

BCG PTO Meeting
Chatham Area Public Library
December 3, 2019 6:00 p.m.



Pending Minutes

- I. Welcome & Introductions
Kelly called the meeting to order at 6:05 p.m.
- II. Approval of November Minutes
Keri sent out minutes of the November 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. PTO has raised approximately \$10,000 over last year at this time. Prize money from Trivia Night was donated back to the PTO. The \$200 prize was requested to go to Titan Fuel, PTO will write a check. Liability insurance renewal and Department of Revenue payments will need to be approved at our January meeting.
- IV. Committee Reports
 - a. Book Fairs
Abby scheduled Spring Book Fairs with Scholastic. Amy let Follett know that PTO is switching providers. Delivery is scheduled for February 19. Sales will end after Open House on February 27. Scholastic has contact information for each school. GES still needs two co-chairs. Abby will give Scholastic dollar code to Kelly (as the representative for the school libraries).
 - b. Trivia Night
Trivia Night was a huge success. Thank you to our Chair Jenny and all our volunteer. All rounds were sponsored. All agree that Firefighters' Lake Club is a great location. May consider switching to Music Bingo/GloBingo.
 - c. Spirit Wear
Sale is wrapping up, orders were due December 2. Greco has not been very responsive to PTO contacts. One sale item was not the same item quoted. Sales appear to be split evenly between paper and online orders. PTO may consider having next Spirit Wear sale be a pickup at the Fieldhouse, similar to the Principals' Fundraiser.

- d. Fun Fair
Fun Fair is scheduled for February 29 from 11am-3pm at GES. Angie and Brandi are working on booking shows and bounce houses. Theme and signage will be the same as last year (The Greatest Fun Fair).
 - e. Box Tops Etc.
No report. (Counters indicated no counts since the Halloween mailing.)
 - f. Staff Appreciation
Planning for May Staff Appreciation Week will begin after Fun Fair.
 - g. Website & Social Media
Favorite Things is our most heavily trafficked web page. Favorite Things is up to date. If staff does not have a page, they did not return the form.
- V. Vice Presidents' Reports
- a. BES/CES/GES
CES and GES still need volunteers to man Holiday party sign up tables.
- VI. Principal/AP Reports
- BES/CES/GES
MAP testing (Universal Screening) is this week.
- VII. President's Report
- PTO needs volunteers for the following: School Supply Chair, CES VP, CES & GES Book Fair Chairs, BES VP (Brandi volunteered), Trivia/Fall Night Chairs, and CES SAW Chair. PTO Meetings for the rest of the school year are January 7, February 4, March 3, April 7, and May 5. Kelly will schedule on the Library website.
- VIII. Other Business
- a. PTO is out of directories. We still have purchase requests. Amy will order 30 more for distribution, 10 to each school.
- IX. Next meeting –January 7, 2020, 6:00 p.m., Chatham Public Library
- X. Meeting Adjourned at 6:50 p.m.

Ball Chatham Glenwood PTO Meeting 12/3/2019
Executive Treasurer's Report
For the Period 11/6/19 -12/3/19
Last Report Date: 11/5/2019

Bank Account Reconciliation (11/6/19 - 12/3/19)		
	Expenses	Income
Beginning Balance (11/6/19):		\$ 33,821.19
Trivia Night Income		\$ 8,345.06
Trivia Night Expense		\$ (450.00)
Trivia Night Net Income (Prize Money Donated \$300 PTO \$200 Titan Fuel)		<u>\$ 7,895.06</u>
Winter Spirit Wear Income		\$ 3,419.00
Directories Income		\$ 51.00
Homecoming Spirit Wear Income		<u>\$ 27.00</u>
Total Income for Period		<u>\$ 3,497.00</u>
Fall Book Fair Expense (Income was \$16,849.10)	<u>\$ (16,850.18)</u>	
Total Expenses for Period	<u>\$ (16,850.18)</u>	
Total Distributions for Period	<u>\$ -</u>	
Balance on Hand (12/3/19):		<u><u>\$ 28,363.07</u></u>

19/'20 School Year Fundraising Net Income (9/4/19 - 11/5/19)		
Income from Homecoming Spirit Wear (Preliminary)		\$ 9,473.00
Income from Directories (Preliminary)		\$ 2,421.00
Income from Book Fair Sucker Pull		\$ 854.46
Income from Trivia Night (Preliminary)		\$ 7,450.12
Income from Winter Spirit Wear (Preliminary)		<u>\$ 3,419.00</u>
Year to Date Total Income (\$10k more than this time last year)		<u>\$ 23,617.58</u>
Administrative Expenses	<u>\$ (142.00)</u>	
Year to Date Total Expenses	<u>\$ (142.00)</u>	
Year to Date Net Income		<u><u>\$ 23,475.58</u></u>
Year to Date Distributions to Elementary Schools for '19/'20 Schoolyear		<u><u>\$ (2,500.00)</u></u>