

BCG PTO Meeting
Chatham Area Public Library
November 5, 2019 6:00 p.m.



Pending Minutes

- I. Welcome & Introductions
Kelly called the meeting to order at 6:05 p.m.
- II. Approval of October Minutes
Keri sent out minutes of the October 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
The Bank Account Reconciliation and YTD Net Income statement are attached.
Follett sent Book Fair invoices totaling \$16,850.18. Members present unanimously approved payment by voice vote.
- IV. Committee Reports
 - a. Spirit Wear
Profit from the Homecoming Spirit Wear sale is \$9,446. PTO has some extra Spirit Wear to sell. Christmas Spirit Wear sales flyer will go out soon. A limited number of items will be sold. PTO is using Greco Graphics for this sale.
 - b. Trivia Night
Trivia Night is scheduled for November 22, 6:00-10:00pm at the Firefighter's Lake Club. Tickets are on sale. Please share the link from PTO's Facebook page. PTO is still looking for sponsors from \$100 to \$500. Wine donations, with a value of \$10 or more, are still needed. We will consider switching to Glow-Bingo for next year.
 - c. Directories
All orders have been delivered. PTO ordered 450 directories and 185 notepads. PTO received 12 extra directories and 21 extra notepads. Extras have been distributed to all three schools for walk in sales.

- d. Book Fairs
Total profit from Fall Book Fairs is \$8,285. All three schools experienced significant complications. CES did not receive auto refills, BES received auto refill after sales were closed. GES was shorted two sales cases and did not receive auto refills. Customer Service from Follett was quite lacking. GES received a \$150 gift card to compensate. Gift card will be shared between all three schools. Abby will check with Scholastic to check their availability to source Spring Book Fairs. PTO would like to run Fairs during Spring Open House.
- e. Fun Fair
Fun Fair is scheduled for February 29 from 11am-3pm at GES. While the main organization will take place after Trivia Night, Angie and Brandi will work on booking shows and bounce houses.
- f. Box Tops Etc.
Viv shipped out \$1200 in Box Tops.
- g. Staff Appreciation
Appreciation snacks and drinks went well. BES had extra and is holding for staff meetings. Planning for May Staff Appreciation Week will begin after Fun Fair.
- h. Website & Social Media
Please share Trivia Night posts.
- V. Vice Presidents' Reports
 - a. BES/CES/GES
BES and GES still need volunteers to man Veteran's Day sign up tables.
- VI. Principal/AP Reports
BES/CES/GES
Veteran's Day programs are November 8. Students are asked to wear red, white or blue. No school on Veteran's Day, November 11.
- VII. President's Report
GES needs a Book Fair Chair. Jenny will take over as Executive Treasurer next year.
- VIII. Other Business
 - a. None.
- IX. Next meeting –December 3, 2019, 6:00 p.m., Chatham Public Library
- X. Meeting Adjourned at 6:55 p.m.

Ball Chatham Glenwood PTO Meeting 11/5/2019
Executive Treasurer's Report
For the Period 10/2/19 -11/5/19
Last Report Date: 10/1/2019

Bank Account Reconciliation (10/2/19 - 11/5/19)		
Beginning Balance (10/2/19):		\$ 15,916.57
	Expenses	Income
Fall Book Fair Income		\$ 16,849.10
Sucker Money Book Fair Income		\$ 854.46
Fun Fair Silent Auction Income		\$ 110.00
Trivia Night Income		\$ 155.06
Directories Income		\$ 2,370.00
Homecoming Spirit Wear Income		\$ 284.00
Total Income for Period		\$ 20,622.62
School Tool Kits Expense	\$ (1,106.00)	
USPS PO Box Expense	\$ (92.00)	
Background Check Expense	\$ (20.00)	
Total Expenses for Period	\$ (1,218.00)	
Titan Store Distribution	\$ (500.00)	
Red Ribbon Week	\$ (1,000.00)	
Total Distributions for Period	\$ (1,500.00)	
Balance on Hand (11/5/19):		\$ 33,821.19

18/'19 School Year Fundraising Net Income (9/4/18 - 9/3/19)		
Income from SCRIP (FINAL)		\$ 132.30
Income from Directories (FINAL)		\$ 2,239.00
Income from Homecoming Spirit Wear (FINAL)		\$ 3,800.27
Income from Trivia Night (FINAL)		\$ 7,016.79
Income from Winter Spirit Wear (FINAL)		\$ 3,037.21
Income from FunFair (Preliminary)		\$ 9,570.70
Income from Lucky Titan Spirit Wear (Preliminary)		\$ 2,415.00
Income from BoxTops (FINAL)		\$ 5,037.30
Donation Income/Sucker Money (FINAL)		\$ 538.07
Income from School Kits ('17/'18 Profit)		\$ 2,599.91
Income from School Kits (Spring '19 Sale)		\$ 2,480.00
Staff Appreciation Week Income/Expense		\$ 863.34
Year to Date Total Income		\$ 39,729.89
Book Fair Printing Expense	\$ (34.96)	
Administrative Expenses	\$ (1,502.48)	
Year to Date Total Expenses	\$ (1,537.44)	
Year to Date Net Income		\$ 38,192.45
Year to Date Distributions to Elementary Schools for '18/'19 Schoolyear		\$ (42,702.00) *
*Distribution includes income earned from '17/'18 Schoolyear		

19/'20 School Year Fundraising Net Income (9/4/19 - 11/5/19)		
Income from Homecoming Spirit Wear (Preliminary)		\$ 284.00
Income from Trivia Night (FINAL)		\$ (92.00)
Year to Date Total Income		\$ 192.00
Administrative Expenses	\$ (20.00)	
Year to Date Total Expenses	\$ (20.00)	
Year to Date Net Income		\$ 172.00
Year to Date Distributions to Elementary Schools for '19/'20 Schoolyear		\$ (1,000.00)