

November 2, 2021 6:00 p.m.  
Chatham Public Library  
Approved Minutes



- I. Welcome & Introductions  
Kelly Settlemoir called the meeting to order at 6:01 p.m.
- II. Approval of October Minutes  
Teri Kerr sent out minutes of the October 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
  - a. Jenny Vaughn is working on the November Executive Treasurer's Report. Totals from the recent spirit wear sale haven't been received from Impressions Design.
  - b. Kari Clark, GES Staff Appreciation Chair, was reimbursed \$117 for expenses for the October Staff Appreciation event.
  - c. Checks will be cut for profits from the October book fairs to each school.
  - d. The web platform godaddy fee was \$120.64.
  - e. Our USPS post office box renewal has been paid.
  - f. Jenny will renew our tax exempt status. This will require a full audit. Abby will create a financial statement.
- IV. Open positions
  - a. BCG PTO President. This position will require a person with previous experience.
  - b. BES Staff Appreciation Chair. Chelsey will see if she can get this position filled.
  - c. School Supplies Chair for 2022-2023
- V. Committee Reports
  - a. Spirit Wear  
All questions/concerns regarding missing/incorrect orders need to be referred to Ashley Hinds. PTO will consider a spirit wear winter sale from a vendor TBD.
  - b. Directories/Notepads  
Orders are being counted the week of November 2. Kelly will reach out to Tara to request extra directories ordered to have on hand for sale after the order period has closed.
  - c. Book Fairs
    - i. BES cash profit: \$2465.97, GES cash profit: \$2271.08, CES cash profit: \$2247.80
    - ii. Chelsey will reach out to Brandon at Scholastic to inquire about having the book fair Thursday, February 10 – Wednesday, February 16, 2022. This would allow us to have the book fairs during the week that open houses happen at each school.
  - d. Little Italy's Pizza  
Sales from October fundraiser nights totaled \$75.23.
  - e. Tumblers  
177 tumblers were sold for a profit of \$1175. These will be delivered to Sabrina's house. Each school will need to coordinate delivery to students. We can now utilize RTIC for future orders as they now have our logo which was covered under the \$75 set-up fee.

- f. Other Fundraising
  - i. Potential April 24, 2022 Community Race. Can host a serious and a fun run.
- g. Staff Appreciation

Beverages and snacks were provided to staff at each school during parent/teacher conferences on October 28 and 29. GoFundMe donations totaled \$1132.23. GES used \$117 from this. The remaining funds can be utilized during the Spring Staff Appreciation days held on May 2 – 6, 2022. BES still needs a Staff Appreciation Chair.
- h. Website/Social Media

No report.

VI. TreeRing Yearbook

It was asked whether the PTO needs to take on creation/distribution of school yearbooks. Lifetouch takes care of this for each school so it was determined this is not a need.

VII. Vice President's Reports

Nothing to report other than above Book Fair sales.

VIII. Administration Information

BES reported that over 600 virtual parent/teacher conferences were conducted. Feedback from this type of meeting was positive for both parties. Schools were excited to introduce the MyPath online program for students. This is a tailored website that meets the child where they are academically in a fun format. Schools will be making a virtual Veterans Day program. Administrators were thrilled with the success of the book fairs and Halloween parties.

IX. President's Report

GES is asking if the PTO is planning on donating funds to help with Titan Store. It was decided that GES can use general funds from their school if needed. Tammy's Garden is an upcoming project at GES that PTO will consider providing monetary donations. Kelly has 30-40 water bottles that she will donate to each school for distribution as the schools see fit.

X. Next meeting –December 7th, 2022 at 6:00pm Chatham Public Library

XI. Meeting Adjourned at 7:00 pm.

**Ball Chatham Glenwood PTO Meeting 11/02/21**  
**Executive Treasurer's Report**  
**For the Period 10/05/21 - 11/02/21**  
**Last Report Date: 10/05/21**

<b>Beginning Balance (5/4/21):</b>		<b>Bank Account Reconciliation (10/05/21-11/02/21)</b>		<b>\$ 20,688.65</b>
		<u>Expenses</u>	<u>Income</u>	
Book Fair		BES	\$ 8,143.82	
		BES Wheel Spin	\$ 144.12	
		CES	\$ 5,121.74	
		CES-Suckers	\$ 79.75	
		GES	<u>\$ 6,533.01</u>	
			<u>\$ 20,022.44</u>	
Staff Appreciation	Go Fund Me Donations		\$ 1,132.23	
	GIS/GMS GoFundMe transfers		<u>\$ 656.95</u>	
			<u>\$ 1,789.18</u>	
Little Italy's	October		\$ 75.23	
			<u>\$ -</u>	
			<u>\$ 75.23</u>	
Directories	online 2021/2022 @ \$5		\$ 845.00	
	Note Pads		\$ 76.00	
	\$1 to cover online expense		\$ 169.00	
	BES paper orders		\$ 510.00	
	CES paper orders		\$ 397.00	
	GES paper orders		<u>\$ 336.00</u>	
			<u>\$ 2,333.00</u>	
Tumblers	177 @ \$25		\$ 4,425.00	
			<u>\$ -</u>	
			<u>\$ 4,425.00</u>	
Voluntary donations to drefary cost of online business			\$ 41.00	
			<u>\$ -</u>	
			<u>\$ 41.00</u>	
Parent Donation			\$ 10.00	
			<u>\$ -</u>	
			<u>\$ 10.00</u>	
<b>Total Income for Period</b>			<u>\$ 28,695.85</u>	
Other Expenses				
	Background Check	\$	(80.00)	
	Square fees	\$	(136.59)	
	Paypal fees	\$	(147.16)	
	Wix Web Hosting	\$	(324.00)	
	PO Box Renewal	\$	<u>(134.00)</u>	
<b>Total Expenses for Period</b>		<u>\$</u>	<u>(821.75)</u>	
General Distribution (CES)		\$	(3,000.00)	
General Distribution (BES)		\$	(3,000.00)	
General Distribution (GES)		\$	(3,000.00)	
		\$	<u>-</u>	
<b>Total Distributions for Period</b>		<u>\$</u>	<u>(9,000.00)</u>	
<b>Balance on Hand (11/2/21):</b>				<u><u>\$ 39,562.75</u></u>

<b>21/'22 School Year Fundraising Net Income</b>		
Little Italy's		\$ 244.08
Directories		\$ 5.00
		\$ -
		\$ -
		<u>\$ -</u>
<b>Year to Date Total Income</b>		<u>\$ 249.08</u>
<b>Year to Date Net Income</b>		<u><u>\$ 249.08</u></u>