

BCG PTO Meeting Minutes
Chatham Area Pubic Library
August 2, 2022 6:00 PM



I. Welcome and Introductions

Chelsey Cox called the meeting to order at 6:03 p.m. Introductions followed.

II. Approval of May minutes

Teri Kerr sent out the May minutes via email to the Board, Committee Charis, and attending members prior to this meeting. Members present approved the minutes with the following addendum:

***New positions for 2022-2023 school year:*

Chelsey Cox will replace Kelly Settlemaier as PTO President.

Joe Jay will replace Jenny Vaughn as Executive Treasurer.

Alicia Heffley will replace Amy Nordyke as GES Vice President.

Janet Sanderfield will replace Chelsey Cox as BES Vice President.

Nicole Moore will replace Alicia Heffley as GES Treasurer.

BCG PTO Bank Account signers for the 2022-2023 school year will include the following:

Chelsey Cox will replace Kelly Settlemaier (President).

Joe Jay will replace Jenny Vaughn (Executive Treasurer).

Nicole Moore will replace Alicia Heffley (GES Treasurer).

Sabrina Wagahoff will remain on the account as CES Treasurer.

Christy Wavering will remain on the account as BES Treasurer.

III. Treasurer's Report

The bank will need documentation of the new Executive Treasurer and Treasurers in the form of meeting minutes in order for them to obtain new signature cards. Past Executive Treasurer Jenny Vaughn will be meeting with incoming Executive Treasurer Joe Jay next week to plan for his transition into the new role. At the September meeting, a vote will need to be made on the amount of money disbursement from the PTO account to each elementary school. Ideally, checks will be presented at an upcoming BCG PTO Board meeting. Checks will need to be signed by both Chelsey Cox and Joe Jay since it will be over \$500.

Transactions:

\$100 (The Tap Room) for the May 21, 2022 Community Fun Run 2 Fun Fair (Joe Jay will pick up this check)

\$2,500 (The Pole Barn Chic) for the May 21, 2022 Community Fun Run 2 Fun Fair

\$195 (CES Photographer Jordin Lewis) for the K/4 Graduation Photos

\$150 (GES Photographer Teresa Perkins) for the K/4 Graduation Photos

Payment from BES photographer (Amy Joy) has not been received from the K/4 Graduation.

IV. Open positions

- a. Recognize recently filled positions
 - i. Chelsey Cox, BCG PTO President
 - ii. Joe Jay, Executive Treasurer
 - iii. Janet Sanderfield, BES Vice President
 - iv. Alicia Heffley, GES Vice President
 - v. Nicole Moore, GES Treasurer
- b. Spirit Wear Chair—filled by Jennifer Hutchison
- c. Website and Social Media Chair—filled by Greg Mayes
- d. Fun Fair and 5K Chair and committee members

V. Committee Reports

- a. School Supplies
258 School Supply kits were ordered. Proceeds were \$563.46
- b. Graduation Photos
Approximately 40 photo sessions were held. Received CES check for \$195. Received GES check for \$150. Vanessa will contact BES photographer to obtain payment. Offering Pre-K photos at BES for next spring was discussed.
- c. 5K
It was suggested to move the next 5K fundraiser to November to increase community participation. Bill Stokes was a great resource for this past year's race.
- d. Directories
Greg Mayes will Chair the Directories and notepads fundraiser.
- e. Staff Appreciation
Fall staff appreciation will occur October 6 and 7. We will consider purchasing tote bags for new teachers.
- f. Book Fairs
The Fall book fair will be held November 1-7. Vice Presidents will be asked to help as cashiers during the book fair. We will need 2 cashiers per shift. The book fair will also be open during family reading night at each school.
- g. Spirit Wear
Jennifer Hutchison will be acting as Chair of the Spirit Wear committee. Impressions will be considered as a vendor in the future with a more limited selection than previously offered.
- h. Little Italy's Pizza
Nothing to report. Chelsey will reach out to Sabrina Wagahoff.
- i. Website and Social Media
Nothing to report. Greg Mayes will be acting as Chair of the Website and Social Media committee.
- j. Fun Run to Fun Fair
Profits from the Fun Run 2 Fun Fair is to be determined. For the fall 2022 Fun Fair, it is recommended to establish a date early so that preparations can begin and GES can be reserved.

- VI. New Fundraiser Ideas
 - a. November Trivia night
 - b. Casey's reward points
 - c. Milk bottle lids
 - d. Establishing the BCG PTO as a 501c3

- VII. Vice President Reports
 - a. Meet the Teacher Night (August 15 from 6-7:30 PM)
In the past, each school had a staffed PTO table distributing informational fliers and a place for parents to provide their email to be added to the email list. Chelsey will reach out to each school to see if this will be allowed this year.
 - b. BES, CES, GES
Picture day is tentatively scheduled for October 11. Schools might need parent volunteers to help guide children in and out of their picture sessions.

- VIII. Next meeting – September 6, 6 PM, Chatham Public Library

- IX. Adjourned at 7:04 PM