

BCG PTO Meeting

Chatham Area Public Library
November 6, 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 August Minutes

Keri sent out minutes of the October 2 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.

IV. Committee Reports

a. Book Fair

Book Fairs are underway at all three schools. Book deliveries were not timely, with BES and GES books arriving after their fairs should have started. Class book fair times have been rescheduled. We are working with Follett on this issue. Kelly will schedule a meeting with Book Fair chairs and board members after the fair is over to go over any issues.

b. Trivia Night

Trivia Night is scheduled for November 16 at Sangamon Prairie Reception Center. Tickets are \$15, maximum 300 people. We have approximately 80 seats left to sell. Please share on Facebook and invite your friends. We still need wine donations. Have 60 bottles promised and are asking for 40 more. Volunteers working Trivia Night are asked to wear Titan clothing. There is one more Trivia Night Committee meeting November 8 at 316 Wine Bar at 7pm.

c. Spirit Wear

The flash sale of leftover spirit wear went well and all items have been delivered. Order forms for the holiday sale will go to schools this week. Sale is already live on Greco website. Orders will be due 11/26. Greco needs the order by 11/27. Delivery will be 12/14. These turnaround times may not work. We normally have orders straggle in for a few days. Order delivery time is short as well. Neither chair was able to attend the meeting. We asked the previous chairs if they could write up a list of procedures and a general timeline.

d. Directories

Directories and note pads have been delivered to students. 532 directories and 244 note pads were ordered by parents. Ten extra directories and ten extra notepad were ordered and delivered to each school for sales. The printer over printed (24 directories and 4 notepads). These will be distributed as needed. We do not have a final invoice at this time.

e. Fun Fair

Fun Fair is scheduled for February 23, from 11am-3pm. Angie booked the magician, the comedic juggler and Wild Times for two shows each. Due to time constraints (i.e. the magician needs 30 minutes to reset the rabbit), we will need two rooms for the shows. We will not be doing a raffle this year. Silent Auction items will be targeted to the students. We asked Administration to reach out to teachers for auction items.

f. Staff Appreciation

Staff Appreciation went well last week. Parents donated a lot of food. Staff is very appreciative.

g. Box Tops Etc.

No report.

h. Website & Social Media

Titan Trivia sponsors will be acknowledged in upcoming Facebook posts. Please keep liking and sharing.

V. Vice Presidents' Reports

a. BES

Thank you for Staff Appreciation donations. BES parents are interested in holding Staff Appreciation quarterly. Ball Parents have their own Facebook page. We need volunteers to man the Veterans sign in table from 8-10am.

b. CES

Book Fair is going well. Staff Appreciation went well. We still need volunteers to man the Veterans sign in table in the morning and afternoon.

c. GES

We also need volunteers to man the Veterans sign in table from 9-11am and 12:30-2pm.

VI. Principal/AP Reports

BES/CES/GES

Thank you for the Titan store donations. Veterans Day assemblies are this week. First and second graders will be going to Glenwood High School to attend The Little Mermaid play.

VII. President's Report

We need a volunteer to chair SCRIP. They will need to pass a background check as this position handles money. Please contact Kelly to volunteer.

VIII. Other Business

Some Scholastic dollars will expire December 18. Schools should check to make sure they use this money. Scholastic dollars can be used any way the schools want, not just for library books.

IX. Next meeting –December 4, 2018, 6:00 p.m., Chatham Public Library

X. Meeting Adjourned at 7:10p.m.

Ball Chatham Glenwood PTO Meeting 11/6/2018
Executive Treasurer's Report
For the Period 10/3/18 -11/6/18
Last Report Date: 10/2/2018

Bank Account Reconciliation (10/3/18 - 11/6/18)		
	Expenses	Income
Beginning Balance (10/3/18):		\$ 18,784.37
Fall Book Fair Income		\$ 1,502.68
Start-Up Cash for Registers		\$ (1,200.00)
Net Income Fall Book Fair		<u>\$ 302.68</u>
Directories Income		\$ 2,060.00
Homecoming Spirit Wear Income		\$ 153.00
Trivia Night Income		\$ 956.33
Donation Income		\$ 25.00
Total Net Income for Period		<u><u>\$ 3,194.33</u></u>
Homecoming Spirit Wear Cost of Goods Expense	\$ (1,159.00)	
Background Check Expense	\$ (40.00)	
Post Office Box Expense (Annual Renewal)	\$ (82.00)	
Expense for PTO Babysitting	\$ (45.00)	
Bank Service Fee	\$ (4.28)	
Total Expenses for Period	<u><u>\$ (1,330.28)</u></u>	
Titan Store Distribution to Elementary Schools	\$ (1,500.00)	
Total Distributions for Period	<u><u>\$ (1,500.00)</u></u>	
Balance on Hand (11/6/18):		<u><u>\$ 19,451.10</u></u>

18/'19 School Year Fundraising Net Income (9/4/18 - 11/6/18)		
Income from SCRIP		\$ 54.75
Income from Directories		\$ 2,707.00
Income from Homecoming Spirit Wear (Final)		\$ 3,881.00
Income from Trivia Night		\$ 1,090.44
Donation Income		\$ 25.00
Year to Date Total Income		<u><u>\$ 7,758.19</u></u>
Administrative Expenses	\$ (471.65)	
Year to Date Total Expenses	<u><u>\$ (471.65)</u></u>	
Year to Date Net Income		<u><u>\$ 7,286.54</u></u>
Year to Date Distributions to Elementary Schools for '18/'19 Schoolyear		<u><u>\$ (1,500.00)</u></u>