

## BCG PTO Meeting

Chatham VFW

May 7, 2024 6:00 P.M.

- I. Welcome & Introductions  
Chelsey Cox called the meeting to order at 6:01pm. Introductions followed.
- II. Approval of April Minutes  
Katy Roszhart sent out the April meeting minutes via email to the Board, Committee Chairs, School Administration and all BCG PTO members prior to this meeting. Minutes were approved.
- III. Treasurer's Report
  - a. We have almost \$55,000 in the bank. Motion to approve giving each elementary school \$15,000. Motion was approved and checks were presented to each Elementary School Principal, who were all in attendance.
  - b. Outstanding balances owed include: \$5,130 for photography, \$1200 check for Subway for Staff Appreciation has not been cashed yet, Printing from IEA hasn't been received yet.
  - c. Spiritwear Spring Sale with Magpie Studio & Floral made about \$2600. We received 20% of that. Waiting on a check for \$540 from her.
  - d. The bank account will need documentation of the new Executive Treasurer, President & School Treasurers in the form of meeting minutes in order for them to obtain new signature cards.
  - e. Treasurer's Report was approved.
- IV. Open Positions for the 2024-2025 School Year
  - a. CES Book Fair Co-Chair
  - b. BES Book Fair Co-Chair
  - c. Titan Trek Co-Chair
  - d. Fun Fair Co-Chair
  - e. Website/Social Media Co-Chair
- V. Committee Reports
  - a. Graduation Photos
    - i. All were taken last week. Made about \$5000 after paying photographer.
    - ii. Unfortunately, photographer deleted all of CES photos and was unable to recover. We will need to do a retake day on May 15. Approved date with CES Admin. Vanessa had to pay photographer \$50 to attempt to recover photos on Mac computer. Motion to approve repaying her that \$50. Motion was approved.
    - iii. All agreed in the future we will be using a different photographer.
  - b. Staff Appreciation
    - i. Going well. Staff is very appreciative. Subway will be delivering and setting up all lunch on Thursday at each school.
  - c. School Toolbox
    - i. Posters, yard signs, flyers are all being mailed to each school. Will need to distribute to all students except current 4<sup>th</sup> graders.
    - ii. Fundraising % was raised to 10% (was 8%)

- d. Illinois State Fair Merchandise Sales
  - i. State Fair is August 9-18, we need to man 2 merchandise sales booths during each concert about 6-11pm each night. Katy will send out signupgenius to board first and then out to facebook and mailing list to fill in spots.
- VI. Other Business
  - i. Check presentation with Elementary School Principals- all received \$15,000
  - ii. Voting for Executive Board for 2024-2025 School Year
    1. *Sarah Bone will replace Chelsey Cox as Executive President.*
    2. *McKenna Matrisch will replace Katy Roszhart as Executive Secretary.*
    3. *Chelsy Buffat will replace Joe Jay as Executive Treasurer.*
    4. *Alicia Heffley will continue as GES President.*
    5. *Katy Roszhart will replace Nicole Moore as GES Vice President.*
    6. *Katie Blancett will replace Christy Wavering as GES Treasurer.*
    7. *Deni Logue will replace Janet Sanderfield as BES President.*
    8. *Paige Ruyle will replace Deni Logue as BES Vice President.*
    9. *Mindy Rees will continue as BES Treasurer.*
    10. *Brittany Sloman will continue as CES President.*
    11. *Kate Morris will continue as CES Vice President.*
    12. *Sabrina Wagahoff will continue as CES Treasurer.*
  - iii. Ideas brought forth:
    1. Membership- texting members and families instead of just email. Joe Jay will work on this.
    2. Directories need to go out earlier in the year. Christine Britton will work on this.
    3. Sponsorships will start sending letters out around August 1. So, all major events will need to have dates before then. Alicia Heffley is the chair on this.
  - iv. Dates for 2024-2025 School year were discussed. Need to find out dates for Parents Night Out and Titan Trek but all other dates are set. Meetings will continue to be on the first Tuesday of the month. Planning meeting for the year will be July 30.
- VII. School President's Reports
  - a. BES- none
  - b. CES- none
  - c. GES- none
- VIII. Administration Information
  - a. Staff Appreciation is wonderful. All of them are so thankful. Makes teachers feel so special.
  - b. Questions in previous meetings about where money was going towards. CES was able to let us know that Book Vending Machine and 4H Incubator Program for 1<sup>st</sup>

grade was funded with PTO money. Has everything line itemed out about where money is going towards if we want to share with families.

IX. President's Report

- a. Will need to do a presentation for Kindergarten Camp in August. Just need to update and send to school principals. Someone will need to present from each school's PTO.
- b. Meet the Teacher night we have PTO members available to handout brochures and recruit new members.
- c. Will need to update brochures and flyers with new school year and dates, etc... Katy will update and send to new board.
- d. Emails will all need to be changed in Bluehost. Greg will work on this.
- e. BCG PTO Bank Account signers for the 2024-2025 school year will include the following:
  - i. *Sarah Bone will replace Chelsey Cox (Executive President).*
  - ii. *Chelsy Buffat will replace Joe Jay (Executive Treasurer).*
  - iii. *Mindy Rees will replace Christy Wavering (BES Treasurer).*
  - iv. *Katie Blancett will replace Nicole Moore (GES Treasurer).*
  - v. *Sabrina Wagahoff will remain on the account as CES Treasurer.*

X. Next meeting – **July 30 at 6PM at Chatham Public Library**

XI. Adjourned at 7:23pm.

**Executive Treasurer's Report**  
**For the Period 4/10/24 - 5/7/24**  
**Last Report Date: 4/9/24**

<b>Bank Account Reconciliation</b>				
<b>Beginning Balance :</b>				\$ <b>49,090.51</b>
		<b>Expenses</b>	<b>Incomes</b>	
Square Deposits			\$ 6,093.23	
Paypal Transfer			\$ 4,540.59	
Dueling Pianos reimbursement		\$ 8,675.80		
SAW supplies		\$ 850.15		
Liability Insurance		\$ 46.00		
<b>Total Expenses for Period</b>		\$ 9,571.95		
<b>Total Income for Period</b>			\$ 10,633.82	
<b>Balance on Hand:</b>				\$ <b>50,152.38</b>
<b>Assets and Liabilities</b>				
		<b>Payable</b>	<b>Receivable</b>	
Pending Paypal transfer			\$ 4,496.28	
Pending Venmo transfer			\$ 147.05	
<b>Total</b>		\$ -	\$ <b>4,643.33</b>	
<b>Total Cash and Cash Equivalent</b>				\$ <b>54,795.71</b>
<b>(Does not reflect payment for Grad photos, estimated around \$5-6,000)</b>				

<b>Grad Photos (4/10 - 5/7)</b>	
<b>School</b>	<b>Sales</b>
CES	\$ 3,300.00
GES	\$ 2,475.00
BES	\$ 1,200.00
BES (Pre-K)	\$ 2,175.00
<b>Total:</b>	\$ <b>9,150.00</b>