

# BCG PTO Meeting

Chatham Area Public Library  
January 8, 2018 6:00 p.m.



Pending Minutes

## I. Welcome & Introductions

Kelly called the meeting to order at 6:05 p.m., followed by introductions.

## II. Approval of December Minutes

Keri sent out minutes of the December meeting to the Board, Committee chairs and attending members prior to this meeting. Members present approved the minutes by a unanimous voice vote.

## III. Executive Treasurer's Report

The Bank Account Reconciliation and YTD Net Income statement are attached. Members present approved final payment for Spirit Wear to Greco Graphics. Abby filed the annual report for nonprofits with the Illinois Secretary of State. PTO's insurance renewal is due February 6 and will need approval at the February 5 meeting.

## IV. Committee Reports

### a. Book Fair

Kelly has been in contact with Scholastic. We are still waiting on final numbers for Fall Book Fair. Chairs have started Spring Book Fair set up calls. Table topper selections are due Tuesday. Fair deliveries are scheduled for BES on February 19 and CES and GES on February 20. We will ask for 3 registers for each school specifically for Open House night. PTO should have a table at each Book Fair during Open House. Payment to Follett of \$18,673.39 was approved. Kelly has been in talks with Follett about making their delays right. PTO will be using Follett again for Spring Book Fair. Each school coordinator will need to schedule a call with Follett. Spring Book Fairs have been rescheduled for February 21-28. PTO wants them running during school open house night. Book Fair will not be open during Fun Fair.

### b. Trivia Night

No report.

### c. Spirit Wear

We still have some back orders and/or missed orders from Winter Spirit Wear sales. Not all customers are aware that orders were (should have been) delivered before Christmas. Jenny will post a notice on our Facebook page. PTO will again do a Lucky to Be a Titan Spirit Wear sale.

### d. Directories

No report.

e. Fun Fair

Fun Fair is scheduled for February 23, from 11am-3pm. Chairs and volunteers are meeting Thursday, 6:00pm at 316 Wine Bar to work on Fun Fair details. Jenny created a SignUp Genius for volunteers to work games, concessions, spirit wear sales, etc. Ticket/wristband order forms need to go out ASAP, due two weeks before the Fun Fair. Most expenses are covered by donations. Some donators would like an invoice. Jenny will create invoices.

f. Staff Appreciation

Staff Appreciation week is May 6-10.

g. Box Tops Etc.

No report.

h. SCRIP

Winter sales profit was \$99.91 (\$22.36 due to GIS). Future sales will not split profits. Spring SCRIP sale will be an advertised sale, between Spring Break and Easter. PTO will highlight higher profit cards (for example, Fannie May Candies has 25% profits).

i. Website & Social Media

No further report.

V. Vice Presidents' Reports

a. BES/CES/GES

We need volunteers to man the Valentine's sign in tables, Book Fairs and Open House Book Fair.

VI. Principal/AP Reports

BES/CES/GES

Report Cards will be available on Skyward January 16 after 4pm. Kindergarten registration is February 7. Kindergarten Night is May 2.

VII. President's Report

No further report.

VIII. Other Business

None.

IX. Next meeting –March 5, 2019, 6:00 p.m., Chatham Public Library

X. Meeting Adjourned at 6:50 p.m.

**Ball Chatham  
 Glenwood PTO  
 Meeting 1/8/2019  
 Executive  
 Treasurer's Report**

**46,738.57**

**Beginning Balance (12/5/18):**

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**Bank Account  
 Reconciliation  
 (12/5/18 - 1/8/19)**

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Income from SCRIP	\$ 2,025.00
Deductions for SCRIP	<u>\$ (1,925.09)</u>
Net Income from SCRIP	<u>\$ 99.91</u>
Winter Spirit Wear Income	\$ 125.00
Winter Spirit Wear Expense (1/2 Payment)	<u>\$ (1,143.78)</u>
Net Income Winter Spirit Wear	<u>\$ (1,018.78)</u>

Fun Fair Donations	<u>\$</u>	<u>300.00</u>
<b>Total Net Income for Period</b>	<u>\$</u>	<u>(618.87)</u>

Trivia Night Expenses	\$	(165.02)
Expense for PTO Babysitting	<u>\$</u>	<u>(30.00)</u>
<b>Total Expenses for Period</b>	<u>\$</u>	<u>(195.02)</u>

Titan Fuel Donation	<u>\$</u>	<u>(200.00)</u>
<b>Total Distributions for Period</b>	<u>\$</u>	<u>(200.00)</u>

<b>Balance on Hand (1/8/19):</b>	<u>\$</u>	<u><b>45,724.68</b></u>
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**18/'19 School Year Fundraising Net Income (9/4/18 - 1/8/19)**

Income from SCRIP	\$	154.66
Income from Directories	\$	2,755.00
Income from Homecoming Spirit Wear	\$	3,889.00
Income from Trivia Night	\$	6,846.82
Income from Winter Spirit Wear (Outstanding Payment \$1,097.78)	\$	3,301.44
Donation Income	<u>\$</u>	<u>25.00</u>
<b>Year to Date Total Income</b>	<u>\$</u>	<u><b>16,971.92</b></u>

Administrative Expenses	<u>\$</u>	<u>(531.65)</u>
<b>Year to Date Total Expenses</b>	<u>\$</u>	<u><b>(531.65)</b></u>

<b>Year to Date Net Income</b>	<u>\$</u>	<u><b>16,440.27</b></u>
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<b>Year to Date Distributions to Elementary Schools for '18/'19 Schoolyear</b>	<u>\$</u>	<u><b>(2,700.00)</b></u>
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