



I. Call to Order (Sophia Nip)

- 1.1 President Sophia Nip called the meeting to order at 7:03pm in the school cafeteria. Board members present are Adrienne Lew, Rose Gee, Beverly Perea, Chris Sung, Rene Batt, and Scott Spertzel.

II. Opening Prayer (Fr. Dan Nascimento)

III. Pledge of Allegiance (Sophia Nip)

IV. Approval of Minutes (Sophia Nip)

- 4.1 The October SAPTO meeting minutes were posted on the school website.

MOTION to approve the October SAPTO meeting minutes (m/s/p: Renee Spertzel, Keith Perea)

V. Treasurer's Report (Sophia Nip for Rose Gee)

September 30 th Balance:	\$ 53,789.29
Deposits:	50,660.55
Disbursements:	<u>(44,592.91)</u>
October 31 st Balance:	<u>\$ 59,856.93</u>

- 5.1 To all event chairs: Please submit everything for your event, which includes your event report, original receipts, check request, and any unused advances to our Financial Secretary, Beverly Perea, c/o Kamrin Perea 4-2. Kindly arrange with her if you have cash deposits to remit and direct all questions of event reporting to her. Upon her review, everything will be forwarded to our Treasurer, Rose Gee for deposit and/or check disbursement.

VI. Auditor's Report (Sophia Nip for Gary Wu and Alice Herrlin)

- 6.1 Audit report delayed due to some adjustments that came up at the last minute. The first time audit of Scrip made it much more difficult to audit the books. Will be presented when complete.

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

- 7.1 The Parish festival was very successful and the Parish greatly appreciates all the work of the volunteers. The wonderful spirit of community gathering and working together made this all happen.
- 7.2 Mark your calendars for a December 5th dinner fundraiser. Tickets are available for sale at tonight's meeting check-in area.
- 7.3 December 13th is our annual Christmas celebration after Family Mass. There will be lots of activities for the kids.
- 7.4 December 24th at 5:00pm is our Christmas Eve mass for the children.

VIII. Star Auction and Gala (Renee Spertzel) (Out of Order)

- 8.1 Volunteers are still needed for the Saturday March 19th. Anyone available please contact Gina Whelchel. Volunteer coordinators are needed and do need to be present to earn hours.



IX. Principal's Report (Mr. Thomas White)

- 9.1 Kathy Ballard and Mrs Phillips were present to represent the 5th grade.
- 9.2 Special thanks to Bonnie and Kathy and all the volunteers for making the 5k and Parish Festival a success.
- 9.3 St. Anne's was selected by KNBR to receive a \$2,000 donation for the school band.
- 9.4 Mrs. Finnegan's surgery went well and should be back January 4th
- 9.5 Melody Del Rio our Guidance Counselor is available 8am-4pm on Thursdays
- 9.6 Anthony Fabiano will be in charge of our new Judo program.
- 9.7 Catholic Schools Week will start on Sunday January 31st. Open House will be from 11:30am-1:00pm.
- 9.8 Marco Morales will have a special ribbon dance for our Christmas show.

X. COMMITTEE REPORTS:

10.1 Athletic Department (Sophia Nip for Adrienne Lew)

- 10.1.1 First fundraiser, Genevieve's Gift Wrap sale took place Monday, October 26th-Friday, November 6th.
- 10.1.2 Proceeds will benefit replacement of all the basketball backboards in the schoolyard.

10.2 Sunday Hospitality (Sophia Nip for Michelle Liwanag)

- 10.2.1 Sunday, December 13th is the after mass Christmas celebration.
- 10.2.2 Need volunteer to be Santa.
- 10.2.3 Request of \$400 for event for food, raffle prizes, photo booth supplies, arts & crafts, and supplies.

MOTION to approve budget of \$400 for after mass Christmas celebration. (m/s/p: Min Min Sun, Lil Libadia)

10.3 Sunshine Correspondence (Sophia Nip for Freda Pon)

- 10.3.1 \$ 8.03 was spent on sympathy cards for Blossom Wong, grandmother of student, Carly Won; and for Jamie Viray, aunt of student, Tristan Reich Jr. Additionally, a sympathy card and mass card are being sent to former St Anne parent, Odette Etchaverry, for her brother, Maurice Herlax, who was killed in the Paris terrorist attacks last Friday. \$13.21 was spent for this bringing a grand total of \$21.24.

