



**BES PTO**  
**Committee Chair Meeting**  
**8/21/19 1:00 pm**

1. Welcome
  - a. Meeting began at 1:05 by Cameron Schwieger in BES Media Center
  - b. All committee chairs introduced themselves.
2. Duties
  - a. Committee chairs signed Committee Chair Sign-off and money handling form
3. Money Handling Procedures
  - a. Committee chairs will be responsible for staying within given budget
4. Budget
  - a. General overview of budget
  - b. Individual committees will have budget based on needs
  - c. Went over procedures for logging money with BES PTO Treasurer
5. Reporting
  - a. Committee chairs will submit report toward the end of each month
6. Questions
  - a. Budget – Will more money be allocated after new budget is voted on?
  - b. Santa Shoppe discussion
    - i. Shopping
    - ii. Boosterthon Market
    - iii. Other companies that come into the school to run the program

- c. Corporate sponsors – Please run through the PTO Executive Board before soliciting so that there isn't too much overlapping

Meeting adjourned at 1:27