

BCCS Organizational Meeting Minutes
Friday, July 28th @ 1pm
Home of Lynnsy Kraft

Meeting called to order by President Pam Anderson at 1:20pm

Attendance: Pam Anderson, Erin Gregorski, Amber Viher, Melinda Ganka, Lynnsy Kraft, and Deb DeVries. There were six members in attendance and a quorum was reached.

Minutes of June 16, 2017 PTO meeting read and accepted.

President's Report:

- Bank signers have been updated. Pam A. and Melinda G. are approved signers for the PTO account with Chemical Bank. There are no fees with the account.
- State of Michigan Incorporation papers updated and resubmitted for final approval.
- BCCS PTO Bylaws reviewed and signed into effect as of July 28, 2017.
- Pam is working on the Master PTO Events List, consolidating meetings, community nights, fundraisings, and all scheduled events related to PTO functions.

Treasurer's Report:

- Red Robin Loyalty Program deposited \$2.29 into the account! Amber to check on the status of this loyalty program to see if we should be promoting it with passive fundraising.
- Amber requesting the Treasurer's Tool Kit from the PTO Today site at a cost of \$49. It would be included in the PTO Today PRO package for \$199. The PRO package would include tool kits for all positions. Pam to check with PTO Today about upgrading from basic membership to the PRO. Would the \$49 startup kit expense already paid by us go toward the total PRO price if we did upgrade?
 - o Update 8/1/17: Yes, the \$49 already paid will go toward the PRO price for upgrade. Pam to mail a check for balance, \$150.
- BCCS Band Director, Brad Beyer, purchased \$600 in band equipment including trombones, trumpets, clarinets, flutes. This was part of the \$800 allocated in the PTO budget for band.
- Amber to forward fund-handling policy suggestions to review.

PTO Meeting Schedule reviewed and approved. Confirmed next meeting on 8/4/17 @ 4pm, BCCS.

Parade Update: Planning for the Byron Days Parade Saturday, July 29, 10-12pm.

Candy purchased by Erin G.

5-6 Families planning to walk with BCCS group.

Teachers have been emailed with request to join in the parade walking group.

Pencils and Flyers already put together – Thank you Deb Van Dyke!

BCCS Banners to be used at the front and back of walking group.

Open House and Start of School Preparations

- Review letters to teachers and parents.
- Working on finding packs of yellow or blue folders for the Family Folder project
 - o Folders to include consolidated information about PTO functions as well as general BCCS helpful information. To serve as a guide to families, new and old as the new year begins.
 - o Jami Oudbier has been helping by buying blue and yellow folders at Meijer when she sees them. She will submit the receipts for reimbursement when finished.
 - o Present enrollment around 260 students. The number of families is not known at this time.

Work on Organizational Committees – see attached

- Each committee lead group will be in charge of their event volunteers
 - o Pam A. checking if we can have one login for the SignUpGenius
 - o Request made for a demonstration of how to use the SignUpGenius at the next regular PTO meeting.
- Teacher Liaison: Pam has emailed the teachers and this positions is tabled until we hear back from them.
 - o Potential duties would include
 - Newsletter (frequency to be determined)
 - Teacher go-to
 - Coordinate room moms if applicable
 - Gather information from teachers and consolidate

3:35pm Meeting Adjourned

Minutes Compiled by Melinda Ganka, Secretary