

BCG PTO Meeting Minutes
Chatham Area Public Library
January 10, 2023 2022 6:00 PM



- I. Welcome & Introductions
Chelsey Cox called the meeting to order at 6:04 PM.
- II. Approval of November and December minutes
Teri Kerr sent out the November and December meeting minutes via email to the Board, Committee Chairs, School Administration, and attending members prior to this meeting. November and December minutes were approved.
- III. Treasurer's Report
 - a. Treasurer's report was discussed. Attached.
 - b. The GES School Toolbox check has been received. Per School Toolbox, BES and CES checks have also been mailed, yet not received. Joe Jay will follow-up.
 - c. A motion was proposed to disburse Fall 2022 book fair profits back to each respective school into their library funds, instead of splitting equally among the three schools. Motion approved.
 - d. Approximately \$770.00 was made from the recent online-only Outbreak Designs Spirit Wear sale. Jen Hutchison will verify when and where the check will be sent.
- IV. Open positions
 - a. Fun Fair Co-Chair and committee members
- V. Committee Reports
 - a. Fun Fair – February 25, 2023
Joe Jay is currently Co-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. The following things need to be completed: creation of a sponsorship letter, inspection of the games, signup list for volunteers and volunteer coordinator, creation of signage, order food and food supplies, and many other tasks. A separate planning meeting will happen next week. The Pole Barn has committed to a Premier Sponsorship level at \$1500.
 - b. Spirit Wear
Discussion ensued about "Lucky to be a Titan" spirit wear.
 - c. Directories/Notepads
IEA invoice for printing of directories/notepads was \$674.00.
 - d. Spring Book Fair – February 6 – 10, 2023
 - i. Delivery dates for the Spring 2023 book fair have not been established.
 - ii. Dates are not set for the Fall 2023 book fair. The week of October 16 is a busy time for Scholastic. October 19 and 20 will be parent-teacher conferences. Several options for dates were discussed including the importance of coordinating with Family Reading Night.
 - e. Website & Social Media
Greg has updated the website with previous PTO meeting minutes.
 - f. Other Fundraisers
A daddy-daughter fundraiser was discussed with the potential to be held at GHS.
A coin fundraiser was also discussed since it would require minimal overhead.
- VI. Vice President Reports
 - a. BES – no update
 - b. CES – no update
 - c. GES – no update
- VII. Administration Information (Provided by Steve Rembusch)
MAP testing will begin on 1/23. Schools are in need of playground supervisors. It's a paid 3.5 hour shift. A new librarian, Mrs. Susan Carrigan, has started at CES. There is a new Facebook page for CES.
- VIII. President's Report--Nothing to report

IX. Other Business

The district bulletin comes out February 10, with a deadline of January 24 for submitting information. The link to order the "Lucky to be a Titan" spirit wear sale as well as the Fun Fair order form will need to be submitted. Zach Baliva is the new Director of Communications.

X. Next meeting – February 7, 6 PM, Chatham Public Library

XI. Adjourned at 7:18 PM

Ball Chatham Glenwood PTO Meeting 12/6/22

Executive Treasurer's Report

For the Period 12/6/22 - 1/10/22

Last Report Date: 12/5/22

Bank Account Reconciliation 12/6/22 - 1/10/23)

Beginning Balance (9/7/22): **\$29,046.94**

	Expenses	Incomes
Greg Mayes - Label reimbursement	\$32.01	
Directory Sales		\$107.00
Scholastic		
BES	\$4,870.30	
CES	\$3,710.32	
GES	\$3,222.83	
Total Expenses for Period	\$11,835.46	
Total Income for Period		\$107.00
Balance on Hand:		<u>\$17,318.48</u>

Assets and Liabilities

Account	Owed	Balance
School ToolBox		
BES		\$471.39
CES		\$431.02
GES		\$627.93
Book Fair Disbursements	\$7,049.90	
Total	\$7,049.90	<u>\$1,530.34</u>
Total Cash and Cash Equivalent		<u>\$11,798.92</u>