

BCG PTO Meeting

Chatham Area Public Library

October 30, 2017 6:00 p.m.

Approved Minutes



I. Welcome & Introductions

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

II. Minutes

Minutes of the October 3 meeting were sent to board members and committee chairs prior to this meeting. Minutes were approved by a unanimous voice vote.

III. Treasurer's Report

The Executive Treasurer's Report is attached.

Going forward, we have new checks that require 2 signatures for amounts over \$500. Spending over \$200 will require a vote at a PTO meeting, after exhausting volunteers and donations. Online bank access has been set up. Members of the Executive board can check balance, deposits and spending. Online spending (bill pay) is not permitted. All bank copies of deposit slips will list which school and reason for deposit (i.e. Ball Book Fair, Chatham Directories). Abby is still investigating insurance, hoping to have quotes to vote on soon.

IV. Committee Reports

a. School Supplies

PTO sold 261 preordered kits. We also sold an additional 30 kits on commission. We have signed with the same company for next year. We are receiving an early signer discount.

b. Directories

PTO has received orders for 484 directories and 231 notepads. We also ordered 5 extra directories per school, we received 20 per school. We do not have the bill yet. Pricing was estimated at 900 directories for \$700 and 400 notepads at \$40. Changing to digital directories was discussed and dismissed as a privacy concern.

c. Spirit Wear

The ordering deadline for Spirit Wear is tomorrow. Orders will be counted Wednesday or Thursday. The order will be turned in Friday to Greco Graphics. Jenny verified there is no tax for online orders. Keri verified orders can be delivered to school offices for pickup.

d. Book Fairs

Book Fair supplies were delivered to schools today. Set up for BES will be Wednesday/Thursday, CES will be Monday, GES will be on Thursday. Schools have the option to take profits as cash (25% of profit) or Scholastic dollars (55% of profit). Tax is charged if the school wants cash, no tax if schools opt for Scholastic dollars. The principals discussed that it is hard to find enough books that are bound for library use. Scholastic dollars could go to classroom libraries, and Scholastic News subscriptions. All schools opted to take cash for this book fair. Volunteer sign up have gone out. Volunteers will get a one-time 15% discount and a coupon for lunch in the cafeteria. Princess Truly illustrator will visit each school. She will pre-sign her books. Approved counters (President, Vice Presidents, Executive Treasurer and Book Fair Chairs) will count each day, at the end of the day. School Treasurer's should go to the back for start-up funds the school day before the Book Fair starts.

e. Fun Fair

No new report.

f. Box Tops & Pizza Tops

No new report.

g. Staff Appreciation

We will need a new chair to handle May Teacher Appreciation week. All three schools are set for Teacher Appreciation day. BES still needs paper goods. Some may be in storage at GMS, the chair will check. Otherwise, we will purchase as needed. We do have a donation from Village Vet for needed paper goods.

h. Website & Social Media

PTO's new website is up and running. BGTPTO.org redirects to ballchathamglenwoodpto.org, which the PTO now owns. The new reimbursement form will be available on the website. PTO minutes will be available on the website. Jenny will be conducting a survey to get Teachers Favorite Things, responses will be available at the website.

V. Vice President's Reports

a. BES

BES is still looking for volunteers for sign in tables. We had some difficulty with parents not realizing they only needed one Directory to cover all schools and grades.

b. CES

CES had the same issues with Directories. Fall party sign in table is covered, we still need volunteers for the Veteran's Day programs. We are using SignUp Genius for Book Fair volunteer sign ups.

c. GES

GES had the same issues with Directories. Fall party and Veteran's Day sign in tables are covered. Book Fair volunteers are filling in nicely.

VI. Principal/AP Reports

- a. BES
Veteran's Day program rehearsals are going well. Police safety programs are scheduled.
- b. CES
Book Fair supplies were delivered.
- c. GES
UIS athletes visited for Red Ribbon week. The Kindness Initiative is doing well. The motto is: In a world where you can be anything, be kind.

- VII. President's Report
The PTO has rented a Post Office Box. Our address is PO Box 61, Chatham IL, 62629. The President and Executive Secretary have keys to the box.
- VIII. Other Business
The PTO will not be able to support the Princess Truly illustrator's visit to the Library. Kelly will contact the illustrator. Also, a reminder that PTO does not have any official outgoing email address. If email does not come from a board or committee member's personal email, it is not from the PTO.
- IX. Next meeting – December 5, 2017, 6:00 p.m., Chatham Public Library
- X. Meeting Adjourned at 7:20pm