

BCG PTO Meeting

Chatham Area Public Library

August 7, 2018 6:00 p.m.

Approved Minutes



I. Welcome & Introductions

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

Keri sent out minutes of the May 1 meeting to board members and committee chairs prior to this meeting. Members present approved the minutes by a unanimous voice vote.

II. Executive President's Report

PTO currently has the following chair openings:

2 Spirit Wear Coordinators

GES Book Fair Co-Chair

2 BES Staff Appreciation Week Co-Chairs

2 GES Staff Appreciation Co-Chairs

Meet the Teacher Night is August 13, we will have tables selling extra Spirit Wear and signing up volunteers. Sign up sheets will also be in each classroom. PTO would like to advertise SCRIP better to parents.

III. Executive Treasurer's Report

The Bank Account Reconciliation and YTD Net Income statement are attached.

IV. Committee Reports

a. School Supply Kits

Kits will be delivered to classrooms on Meet the Teacher Night, August 13. We had 2 unsold consignment kits from walk in registration, August 2. PTO will hold those kits for next year.

b. Directories

Work will start on student directories in early September.

c. Spirit Wear

Stacie and Jenny will take the lead on Fall Spirit Wear, in absence of coordinators. Homecoming is early this year. We have less than a month from selecting product to needed delivery date. Order forms will need to be to students on the first day of school. To manage this time frame we will need to limit product options.

d. Book Fairs

Kelly sent an email link for a webinar to everyone running the Book Fairs. Please complete the webinar by the end of September.

e. Fun Fair

Kelly and Angela cleaned up/out storage at GMS. Chatham Jaycees may be interested in using some of the games in our off season.

f. Box Tops Etc.

www.ballchathamglenwoodpto.org

Find us on Facebook @ BCG PTO

No report

g. Staff Appreciation

New Teacher gifts (water bottles) will be distributed by VPs. Staff were very happy with SAW in May. We are still in need of 2 co-chairs for BES and GES. Dessert Day will be in November.

h. Website & Social Media

Traffic is up at our website. PTO Facebook page is getting more likes. Jenny would like to go ahead with Meet Your PTO Facebook posts. Teacher Favorite Things survey was well received by parents last year. We will send out surveys to new teachers and those who opted not to complete last year. Everyone else will be able to update their favorite items/wishlist. Jenny is also investigating other options for our webhosting and domain registration.

V. Other Business

Kelly is scheduling Trivia Night for November 16 at Sangamon Prairie Reception Center. Suggested cost is \$10 per person/\$100 per table. Other fundraiser ideas there are a Wine Pull, 50/50 raffle and Mulligans.

VI. Next meeting –September 4, 2018, 6:00 p.m., Chatham Public Library

VII. Meeting Adjourned at 7:35p.m.

Ball Chatham Glenwood PTO Meeting 5/1/2018
Executive Treasurer's Report
For the Period 5/2/18 - 8/7/18
Last Report Date: 5/1/2018

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*Outstanding: Checks for Printing totaling \$3XX

Year to Date Net Income (10/16/17 - 8/7/18)	
Income from SCRIP	\$ 505.73
Income from Directories	\$ 2,249.13
Income from Fall Spirit Wear	\$ 7,472.39
Income from Fall Book Fair	\$ 5,128.63
Income from BoxTops	\$ 3,990.78
Income from Fun Fair	\$ 8,875.50

Income from Spring Spirit Wear	\$ 1,664.21
Miscellaneous Income	\$ 226.21
Year to Date Total Income	<u>\$ 30,112.58</u>

Expense for Spring Book Fair - Free Books/Printing Expense	\$ (1,034.81)
Charitable Donations	\$ (1,422.97)
Administrative Expenses	\$ (810.70)
Legal Fees	\$ (761.50)
Year to Date Total Expenses	<u>\$ (2,995.17)</u>

Year to Date Net Income	<u>\$ 27,117.41</u>
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Scholastic Dollars Earned from Spring Book Fair*	<u>\$ 22,184.51</u>
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*These scholastic dollars will be divided equally between the three schools, with each receiving \$7,394.84.