October 5, 2021 6:00 p.m.
Chatham Public Library
Approved Minutes

I. Welcome & Introductions
Kelly Settlemoir called the meeting to order at 6:03 p.m.

II. Approval of September Minutes
Keri Funderburg sent out minutes of the September 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 e-mailed the Executive Treasurer's Report and it is below.
b. Our USPS post office box is up for its yearly renewal. Jenny will renew.
c. Our tax exempt status is also up November 1, 2021. Jenny will renew.
d. Our yearly webhost fee of $324 is due. This allows the PTO to have an online commerce platform. Members present approved this renewal by a unanimous voice vote.
e. A debit card has been set-up for next year.

IV. Open positions
a. BCG PTO President
b. CES Staff Appreciation Chair
c. BES Staff Appreciation Chair
d. School Supplies Chair for 2022-2023

V. Committee Reports
a. School Supplies
Waiting on the check that typically comes in the second half of the year

b. Spirit Wear
Orders will tentatively be delivered by October 12. Each school VP will need to coordinate distribution. There will be a possible holiday sale.

c. Directories
Tara Kulavic is currently working on the order form for school directories and notepads. Sales will be conducted via paper order form and online.

d. Book Fairs
Book fairs are currently underway at each school. Librarians will be able to pull $500 worth of books as tax exempt and scholastic dollars. Final profit from each fair as requested from each school administrator will be taken in the form of cash.

e. Little Italy's Pizza
Little Italy's Pizza nights are the second Tuesday/Wednesday of each month. Sabrina also collects the box tops from each school. She isn't receiving many box tops from the schools.

f. Other Fundraising
   i. 30 oz. Tumblers: Sabrina sent a new logo. Waiting on proof. Will follow-up with the company
   ii. Ceramic 4 X 4 tiles: Jenny discussed possible options for display (our schools vs. local businesses) and also discussed selling options. This would be a Spring fundraiser.
   iii. Coupon book: Potentially a January fundraiser. Athletic Boosters are already selling these so we would be concerned about competing with them. Could be an all online sale.
   iv. Cocktail fundraiser/cookie decorating kits: Kelly will reach out to Madison to see if doing both types of baskets would be possible.

g. Staff Appreciation
Parent/Teacher conferences will be conducted virtually on October 28 and 29. BES and CES need Staff Appreciation Chairs. Chelsey will send out a request to BES parents. Brittany Sloman volunteered to be the CES Chair. Parents can elect to choose prepackaged snack donations and/or participate in a GoFundMe for snack to be purchased. Any leftover funds will be rolled over for the Spring Staff Appreciation days. Committee members will setup the snacks on the morning of October 28. Kelly has leftover treat bags. There is not enough for all new STAFF members, but enough for all new teachers. She will distribute to the schools.

h. Website/Social Media
This committee has met. Jenny will be ready to transition out of this committee at the end of the 2021-2022 school year.

VI. Vice Presidents' reports
None

VII. Administration Information
Each administrator expressed their appreciation for the support received from the community at the start of the school year. School administrators each received $3000 checks from the BCG PTO's past fundraising efforts.

VIII. President's Report
Kelly reminded Executive committee members to "reply to all" when responding to emails so it is clear when issues have been addressed.

IX. Other Business
None at this time.

X. Next meeting – November 2, 2021 at 6:00pm Chatham Public Library

XI. Meeting Adjourned at 7:00 pm.

Ball Chatham Glenwood PTO Meeting 10/05/21
Executive Treasurer's Report
For the Period 09/07/21 - 10/05/21
Last Report Date: 09/07/21

Bank Account Reconciliation (09/07/21-10/05/21)

Beginning Balance (5/4/21):					**$ 16,226.32**
			Expenses	**Income**	
Spiritwear		BES		$ 968.00	
		CES		$ 924.00	
		GES		$ 2,109.00	
				$ 4,001.00	
Book Fair		CES		$ 1,687.48	
	Register Start -Up Cash	BES	$ (400.00)	$ -	
	Register Start -Up Cash	CES	$ (600.00)	$ -	
	Register Start -Up Cash	GES	$ (400.00)	$ -	
				$ 1,687.48	
Little Italy's	September			$ 168.85	
				$ -	
				$ 168.85	
Directories	2020/2021 Directory	GES		$ 5.00	
				$ -	
				$ 5.00	
Total Income for Period				$ 5,862.33	
Other Expenses					
			$ -		
			$ -		
			$ -		
Total Expenses for Period			$ (1,400.00)		
Total Distributions for Period			$ -		
Balance on Hand (8/10/21):					**$ 20,688.65**

21/'22 School Year Fundraising Net Income

Little Italy's	$ 168.85
Directories	$ 5.00
	$ -
	$ -
	$ -
	$ -
	$ -
	$ -
	$ -
	$ -
	$ -
Year to Date Total Income	**$ 173.85**
Administrative Expenses	$ -
Year to Date Total Expenses	**$ -**
Year to Date Net Income	**$ 173.85**