

BCG PTO Meeting Minutes
Chatham Area Public Library
December 6, 2022 6:00 PM



- I. Welcome & Introductions
Joe Jay called the meeting to order at 6:05 PM. Introductions followed.
- II. Approval of November's minutes
Teri Kerr sent out the November minutes via email to the Board, Committee Chairs, School Administration, and attending members prior to this meeting. Members present postponed approving the minutes until the January meeting due to low meeting attendance.
- III. Treasurer's Report
 - a. Treasurer's report was discussed. Attached.
 - b. Joe Jay will discuss details on becoming a 503c tax exempt organization at the next meeting.
 - c. The GES School Toolbox check has been received. Per School Toolbox, BES and CES checks have also been mailed, yet not received. BES and CES VP's will need to check their school's mailbox in the coming days.
- IV. Open positions
 - a. Fun Fair Co-Chair and committee members
- V. Committee Reports
 - a. Titan Trek – November 19, 2022
A huge thank you to everyone that helped with this event.
 - b. Fun Fair – February 25, 2023
Joe Jay is currently Chair of this committee and is responsible for concessions and entertainment vendors. There is a need for an additional Co-Chair of this committee who could coordinate the children's games. A sponsorship letter is needed. The Pole Barn has committed to a Premier Sponsorship level at \$1500. Joe will contact the entertainment vendors to ensure they are available that day. The GMS storage area needs to be examined to determine the condition of the games and what extra supplies might need to be obtained.
 - c. Spirit Wear
Jennifer Hutchison setup an online-only store through Outbreak designs. The sale was open until December 13. Those that bought items picked them up on December 20 at the Chatham Public Library. On December 21, the orders not yet picked up were delivered to the schools.
 - d. Directories/Notepads
Several families were not included in the directory despite selecting to be included. An email has been sent to Brett. We are considered creating an addendum of the families excluded to pass out to those that purchased a directory. Need to make a note to double check directory against class lists before printing next year.
 - e. Spring Book Fair
Planning for spring fair is underway. The dates of the fair will coincide with the Spring open house so parents can also shop with their student that night.
 - f. Website & Social Media - No update
 - g. Other Fundraisers – No update
- VI. Vice President Reports
 - a. BES – Help is needed for a few time slots on December 19 for The Gift of Time. Chelsey found several items in the BES storage area that could be sold at the upcoming Fun Fair. She also found several PTO volunteer shirts that were not event specific. We should plan to use this style of shirt for any upcoming events.
 - b. CES – no update
 - c. GES – no update
- VII. Administration Information (Provided via email by Tricia Burke)
The schools appreciate the support that the PTO provides. The fall festival previously discussed sounds like a great idea, but we would need to ensure we had a space large enough to host it.
- VIII. President's Report--Nothing to report

- IX. Other Business-none
- X. Next meeting – January 10, 6 PM, Chatham Public Library
- XI. Adjourned at 6:40 PM

Ball Chatham Glenwood PTO Meeting 12/6/22					
Executive Treasurer's Report					
For the Period 11/2/22 - 12/5/22					
Last Report Date: 11/1/22					
Bank Account Reconciliation (11/2/22 - 12/5/22)					\$ 2,770.66
Beginning Balance (9/7/22):					
Book Fair Sales	CES				\$ 6,164.83
	BES				\$ 7,904.00
	GES				\$ 8,197.75
					\$ 4,007.92
Titan Trek Registrations					
Titan Trek Shirt Printing			\$ 1,253.00		
Titan Trek Supplies			\$ 112.45		
Paypal Balance Transfer				\$ 1,493.73	
SAW Reimbursement - B. Sloman			\$ 66.50		
Background Checks			\$ 60.00		
Total Expenses for Period			\$ 1,491.95		
				\$ 27,768.23	
Total Income for Period					
Balance on Hand (10/4/22):					\$ 29,046.94
Assets and Liabilities					
Account				Owed	Balance
Directory Reimbursement - Greg				\$ 32.01	
School ToolBox	BES				\$ 471.39
	CES				\$ 431.02
	GES				\$ 627.93
Scholastic					
	BES			\$ 4,870.30	
	CES			\$ 3,710.32	
	GES			\$ 3,222.83	
IEA Printing				\$ 38.84	
Titan Trek Titan				\$ 352.50	
Titan Graphics				\$ 119.00	
Book Fair Disbursements				\$ 7,049.90	
Total				\$ 19,395.70	\$ 1,530.34
Total Cash and Cash Equivalent					\$ 11,181.58
Book Fair Profits	Gross Sales	Cash Profit	Scholastic Dollars	Scholastic Rewards	
CES	\$ 10,167.32	\$ 1,677.02	\$ 1,236.23	\$ 200.00	
BES	\$ 12,930.20	\$ 2,584.76	\$ 790.22	\$ 200.00	
GES	\$ 12,282.80	\$ 2,788.12	821.93	\$ 200.00	
Total:	\$ 35,380.32	\$ 7,049.90	\$ 2,026.45	\$ 600.00	