

December 7, 2021 6:00 p.m.
Chatham Public Library
Approved Minutes



- I. Welcome & Introductions
Kelly Settlemoir called the meeting to order at 6:00 p.m.
- II. Approval of November Minutes
Teri Kerr sent out minutes of the November 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. Totals from the recent spirit wear sale haven't been received from Impressions Design. There are still backordered items.
 - b. Jenny will order deposit stampers for each school as a quick method to endorse checks.
- IV. Open positions
 - a. BCG PTO President
 - b. BES Staff Appreciation Chair
 - c. School Supplies Chair for 2022-2023 has been filled by Joe Jay
 - d. School Directories for 2022-2023 has been filled by Greg Mayes
- V. Committee Reports
 - a. Spirit Wear
All questions/concerns regarding missing/incorrect orders need to be referred to Ashley Hinds. There are still back ordered items.
 - b. Directories/Notepads
The order has been placed. It is anticipated that they will be delivered to the schools shortly before winter break.
 - c. Book Fairs
Checks from the three schools were mailed to Scholastic. However, Scholastic didn't receive payment from GES, so a stop payment will be placed on the previously sent check and a new one will be issued in the amount of \$4259.25. The Spring 2022 book fair is scheduled for February 10-16 with delivery 1-5 days before the 10th and pickup on February 16 or after. Chelsey Cox (BES) will have a phone call with Scholastic representative Brandon next week to confirm dates.
 - d. Little Italy's Pizza
There were no November pizza sales. We will start promoting Family Dinner Nights in January.
 - e. Tumblers
3 of the 6 tumblers that were left over after this fundraiser have already been sold.
 - f. April 24 Community Fun Run
This will be discussed more during the January meeting.
 - g. Website/Social Media
An online spirit store was launched.

- VI. Vice President's Reports
 - a. BES: Chelsey is coordinating volunteers for cocoa and movies in the cafeteria for each grade level
 - b. CES: Nothing to report
 - c. GES: Working on resolving outstanding spirit wear orders

- VII. Administration Information
Nothing to report

- VIII. President's Report
Nothing to report

- IX. Next meeting –January 11th, 2022 at 6:00pm Chatham Public Library

- X. Meeting Adjourned

Ball Chatham Glenwood PTO Meeting 12/07/21
Executive Treasurer's Report
For the Period 11/02/21- 12/07/21
Last Report Date: 11/02/21

Bank Account Reconciliation 11/02/21- 12/07/21			
Beginning Balance (5/4/21):			<u><u>\$ 39,562.75</u></u>
		Expenses	Income
Book Fair	Payments to School	BES \$ (2,465.97)	\$ -
		CES \$ (2,247.80)	\$ -
		GES \$ (2,271.08)	\$ -
	Payments to Scholastic	BES \$ (5,087.85)	\$ -
		CES \$ (3,765.59)	\$ -
			<u>\$ -</u>
Staff Appreciation	Deposit reimbursement		\$ 65.00
		\$ (100.17)	\$ -
			<u>\$ 65.00</u>
Directories			\$ 29.00
			\$ -
			<u>\$ 29.00</u>
Tumblers	Refunds x3	\$ (73.25)	\$ -
	Reimbursement for product	\$ (2,455.08)	\$ -
			<u>\$ -</u>
School Supplies			\$ 1,311.33
			\$ -
			<u>\$ 1,311.33</u>
Total Income for Period			<u><u>\$ 1,405.33</u></u>
Other Expenses	Background Check	\$ (20.00)	
	BlueHost	\$ (120.64)	
	Paypal fees	\$ -	
	Wix Web Hosting	\$ -	
	BlueHost	\$ -	
	Square fees	\$ -	
	Paypal fees	\$ -	
	Wix Web Hosting	\$ -	
		\$ -	
Total Expenses for Period		<u><u>\$ (18,607.43)</u></u>	
Balance on Hand (11/2/21):			<u><u>\$ 22,360.65</u></u>

Placing STOP PAYMENT on check #1217 to Scholastic for GES and reissuing #1224 for \$4259.25

21/'22 School Year Fundraising Net Income	
Little Italy's	\$ 168.85
Directories	\$ 5.00
	\$ -
	\$ -
Year to Date Total Income	<u><u>\$ 173.85</u></u>
Year to Date Net Income	<u><u>\$ 173.85</u></u>