

BCG PTO Meeting

Chatham Area Public Library
December 5, 2017 6:00 p.m.

Pending Minutes



I. Welcome & Introductions

Meeting was called to order at 6:05 p.m., followed by introductions of attendees.

Minutes of the October 30 meeting were sent to board members and committee chairs prior to this meeting.
Minutes were approved by a unanimous voice vote.

II. Executive President's Statement

This fall, new PTO leadership began the task of planning for the upcoming year. During the planning, the new leadership discovered irregularities and evidence of apparent misuse of PTO funds. In response to this discovery, the new leadership contacted local law enforcement and has been actively assisting in the subsequent, ongoing investigation. An arrest has been made. The PTO continues to assist local law enforcement and will seek full restitution for any amounts stolen from PTO accounts.

I want to thank everyone for their past and future support of the BCG PTO.

III. Executive President's Report

We adjusted Spring meeting dates for New Year's and Spring Break. PTO will meet January 9, February 6, March 6, April 10 and May 1. The PTO newsletter for the district newsletter is due by Friday.

IV. Executive Treasurer's Report

The Executive Treasurer's Report is attached.

Abby is going forward with applying to be a 501c3. Articles of Incorporation will need to be refiled with the Secretary of State. We included a standard check with our application, a certified check is required. Book Fair invoices need to be paid. Approval to pay was unanimous voice vote. Directory and note pad invoices need to be paid. Approval to pay was unanimous voice vote.

V. Committee Reports

a. Directories

We have 12 extra directories that were not billed. Glenwood is out, extras will go there.

b. Spirit Wear

There were some minor issues. Some items were or still are on back order. Greco is contacting those purchasers whose items are still on back order to see if they want to wait or a refund. For future sales, Greco will have samples in their store. There will be no exchanges or refunds unless Greco makes an error. Greco has some extra shirts. Laura will check into these for the PTO to purchase for sales at open houses.

c. Book Fairs

Book Fair Chairs and the Executive Board will meet in January to discuss future sales. Spring Book Fairs are set for between March 1 and 9. Each school can set their own dates between those dates. It was asked if no book orders can go out during the Fairs. Principals will discuss this with teachers. Lunch passes should be turned into the PTO Vice President for each school. VPs should turn passes in to Abby, who will pay them as any other invoice.

d. Fun Fair

Bounce houses have been scheduled. The magician we normally use is already booked. Fun Fair Chair is checking in to alternatives. Wild Times Exotic and the Zoo were suggested.

e. Website & Social Media

Teachers Favorite Things lists are available from our website and linked on Facebook. We have turned off comments on our Facebook page. We have also blocked others ability to tag BCG PTO. A member of the public requested that PTO Bylaws be posted on our website. Keri will send these to Jenny.

VI. Vice President's Reports

a. BES

A few volunteers are needed for the movie day sign in table.

b. CES

Volunteers will be needed for movie and party days.

c. GES

No new report.

VII. Principal/AP Reports

a. BES

Kids are getting involved with Titan Fuel. Family Reading Night is Thursday, December 7.

b. CES

December's Caring Project is a food drive benefitting Titan Fuel. We have kids who are not prepared for cold weather. Hat and glove donations are appreciated.

c. GES

Students voted on recipients of Community Kindness awards and sent them thank yous.

VIII. Other Business

No other business.

IX. Next meeting – January 9, 2017, 6:00 p.m., Chatham Public Library

X. Meeting Adjourned at 6:47pm

Ball Chatham Glenwood PTO Meeting 12/5/2017
Executive Treasurer's Report
For the Period 10/31/17 - 12/5/17
Last Report Date: 10/30/2017

Bank Account Reconciliation (10/31/17 - 12/5/17)

Beginning Balance (10/31/17): \$ 14,672.46

	Expenses	Income
Income from SCRIP		\$ 7,767.50
Deductions for SCRIP (Pending Deduction for \$1,655.41)		\$ (5,120.31)
Net Income from SCRIP (Factoring in Pending Deduction: \$991.78)		\$ 2,647.19
Income from Spirit Wear		\$ 7,942.00
Cost of Goods for Spirit Wear		\$ (3,129.00)
Net Income from Spirit Wear		\$ 4,813.00
Refund on purchase made last school year		\$ 35.99
Reimbursement from Highschool PTO for Homecoming Parade		\$ 90.22
Donation from Village Vet		\$ 100.00
Income from Fall Book Fair (Invoices to be paid totaling \$16,568.56)		\$ 21,854.97
Income from Directories		\$ 89.00
Total Net Income for Period		\$ 29,630.37

Legal Fees	\$ (628.25)
Expense for PTO Babysitting	\$ (45.00)
Total Expenses for Period	\$ (673.25)

Balance on Hand (12/5/17): **\$ 43,629.58**

*Outstanding: Invoice for Directories totaling \$492.87, Invoice from Scholastic for Fall Book Fair totaling \$16,568.56, and Invoices for printing totaling \$221.39.

Year to Date Net Income (10/16/17 - 12/5/17)

Income from SCRIP	\$ 1,050.03
Income from Directories	\$ 2,194.13
Income from Spirit Wear	\$ 7,902.39
Income from Fall Book Fair	\$ 5,237.71
Miscellaneous Income	\$ 226.21
Year to Date Total Income	\$ 16,610.47

Charitable Donations	\$ (1,422.97)
Administrative Expenses	\$ (77.70)
Legal Fees	\$ (628.25)
Year to Date Total Expenses	\$ (2,128.92)

Year to Date Net Income **\$ 14,481.55**