

BCG PTO Meeting

Chatham Area Public Library

March 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.

Keri sent out minutes of the February 6 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

Kelly thanked everyone for being an awesome team.

III. Executive Treasurer's Report

The Executive Treasurer's Report is attached. PTO will be doing criminal background checks through GoodHire to be compliant with our insurance provider. Abby will send check request emails to all PTO board members, officers, and all chairs who handle cash above \$500. Background checks must be complete before Fun Fair. Abby is looking for someone with experience to help complete 501c3 application paperwork.

IV. Committee Reports

a. Spirit Wear

Laura and Kristy passed around a mockup of items to be sold in the Spring Spirit Wear sale. PTO approved the advance purchase of 150 red metal water bottles. Greco Graphics is donating 10 shirts per elementary for Titan Store. PTO will have Spirit Wear sales at Fun Fair. PTO will also have samples of each SW item for sale. GES will have Chrome Books for online sales at Fun Fair. PTO sold over 400 of the Lucky Titan green shirts. Shirts will be delivered to classrooms next week.

b. Book Fairs

Book sales went very well during school open house. Book fairs still have openings for volunteers. PTO will be switching to Follett for book fairs. Megan is our Follett representative. Kelly has tentatively scheduled the fall book fair for the week of November 5-9. Sales will coincide with Veteran's Day programs on the 9th. Spring book fair is tentatively scheduled for March 4-8. School administrators may schedule Open House for that week. Training materials will arrive 12 weeks before the fall book fair.

c. Fun Fair

Fun Fair is currently under budget, donations have covered all purchases to date. Pie Face will be scheduled from 1-3pm with school administrators taking shifts. Ticket presales are due 3/14, but will be accepted up to the Friday before. School VPs should check with each office 3/23. Volunteers will count and stuff presale ticket envelopes at Angie's house 3/19 from 12-5. Books are still needed for the Book Walk. Raffle/auction items from teachers are due Wednesday 3/17. Sand art and tattoos will be in the Art Room. Photo booth location needs to be determined. Volunteers are needed Friday 3/9 to move games from GMS to Brandi's house. Abby is designing a brochure/program with a Fun Fair map. Fun fair still needs many volunteers.

d. Box Tops Etc.

No report.

e. Staff Appreciation

Staff Appreciation will be discussed at the April meeting.

f. Website & Social Media

Jenny will be posting to Facebook highlighting raffle and auction items as well as Fun Fair sponsors.

V. Vice President's Reports

a. BES, CES & GES

All three schools used SignUp Genius for book fair volunteers and saw an increase in volunteers.

VI. Principal/AP Reports

a. BES

Read Across America is the new ELA curriculum for the elementary schools.

b. CES

Thank you to all the book fair volunteers.

c. GES

We recently surveyed teachers and students on their social/emotional needs and are looking at the results now.

VII. Other Business

No other business.

VIII. Next meeting –April 10, 2018, 6:00 p.m., Chatham Public Library

IX. Meeting Adjourned at 7:22p.m.

Ball Chatham Glenwood PTO Meeting 3/6/2018
Executive Treasurer's Report
For the Period 2/7/18 - 3/6/18
Last Report Date: 2/6/2018

Bank Account Reconciliation (2/7/18 - 3/6/18)		
Beginning Balance (2/7/18):		\$ 27,959.26
	<u>Expenses</u>	<u>Income</u>
Income from Spring Book Fair		\$ 7,595.73
Spring Book Fair Start-Up Cash		\$ (1,200.00)
Net Income from Spring Book Fair		<u>\$ 6,395.73</u>
Fun Fair Photobooth Expense		\$ (400.00)
Fun Fair Donations/Sponsorships		\$ 1,150.00
Net Income from Fun Fair		<u>\$ 750.00</u>
Fall Book Fair Volunteer Lunches - GES		\$ (80.50)
Total Net Income for Period		<u><u>\$ 7,065.23</u></u>
Annual Liability Insurance	\$ (277.00)	
Expense for PTO Babysitting	<u>\$ (60.00)</u>	
Total Expenses for Period	<u>\$ (337.00)</u>	
Balance on Hand (3/6/18):		<u><u>\$ 34,687.49</u></u>

Year to Date Net Income (10/16/17 - 2/6/18)		
Income from SCRIP		\$ 816.09
Income from Directories		\$ 2,239.13
Income from Fall Spirit Wear		\$ 7,472.39
Income from Fall Book Fair		\$ 5,128.63
Income from BoxTops		\$ 4,028.60
Income from Spring Book Fair		\$ 6,395.73
Miscellaneous Income		\$ 226.21
Year to Date Total Income		<u><u>\$ 26,306.78</u></u>
Charitable Donations	\$ (1,422.97)	
Administrative Expenses	\$ (439.70)	
Legal Fees	<u>\$ (720.50)</u>	
Year to Date Total Expenses	<u>\$ (2,583.17)</u>	
Year to Date Net Income		<u><u>\$ 23,723.61</u></u>