

BCG PTO Meeting Minutes
Chatham Area Pubic Library
October 4, 2022 6:00 PM



- I. Welcome and Introductions
Chelsey Cox called the meeting to order at 6:08 PM. Introductions followed.
- II. Approval of September minutes
Teri Kerr sent out the September minutes via email to the Board, Committee Chairs, School Administration, and attending members prior to this meeting. Members present approved the minutes.
- III. Treasurer's Report
 - a. Treasurer's reports from 5/4/22 – 9/6/22 and 9/7/22- 10/4/22 were discussed. Attached.
 - b. Elementary schools received checks for \$11,000 each.
 - c. Joe Jay discussed the potential benefits of becoming a 503c tax exempt organization. He will provide further information at the next meeting. Members present approved the motion to pursue this as an option.
- IV. Open positions
 - a. Trivia Night Chair and committee members – no one has expressed interest. This will be tabled until the 2023-2024 school year.
 - b. Titan Trek/Fun Run committee members
- V. Committee Reports
 - a. Titan Trek/Fun Run – November 19, 2022
Claire Griffith has been working with Bill Stokes. Chatham Police Department has been notified. A Sign Up Genius has been created for volunteers for the day of the event. We are in need of sponsorships.
 - 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. Sponsorships are needed for the Fun Fair. Chelsey suggested when asking for potential sponsors for the Titan Trek, to also consider asking about sponsoring for the Fun Fair. If not, we should start asking for sponsors for the Fun Fair in January. Joe said Sabores was interested in sponsoring.
 - c. Trivia Night
Will be tabled as a potential fundraiser until 2023-2024.
 - d. Spirit Wear
Jennifer Hutchison has been working with Greco Graphics to get a design and spirit wear options ready with the thought of delivery by Thanksgiving. They will create three designs offering five different items. Discussion ensued about coordinating this sale with a coozie and/or tumbler sale. We would like to build up excess inventory so that we can sell items at the certain events like parent-teacher conference days, kinder camp, meet the teacher night, and family reading night. Lastly, the owner at Farmstead Primitive said she would be willing to sell items out of her store.
 - e. Directories/Notepads
This sale ends October 5, 2022. 211 directories have been sold to date.
 - f. Book Fairs – November 1 – 7, 2022
Fliers will be distributed to parents in the next couple of weeks. Family Reading Night will be November 3. Scholastic is no longer providing free shipping or rewards. They are also not allowing tax exempt purchases for the schools. They are providing two registers to each school (instead of three as in years past). Because of these changes, we will re-evaluate the use of Scholastic for our Spring book fair. Profits from the Fall book fair will be taken in the form of cash and for the Spring as Scholastic Dollars. Scholastic Dollars are given to each school's librarian.
 - g. Little Italy's Pizza
Sabrina has reached out to the new owners of Little Italy's in regard to continuing this fundraiser and they have not responded.

h. Website & Social Media

Greg was not present to provide an update.

i. Staff Appreciation – October 6 and 7, 2022

Most of the donation requests for food items have been met for all three schools. Karrie Clark had fliers printed at IEA.

j. Other Fundraisers

It was suggested to move the K and 4 graduation pictures to a school day in May so that more families can participate.

VI. Vice President Reports

a. BES - Help is needed on October 11 for picture day.

b. CES - Needs two more helpers for October 11 picture day.

c. GES - Alicia has several L/XL titan shirts from the May 2022 Fun Run to Fun Fair. She will donate them to the Titan Closet at GHS.

VII. Administration Information (Provided by Tammy Hermes)

The schools appreciate the support that the PTO provides. Parent Teacher conferences are October 6 and 7. October 11 is picture day. November 3 is Family Reading Night. The district has moved from quarters to trimesters. Help will be needed on October 13 from 12 PM – 3 PM at the GIS fieldhouse to sort the items from the elementary schools' recent fundraiser. Tammy received all three \$11,000 checks from the PTO tonight and she will distribute to the other schools.

VIII. President's Report--Nothing to report

IX. Other Business-none

X. Next meeting – November 1, 6 PM, Chatham Public Library

XI. Adjourned at 7:33 PM

Ball Chatham Glenwood PTO Meeting 10/4/22
 Executive Treasurer's Report
 For the Period 5/4/22 - 9/6/22
 Last Report Date: 5/3/22

		Bank Account Reconciliation (5/4/22 - 9/6/22)		\$	26,717.08
Beginning Balance (5/3/22):		Expenses	Income		
Staff Appreciation Week					
	Reimbursements	\$ (3,480.95)			
	GoFundMe Income		\$ 1,460.02		
FunRun/FunFair					
	Reimbursements/Expenses	\$ (7,846.14)			
	Income (Sponsor + Sales)		\$ 18,187.19		
Misc Income					
	Book Fair Sucker Pool		\$ 40.00		
Misc Expenses					
	WIX - 2022 Directories	\$ (384.00)			
	Background Checks	\$ (20.00)			
Total Expenses for Period		\$ (11,731.09)			
Total Income for Period			\$ 19,687.21		
Balance on Hand (9/6/22):				\$	34,673.20
21/'22 School Year Fundraising Net Income (September '21 through August '22)					
Fall Spirit Wear			\$ 5,023.82		
Little Italy's			\$ 403.02		
Tumbler Sales			\$ 2,019.92		
Directories			\$ 1,766.19		
Winter Spirit Wear			\$ 1,839.28		
Lucky Spirit Wear			\$ 2,067.00		
Fun Run/Fun Fair			\$ 12,471.04		
Income from Lucky Spirit Wear (Preliminary)			\$ 1,499.00		
Total			\$ 27,089.27		
Administrative Expenses		\$ (692.64)			
21/22 Net Fundraising Total:				\$	26,396.63

Ball Chatham Glenwood PTO Meeting 10/4/22
Executive Treasurer's Report
For the Period 9/7/22 - 10/4/22
Last Report Date: 9/6/22

Beginning Balance (9/7/22):

Bank Account Reconciliation (9/7/22 - 10/4/22)

Directory Sales				\$ 34,673.20
Square Deposits				
		Expenses	Incomes	
			\$ 696.55	
IEA - Printing		\$ (121.87)		
SAW Purchase		\$ (62.72)		
Total Expenses for Period		\$ (184.59)		
Total Income for Period			\$ 696.55	
Balance on Hand (10/4/22):				<u><u>\$ 35,185.16</u></u>

Other Accounts

Account		Balance
Paypal		\$ 1,302.05
Square		\$ 61.41
School ToolBox	BES	\$ 471.39
	CES	\$ 431.02
	GES	\$ 627.93
Total		<u><u>\$ 2,893.80</u></u>

Total Cash on Hand \$ 38,078.96