact information for our board members and chairs in the SAPTO section of the school website.
- Thank you to Cindy, 7th and 8th grade parents for hosting dinner

V. Approval of May 2019 SAPTO Minutes (Sarah Egdal)

The May 2019 meeting minutes were posted on the school's website. Sarah Egdal made a motion to approve the May 2019 SAPTO minutes.

2nd Cassandra Wallerstein

If there are no objections, the motion will carry. Hearing no objections, the motion carries.

VI. Treasurer's report (Sarah Egdal for Marie Schutzendorf)

May 1st Balance: \$50,182.18

Deposits: \$52,333.40

Disbursements: \$58,768.99

August 31st Balance: \$44,094.79

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, **Therese Van Steen c/o Aileen Ward 5th Grade**. If you have cash deposits or questions about event reporting, please direct those to Therese. Once expenses or receipts are submitted and reviewed by Therese, everything will be forwarded to our Treasurer, Marie for deposit and/or check disbursement.

VII. Auditors Report (Sarah Egdal for Mark Montoya and Angela Sok)

Our school year's auditors, Mark and Angela are working on their report and it will be presented as soon as it is finalized.

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

- Centennial website to buy tickets are up
- Feb 1 & 2 open house and jubilee mass
- 7th and 8th grade teachers presentation

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

- Wednesdays of October – December meeting to know more about Catholic Faith
- Fr. Pete does Wed Night and Fri Morning Bible study
- Oct 19th E-recycle is being done by Fr. Peter

X. Event Reports (Sarah Egdal)

a. Thanks

Thank you to Adrienne and Bev for hosting the Back to School Luncheon for the faculty. To Al Fong for getting the baked good for the coffee klatch. And everyone who went to the New Parent Reception and New Parent Playdates for making those a success!

b. 5K Walk (Pui Yee Law)

The 5K Walk will be taking place on Friday, October 25. Pui Yee, our chair for this event is here and would share some details about this event.

- WAT will be on October 25th. This is the school's only mandatory fundraiser with minimum of \$200 per student goal.
- We will be using pledgestar again this year, which is an online donation system that helps you reach friends and family through emails and texts.
- Like last year, we are asking for you to check with your employer about their corporate match gift program. This can easily double your donation!
- Prizes - there will be prizes for classrooms and individuals
- T-Shirt design contest - submit by September 30th
- Volunteers - signup.com, link can be found on SA homepage. We especially need someone with a pick up truck to help pick-up and drop-off BBQ grills

c. Harvest Festival (Kathy Aclan)

The Harvest Festival will begin Friday, October 25 after the 5k Walk and run through Sunday, October 27, Kathy Aclan, the chair for this community event, is here to give us more information.

Kathy Aclan – Bingo, silent auction. Open positions are still open on the volunteer spot. Co-chair, kitchen and entertainment chair.

Cassandra Wallerstein – Donations are needed to fill the prize booth for the Harvest Festival. We are looking for little kid and big kids gifts, toys, kids books, stuffed animals, prizes, re-gifts, goodie bags, candy, small trinkets, etc.

XI. Committee Reports

a. Athletic Department (Sarah Egdal for Mie Mie Kwong)

Girls Volleyball season has started so please come to watch and support your students and their classmates.

Boys Basketball evaluation is in mid-October, please look for upcoming flyer for detail information.

St. Anne Parish Athletic Department Crab Bash is schedule on Saturday, Feb 8, 2020.

b. Afterschool Treats (Sarah Egdal for Kimmy Goldkrantz)

Monthly afterschool treats. The First AST will be root beer floats for \$1 on October 4th

c. Uniform Exchange (Sarah Egdal for Giselle DelMundo)

Please sign up to help and or donate any used uniform items.

d. Toner Recycling (Sarah Egdal for Chira Tanyolac)

Please continue to bring in your used toner cartridges. You can drop them off in the grey bin by the door in extended care.

e. Year Book Committee (Tom DelMundo)

The group is looking for more volunteers to help take photos at various events and or field trips to be included in our annual yearbook as well as help put it all together on a publishing application, easy to use.

f. Scrip and other fundraising cards (Sarah Egdal for Judie Han)

If you need Dave & Buster and Jamba juice cards – contact Judie. We also have a lot of Dennis Uniform gift certificates available.

g. Morning Drop Off (Min Min Sun for Stewart Goldkrantz)

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. or just stop and help out if you have a little time.

h. Open Position (Sarah Egdal)

We need someone (hopefully from the 6th grade) to chair the 7th / 8th grade confirmation. If you are able to do that, please find Sarah Egdal when we finish up.

XII. Expense Reports

The following expenses were reported.

Graduating Families and Board Gifts (Adrienne Lew)	30 graduating families - \$720.73 Board members - \$270.79
New Parent Cocktail Reception	\$892.63
Faculty Back to School Luncheon (Beverly Perea and Adrienne Lew)	\$500
Coffee Klatch (SAPTO Board)	\$37.95
Back to School Night (Sarah Egdal)	\$115.84
Sunday Hospitality	\$7.87

XIII. Expense Approvals

Sarah made a motion to approve the following expenditures.

SAPTO Chair's Admin Fund	\$	320.00
SignUp.com renewal	\$	99.00
Sapto Parish hospitality	\$	1,500.00
Grandparents Day	\$	1,200.00
Scrip/Dave and Busters	\$	3,000.00
7th/8th Grade Confirmation	\$	1,000.00
Graduation reception and Dinner Dance	\$	3,500.00
Greater Giving annual renewal	\$	795.00
Uniform Exchange	\$	60.00

2nd Min Min Sun

If there are no objections, the motion will carry. Hearing no objections, the motion carries.

XIV. Open Discussion

XV. Meeting Adjournment (Sarah Egdal)

Sarah Egdal made a motion to adjournment the meeting.

2nd Al Fong

If there are no objections, the motion will carry. Hearing no objections, the motion carries and the meeting is adjourned at 7:56PM.