10.4 Afterschool Treats (Sophia Nip for Kimmy Goldkrantz)

- 10.4.1 Cream puffs will be sold on Friday, November 13th and they netted \$131.67

10.5 Ambassador Program (Sophia Nip for Pui Yee Law and Ronda Lowe)

- 10.5.1 The New Family Playdate took place on August 22nd and an additional reimbursement of \$86.53 was made bringing total expenses to \$364.71 for this event.



- 10.6 Uniform Exchange** (Sophia Nip for Connie Ng)
10.6.1 A total profit of \$38 was made at last month's uniform exchange.
- 10.7 Toner recycling** (Sophia Nip for Nancy Ly)
10.7.1 Please continue to bring in your used toner cartridges. This event earned \$78.80 last month.
- 10.8 Scrip** (Ken Wu)
10.8.1 Netted \$3,809.25
- 10.9 St Anne School Yearbook** (May Lee)
10.9.1 Will now be completely processed as a SAPTO event.
10.9.2 Requesting budget of \$3,429.14

MOTION to approve budget of \$3,429.14 for yearbook contract. (m/s/p: Carol Quan, Victoria Drake)

- 10.10 SAPTO Administrative Expenses** (Sophia Nip)
10.10.1 Request for ~~\$100~~ \$500 to sponsor parish Mass Missal books.

MOTION to approve request of ~~\$100~~ \$500 to sponsor parish Mass Missal books. (m/s/p: Cassandra Wallerstein, Serena Rizzo)

- 10.11 SAPTO Hospitality** (Sophia Nip for Lil Libadia, Michelle Liwanag, Bobbie Galang)
10.11.1 Lil Libadia, Michelle Liwanag, and Bobbie Galang prepared last month's SAPTO meeting dinner, and total expenses were \$435.62.
10.11.2 Ann Lung prepared tonight's dinner.
10.11.3 5th grade parents provided service for tonight's meal.
10.11.4 We still need people to coordinate the remaining dinners of the school year, so please consider coordinating dinner for a month! We have many willing parents to assist you in the kitchen!

XI. Committee & Event Chair Openings (Sophia Nip)

- 11.1** SAPTO Hospitality Dinner Coordinator
11.2 Catholic Schools Week Open House
11.3 Confirmation Reception
11.4 8th Grade Dinner Dance
11.5 8th Grade Graduation Reception

XII. EVENT REPORTS:

- 12.1 5K Walk** (Sophia Nip for Bonnie Cheng)
12.1.1 Event took place on October 23rd and total expenses were \$7,532.62
- 12.2 Parish Festival** (Sophia Nip for Kathy Aclan, Carol Quan, Min Min Sun, and Linda Fortier-Eason)
12.2.1 Event took place on October 23rd – 25th and raised \$29,000



12.3 Christmas Show (Sophia Nip for Vicki Fung)

12.3.1 Event will be on December 17th and requested budget of \$300

MOTION to approve budget of \$300 for Christmas Show reception (m/s/p: Cassandra Wallerstein, Rosario Baraoidan)

12.4 Jr Great Books (Sophia Nip for Ann Pedone)

12.4.1 Only need 3 additional volunteers

12.5 Catholic Schools Week Open House (Sophia Nip)

12.5.1 Need chair for event

12.5.2 Budget request of \$200.00

MOTION to approve budget of \$200.00 for Catholic Schools Week Open House Refreshments (m/s/p: Serena Rizzo, Joanne Wong)

12.6 Faculty Appreciation Luncheon (Sophia Nip for Lea Guzman)

12.6.1 Budget request of \$375

MOTION to approve budget of \$375 for Faculty Appreciation Luncheon (m/s/p: Marquesa Valino, Wayne Tam)

12.7 Grandparents Day (Sophia Nip for Ann Nip)

12.7.1 Budget request of \$800

MOTION to approve budget of \$800 for Grandparents Day expenses (m/s/p: Min Min Sun, Kathy Aclan)

XIII. Open Discussion (Sophia Nip)

12.1 Mr. White encourages all attendees when coming to the SAPTO meetings to introduce themselves to other parents and meet a new person each time.

12.2 Next SAPTO meeting will be on January 11, 2016 and the 4th grade will be sponsoring.

12.3 The February meeting has been changed to February 1st due to Chinese New Year and President's Day.

XIV. Meeting Adjournment (Sophia Nip)

MOTION to adjourn the meeting at 7:51pm (Min Min Sun, Cassandra Wallerstein)

Respectfully submitted:
Chris Sung, Recording Secretary
December 2015

**Resubmitted: January 2016*