

# BCG PTO Meeting

Chatham Area Public Library  
March 11, 2019 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 January Minutes

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

## III. Executive Treasurer's Report

The Bank Account Reconciliation and YTD Net Income statement are attached. Follett has still not send a correct final invoice for Fall Book Fairs, so we are carrying a high balance. Members present approved payment of up to \$17,000 to Follett by a unanimous voice vote. Abby was notified by our bank that we needed to get a new account, replace checks, etc. as we have a new EIN. PTO will need to file taxes with form 990N. Abby is still investigating filing for 501c3 status.

## IV. Committee Reports

### a. Fun Fair

Fun Fair went very well. Kudos to Angie, Brandi and the Fun Fair team. Kelly will check with Mr. Lund about scheduling 2020 Fun Fair for February 29.

### b. Book Fair

Kelly has been in contact with Follett. We are still waiting on final numbers for Fall Book Fair. Tentative numbers for Spring Fair are \$26,784 in sales, \$2,946 profit taken in books, and \$6,268 in Titlewave card profit due. Consensus is to continue with Follett sales as their cash registers, delivery, set up, and auto restock is much easier than Scholastic. It was suggested to schedule Book Fairs so the Parent sales night happens at the end of Book Fairs.

### c. Staff Appreciation

Staff Appreciation Week is the first week of May. Preliminary theme for 2019 SAW is Around the World – You Make a World of Difference. Tentative schedule of treats is: Monday – Dutch: donuts and fruit, Tuesday – American: sweet and salty snacks, Wednesday – French: coffee cart and pastries delivered to staff, Thursday – Italian: catered lunch (Italian sodas?), Friday – Around the World: desserts. PTO has \$212 carryover from last year's donations. Parent signups will be sent closer to event date.

### d. SCRIP

SCRIP sale is planned for week of April 15. Ads and order forms will go out in the two weeks leading up. Ads should mention ordering for SAW giveaways. Jessica will need to update online banking information with new account numbers.

- V. Vice Presidents' Reports
  - a. BES/CES/GES  
Spring pictures are schedule for March 20 and 21. BES and GES still need volunteers to help with pictures.
  
- VI. Principal/AP Reports  
BES/CES/GES  
Influenza is still going around elementary schools. State testing for Math, Reading and Language Arts for third and fourth grade is two weeks in April. School Calendar dates will be set for 2019-2020 after Spring Break. BCSD does know that the first and last days for 19-20 will be half days. Current year last day of school is May 30 and is a half day.
  
- VII. President's Report  
No further report.
  
- VIII. Other Business  
None.
  
- IX. Next meeting –April 2, 2019, 6:00 p.m., Chatham Public Library
  
- X. Meeting Adjourned at 7:15 p.m.

**Ball Chatham Glenwood PTO Meeting 3/11/2019**  
**Executive Treasurer's Report**  
**For the Period 2/6/19 -3/11/19**  
**Last Report Date: 2/5/2018**

Bank Account Reconciliation (2/6/19 - 3/11/19)		
<b>Beginning Balance (2/6/19):</b>		<b>\$ 48,416.23</b>
	<b>Expenses</b>	<b>Income</b>
Fun Fair Income	Donations: \$414.00 Presale: \$3,113.00	\$ 10,314.38
Fun Fair Expense	Day of Fair: \$6,121.25	\$ (1,047.82)
Net Income from Fun Fair	Silent Auct: \$666.13 <b>Total: \$10,314.38</b>	<b>\$ 9,266.56</b>
Box Tops Income		\$ 4,056.90
Lucky to be a Titan Spirit Wear Income		\$ 2,420.00
Spring Book Fair Income		\$ 16,770.62
Donation Income from Sucker Money		\$ 384.03
Directories Income		\$ 30.00
<b>Total Net Income for Period</b>		<b>\$ 32,928.11</b>
Directories/Notepads Printing Expense	\$ (602.00)	
Fall Book Fair Printing Expense	\$ (34.96)	
Homecoming Spirit Wear Printing Expense	\$ (88.73)	
PTO Babysitting Expense	\$ (30.00)	
Liability Insurance	\$ (277.00)	
Trivia Night Printing Expense	\$ (80.03)	
Winter Spirit Wear Printing Expense	\$ (298.23)	
Website & Email Hosting Expense	\$ (89.94)	
<b>Total Expenses for Period</b>	<b>\$ (1,500.89)</b>	
<b>Total Distributions for Period</b>	<b>\$ -</b>	
<b>Balance on Hand (3/11/19):</b>		<b>\$ 79,843.45</b>
18/'19 School Year Fundraising Net Income (9/4/18 - 3/11/19)		
Income from SCRIP		\$ 154.66
Income from Directories		\$ 2,183.00
Income from Homecoming Spirit Wear (FINAL)		\$ 3,800.27
Income from Trivia Night (FINAL)		\$ 7,016.79
Income from Winter Spirit Wear (FINAL)		\$ 3,037.21
Donation Income		\$ 25.00
Income from School Kits ('17/'18 Profit)		\$ 2,599.91
<b>Year to Date Total Income</b>		<b>\$ 18,816.84</b>
Administrative Expenses	\$ (572.09)	
<b>Year to Date Total Expenses</b>	<b>\$ (572.09)</b>	
<b>Year to Date Net Income</b>		<b>\$ 18,244.75</b>
<b>Year to Date Distributions to Elementary Schools for '18/'19 Schoolyear</b>		<b>\$ (2,700.00)</b>