



GLTPO Monthly Meeting

Monday, November 2, 2020 – 6:15 p.m. – Location: Zoom Mtg

ATTENDEES

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|-----------------------------|---|-------------------------------|---|--------------------------|---|
| Rene (Butch) Dion, Co-Chair | √ | Danielle Luz, President | √ | Bob Logan, Treasurer | √ |
| Nick Beauchamp, Co-Chair | √ | Tina Gaudette, Vice President | √ | Joyce Spiegel, Secretary | √ |
| Theresa Clawson (Guest) | √ | Cathleen Soucy (Guest) | √ | | |

MINUTES

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|--|--------------------------------|
| Agenda Item: Approve October 2020 Meeting Minutes | Presenter: Danielle Luz |
| Discussion: | |
| <ul style="list-style-type: none"> Danielle motioned to approve October 2020 meeting minutes | |
| Conclusions: | |
| <ul style="list-style-type: none"> Tina seconded the motion. Minutes from October 2020 meeting were approved. | |

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|---|-----------------------------|
| Agenda Item: Wreath Fundraiser Update | Presenter: Bob Logan |
| Discussion: | |
| <ul style="list-style-type: none"> Bob reported as of the morning of 11/02/20, the sales were as follows: 12" round (14 sold), 16" round (16 sold), 24" round (4 sold), Kissing Ball (26 sold). The sale reminder was posted again to the <i>Friends of GLTHS</i> Facebook page and a few more sales came in from that post not included in the reported counts from earlier in the day. Bob reported that the sale website is using Paypal to accept payments, however, if a purchaser is not comfortable with paying via Paypal we can accept credit card over the phone to process via the GLTPO Square account. Bob indicated that arrangements can be made to accept cash payments as another option. Butch reported that the Superintendent approved the use of the GL parking lot for pickup. The weekend coverage by security ends at 3:00 p.m., so we will need to coordinate extra time with them to keep the gates open if we need to account for pickups past that time. Joyce inquired if an email with the sale link could be sent to our local supporting co-op businesses to see if they would be interested in purchasing wreaths for their business. Butch indicated he could follow-up with the co-op coordinator to see if an email could be distributed to those businesses. Bob noted that there may be an opportunity to post information regarding the sale to the Dracut <i>Neighbors Helping Neighbors</i> page. Danielle asked to for clarification of December 5 and 6 pickup dates; Joyce noted that the actual pickup date is dependent upon the vendor's ability to process all orders submitted as of November 18, and, determination of the best clear weather date. The date should be nailed down earlier that week. | |
| Conclusions: | |
| <ul style="list-style-type: none"> Need to keep sharing the information on the sale via social media, friends, family. | |
| Action Items: | |
| ✓ Ask co-op coordinator to share sale with local co-op businesses | Owner: Butch |
| ✓ Post wreath sale information in Dracut <i>Neighbor Helping Neighbor</i> page | Owner: Bob |



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Agenda Item: **Clothing Fundraiser Update**

Presenter: Butch Dion

Discussion:

- Mill City Designs will be our vendor for the clothing fundraiser
- The list of product offerings and corresponding prices were the same as what the prior vendor was offering from last year, with the noted addition of the baseball hat by Bob. He also noted that the sales prices were the same.
- The PTO will retain \$5 per item sold. However, questions around the credit card processing fee and how that was being applied was questioned by Bob. Bob noted that in his experience there are options to either absorb that fee as part of the sale or pass along that fee to the seller to help the organization offset that cost. It was generally agreed by all that we needed to clarify how that fee was being applied/accounted.
- Bob noted that an analysis of potential funds raised from this fundraiser vs. last year indicates that we will earn more this year on each item.
- It was asked whether an ornament was going to be offered; Butch noticed that it was not on the form and would need to follow-up.
- It was noted that clarification of the end-date for orders to receive in time for the holidays was needed.
- It was suggested that if we keep the store open if the on-site store was going to be closed for the year. Butch noted that as of now a return to school date (assuming improvement in COVID numbers) would be November 16; meaning that the onsite store may possibly re-open if students are back. It was generally agreed that we need to wait to determine what scenario plays out regarding the hybrid model to assess whether or not this fundraiser remains active moving forward through the school year.
- It was highlighted that the ordering mechanism would be via form, mail-in via check, or free Venmo payments. It was suggested that we identify a way to launch an onsite store in order to make it easy for everyone to process orders in a consistent, secure manner. Joyce suggested that we look at Square's capabilities to set up the online store; she just recently set up a store for another organization and it was quick and easy to do and worth the fees considering it includes use of the site as well. Nick also suggested that we look into utilizing Fan Cloth for future fundraisers; offers a sliding scale for sales/net profits and a choice of brands for clothing (e.g. UA, Nike, etc.)

