

BCG PTO Meeting

Chatham Area Public Library
February 5, 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 January Minutes

Keri sent out minutes of the January 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. Follett has still not send a correct final invoice for Fall Book Fairs, so we are carrying a high balance. PTO's insurance renewal is due February 6. Members present approved payment by a unanimous voice vote.

IV. Committee Reports

a. Fun Fair

Fun Fair is scheduled for February 23, from 11am-3pm. Jenny created a SignUp Genius for volunteers to work games, concessions, spirit wear sales, etc. Ticket/wristband order forms need to go out ASAP, due two weeks before the Fun Fair. Most expenses are covered by donations. Some donators would like an invoice. Abby will create invoices.

b. Election Forum

BCEA approached PTO Board about PTO hosting a School Board candidate forum. PTO will host on March 11 at 6:00p.m.

c. Book Fair

Kelly has been in contact with Follett. We are still waiting on final numbers for Fall Book Fair. Signups for volunteers will be going out. School treasurers should obtain startup funds. We have asked 3 registers for each school specifically for Open House night. PTO should have a table at each Book Fair during Open House. Each school coordinator will need to schedule a call with Follett. Book Fair will not be open during Fun Fair. Scholastic contacted Abby, asking to be considered for future fairs. PTO will be using Follett again for Spring Book Fair.

d. Spirit Wear

Lucky to be a Titan spirit wear order forms were delivered today. Orders are due by February 14. Delivery expected by February 8. There will be no other spring Spirit Wear sales.

e. Staff Appreciation

SAW chairs have started planning and will reach out to parents for donations as plans for the week are finalized. PTO has funds designated from last year's donations. Feedback from last year included: Staff liked the gift card giveaways, wanted more Grab n Go items, lunch preferred to breakfast, and single serve drinks would have less waste as they can be left for use later.

f. Website & Social Media

Fun Fair sign are done. SignUp Genius for Fun Fair volunteers is posted. Lucky to be a Titan order links are posted. Please share those links on Facebook. PTO newsletter will be posted tomorrow.

V. Vice Presidents' Reports

a. BES/CES/GES

Volunteer requests for Valentine's sign in tables, Book Fairs and Open House Book Fair will be coming out soon.

VI. Principal/AP Reports

BES/CES/GES

Kindergarten registration is February 7. Kindergarten Night is May 2. BCSD is still hiring paraprofessionals and substitutes.

VII. President's Report

No further report.

VIII. Other Business

None.

IX. Next meeting –March 5, 2019, 6:00 p.m., Chatham Public Library

X. Meeting Adjourned at 7:20 p.m.

Ball Chatham Glenwood PTO Meeting 2/5/2019
Executive Treasurer's Report
For the Period 1/9/18 -2/5/19
Last Report Date: 12/4/2018

Bank Account Reconciliation (1/9/18 - 2/5/19)																																		
Beginning Balance (1/9/18):		\$ 45,724.68																																
	<table border="0" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; border-bottom: 1px solid black;">Expenses</th> <th style="text-align: left; border-bottom: 1px solid black;">Income</th> </tr> </thead> <tbody> <tr> <td>Fun Fair Donations</td> <td style="text-align: right;">\$ 1,700.00</td> </tr> <tr> <td>Fun Fair Expense</td> <td style="text-align: right;">\$ (682.78)</td> </tr> <tr> <td>Net Income from Fun Fair</td> <td style="text-align: right; border-top: 1px solid black; border-bottom: 1px solid black;">\$ 1,017.22</td> </tr> <tr> <td>Winter Spirit Wear Income</td> <td style="text-align: right;">\$ 34.00</td> </tr> <tr> <td>Winter Spirit Wear Expense (Final Payment)</td> <td style="text-align: right;">\$ (1,097.78)</td> </tr> <tr> <td>Net Income Winter Spirit Wear</td> <td style="text-align: right; border-top: 1px solid black; border-bottom: 1px solid black;">\$ (1,063.78)</td> </tr> <tr> <td>School Kits Profit</td> <td style="text-align: right;">\$ 2,599.91</td> </tr> <tr> <td>Directories Income</td> <td style="text-align: right;">\$ 16.00</td> </tr> <tr> <td>Trivia Night Donation</td> <td style="text-align: right;">\$ 250.00</td> </tr> <tr> <td>Total Net Income for Period</td> <td style="text-align: right; border-top: 1px solid black; border-bottom: 1px solid black;">\$ 2,819.35</td> </tr> <tr> <td>SCRIP Profit Share with GIS</td> <td style="text-align: right;">\$ (22.36)</td> </tr> <tr> <td>Administrative Expense - Box of checks</td> <td style="text-align: right;">\$ (40.44)</td> </tr> <tr> <td>Expense for PTO Babysitting</td> <td style="text-align: right;">\$ (65.00)</td> </tr> <tr> <td>Total Expenses for Period</td> <td style="text-align: right; border-top: 1px solid black; border-bottom: 1px solid black;">\$ (127.80)</td> </tr> <tr> <td>Total Distributions for Period</td> <td style="text-align: right; border-top: 1px solid black; border-bottom: 1px solid black;">\$ -</td> </tr> </tbody> </table>	Expenses	Income	Fun Fair Donations	\$ 1,700.00	Fun Fair Expense	\$ (682.78)	Net Income from Fun Fair	\$ 1,017.22	Winter Spirit Wear Income	\$ 34.00	Winter Spirit Wear Expense (Final Payment)	\$ (1,097.78)	Net Income Winter Spirit Wear	\$ (1,063.78)	School Kits Profit	\$ 2,599.91	Directories Income	\$ 16.00	Trivia Night Donation	\$ 250.00	Total Net Income for Period	\$ 2,819.35	SCRIP Profit Share with GIS	\$ (22.36)	Administrative Expense - Box of checks	\$ (40.44)	Expense for PTO Babysitting	\$ (65.00)	Total Expenses for Period	\$ (127.80)	Total Distributions for Period	\$ -	
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Balance on Hand (2/5/19):		\$ 48,416.23																																
18/'19 School Year Fundraising Net Income (9/4/18 - 2/5/19)																																		
Income from SCRIP	\$ 154.66																																	
Income from Directories	\$ 2,755.00																																	
Income from Homecoming Spirit Wear (FINAL)	\$ 3,889.00																																	
Income from Trivia Night (FINAL)	\$ 7,096.82																																	
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Donation Income	\$ 25.00																																	
Income from School Kits ('17/'18 Profit)	\$ 2,599.91																																	
Year to Date Total Income	\$ 19,821.83																																	
Administrative Expenses	\$ (572.09)																																	
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Year to Date Net Income		\$ 19,249.74																																
Year to Date Distributions to Elementary Schools for '18/'19 Schoolyear		\$ (2,500.00)																																