

BCG PTO Meeting

Chatham Area Public Library

January 9, 2018 6:00 p.m.

Pending Minutes



I. Welcome & Introductions

Meeting was called to order at 6:00 p.m.

Minutes of the December 5 meeting were sent to board members and committee chairs prior to this meeting. Minutes were approved by a unanimous voice vote.

II. Executive President's Report

III. Executive Treasurer's Report

The Executive Treasurer's Report is attached. The PTO did not have and Employer Identification Number. Abby applied for and received an EIN number. Abby also filed our Articles of Incorporation with the Secretary of State. We will need to submit an Annual Report to the Secretary of State. We discussed the need for 501c3. At a cost of \$850, and not terribly beneficial to the PTO or parents, this will not be done at this time. Liability and Fiduciary insurance for the PTO as a whole, and for Rented Premises was discussed. We unanimously voted to purchase this insurance from RVNA. RVNA requires an annual audit, reconciliation of accounts and criminal checks of anyone handling PTO funds. Square payment system is locked. Kelly and Abby have the password. Dongles are not tied to any person or account. We will need to link to PTO account to use at the Fun Fair and other sales events.

IV. Committee Reports

a. Spirit Wear

We have had ongoing issues with Fall Spirit Wear Sales. Purchasers are still contacting Laura about problems with others (sizing issues, items being incorrect). Laura spoke with Mike at Greco who felt the number of items available was overwhelming for them. We are looking at doing spring sales with them with fewer selections and online only. Greco will have samples of items in each size so buyers can see, feel and try on before they buy. Sales will not be returnable or refundable except in case of Greco error. Greco has \$510 worth of Spirit Wear from the spring sale. They are willing to sell it to PTO for \$400. We can then sell it at Kindergarten night, Fun Fair, etc.

b. Book Fairs

Book Fair Chairs and the Executive Board will meet January 26, time and location to be determined, to discuss future sales. Spring Book Fairs are set for between March 1 and 9. Each school can set their own dates between those dates.

c. Box Tops

We received a check for \$4028.60 for our Box Top submission. Keri found two new "collect for cash" opportunities. She will forward information on Prairie Farms' Our Caps Your Cause and Aunt Millie's School Spirit programs to Kelly and Viv.

d. Fun Fair

The Fun Fair is set for March 24, from 12-4p.m. at GES. The theme is Under the Sea. We are bringing local mascots, trying to get Chuck E. Cheese. The Ice Deli is scheduled. Still trying to get Wild Times Exotic (replacement for magician). Replacements for the Wild West jail were discussed. A ball filled dunk tank will be checked into, with principals suggested as dunkees. Chairs are concerned that they don't have a budget. In 2015, the actual budget was \$6,000. We will work with that as our budget. Spending over \$250 needs approval of the Executive Board, over \$500 needs approval at a PTO meeting. Abby can write a PTO check or you can file for reimbursement. Jenny suggested using numbered tickets (keeping the first) to keep track of tickets purchased for accounting purposes. We will reach out to UIS for athlete volunteers, and UIS mascot Orion to appear. We will check with Sheila for prizes on hand in storage and Heather for games. We will have a photo booth (details to come). We are changing the Cake Walk to a Book Walk, and will ask for donations of books. Face painting will be switched to temporary tattoos. This can be done by volunteers, reducing our costs. There will be an improved check in station for volunteers. We will investigate tickets and food for volunteers.

e. Website & Social Media

No report.

V. Vice President's Reports

a. BES

No report.

b. CES

No report.

c. GES

Volunteers will be needed for Kindness Week.

VI. Principal/AP Reports

a. BES

Universal screening is coming up. Report cards will be available on 1/12 after 4:00p.m. Ball Elementary received the Box Tops check.

b. CES

Kindness Week is set for February 11-17.

c. GES

Thanks for all the Holiday party volunteers.

VII. Other Business

No other business.

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

IX. Meeting Adjourned at 7:15p.m.

Ball Chatham Glenwood PTO Meeting 1/9/2018
Executive Treasurer's Report
For the Period 12/6/17 - 1/9/18
Last Report Date: 15/5/2017

Bank Account Reconciliation (12/6/17 - 1/9/18)																
Beginning Balance (12/6/17):		\$ 43,629.58														
	<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%; border-bottom: 1px solid black;">Expenses</th> <th style="width: 50%; border-bottom: 1px solid black;">Income</th> </tr> </thead> <tbody> <tr> <td>Income from SCRIP</td> <td style="text-align: right;">\$ 3,500.00</td> </tr> <tr> <td>Deductions for SCRIP</td> <td style="text-align: right;">\$ (5,389.35)</td> </tr> <tr> <td>Net Income from SCRIP (Due to a pending deduction from last month)</td> <td style="text-align: right;"><u>\$ (1,889.35)</u></td> </tr> <tr> <td>Income from Spirit Wear (Refund to customer)</td> <td style="text-align: right;">\$ (30.00)</td> </tr> <tr> <td>Income from Directories</td> <td style="text-align: right;"><u>\$ 20.00</u></td> </tr> <tr> <td>Total Net Income for Period</td> <td style="text-align: right;"><u>\$ (1,899.35)</u></td> </tr> </tbody> </table>	Expenses	Income	Income from SCRIP	\$ 3,500.00	Deductions for SCRIP	\$ (5,389.35)	Net Income from SCRIP (Due to a pending deduction from last month)	<u>\$ (1,889.35)</u>	Income from Spirit Wear (Refund to customer)	\$ (30.00)	Income from Directories	<u>\$ 20.00</u>	Total Net Income for Period	<u>\$ (1,899.35)</u>	
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Expense for Fall Book Fair	\$ (16,568.56)															
Expense for PTO Babysitting	<u>\$ (10.00)</u>															
Total Expenses for Period	<u>\$ (16,578.56)</u>															
Balance on Hand (1/9/18):		<u><u>\$ 25,151.67</u></u>														

*Outstanding: Invoice for Legal Fees totaling \$92.25, Refund for Fall Spirit Wear totaling \$25.00.

Year to Date Net Income (10/16/17 - 1/9/18)		
Income from SCRIP		\$ 816.09
Income from Directories		\$ 2,214.13
Income from Spirit Wear		\$ 7,872.39
Income from Fall Book Fair		\$ 5,237.71
Miscellaneous Income		<u>\$ 226.21</u>
Year to Date Total Income		<u>\$ 16,366.53</u>
Charitable Donations	\$ (1,422.97)	
Administrative Expenses	\$ (87.70)	
Legal Fees	<u>\$ (628.25)</u>	
Year to Date Total Expenses	<u>\$ (2,138.92)</u>	
Year to Date Net Income		<u><u>\$ 14,227.61</u></u>