Conclusions:

- Everyone agreed that this will be a good fundraiser as long as an online store can be launched; it was agreed that online purchases will be easier and offer consistency in processing.

Action Items:

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| ✓ Research options to launch online store/payments | Owner: Bob |
| ✓ Clarify credit card fee application | Owner: Butch |
| ✓ Confirm if a GL holiday ornament is feasible to add to the product list | Owner: Butch |



GLTPO Monthly Meeting

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Agenda Item: **A-Brews Fundraiser Proposal**

Presenter: Joyce Spiegel

Discussion:

- Joyce provided an overview of a meat bingo fundraiser offered by A-Brews Tap and Grill (Dracut). The fundraiser usually runs on Thursday evenings from 6:30-8:00. The basic premise is that we advertise the event and hopefully attract patrons. Usual patrons who also visit A-Brews that night and participate in the meat bingo raffle contribute to the overall percentage of earnings for the beneficiary organization. We are not forced to show up – but helping A-Brews advertise the event so they have patron there is the win-win. We earn a percentage of the proceeds as the designated beneficiary for that night.
- Bob noted that GL football and cheer was a beneficiary of a meat bingo event last year and raised \$900.

Conclusions:

- Everyone agreed that this sounded like a good fundraiser and authorized Joyce to reach out to the owner to determine if there is an available slot for the PTO in the upcoming months.

Action Items:

- ✓ **Reach out to A-Brews owner to see if a date is available for the PTO** **Owner: Joyce**

Agenda Item: **New Business / Q & A**

Presenter: Danielle Luz

Discussion:

- It was requested by Tina that the agenda be published earlier than the day of the meeting.
- It was suggested that information for the meetings be posted on the website (i.e. Zoom meeting link, agenda items, etc.) as the emails may miss people or not include new people.
- **Theresa Clawson** inquired if meeting minutes were published somewhere; Bob indicated that the minutes would be posted on the website.
- **Cathleen Soucy** introduced herself as a parent of a current year senior student and soon-to-be freshman student. She noted that this was her first time attending a PTO meeting. The board welcomed her to the meeting and thanked her for attending.
- Butch noted that new attendees should send their email address to rdion@gltech.org to be added to the monthly GLTPO parent meeting reminders and agenda.
- **Theresa Clawson** noted that the link on the GLTPO website for the Comedy Night indicated an April 3, 2020 date. Bob researched the issue and indicated he would remediate that issue. Theresa also asked if Comedy Night was being planned for the spring. It was discussed that an available location would need to be researched. Butch noted that the Lowell Elks building was up for sale; availability of the space was uncertain. Theresa generously offered to reach out to TSC in Tyngsboro and SkyMeadow in Nashua to ascertain space availability. Danielle offered to research availability at the Chelmsford Elks.

Action Items:

- ✓ **Update monthly agenda and Zoom meeting information on the GLTPO website** **Owner: Bob / Joyce**
- ✓ **Fix Comedy Night date/link on website** **Owner: Bob**
- ✓ **Ascertain Comedy Night hosting:**
 - **Tyngsboro Sports Center and Skymeadow** **Owner: Theresa Clawson**
 - **Chelmsford Elks** **Owner: Danielle**



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Agenda Item: [Agenda for December Meeting](#)

Presenter: Danielle Luz

Discussion:

- It was noted that Michael Barton (Assistant Superintendent) would like to attend the December meeting. It was requested that he should be placed at the top of the December agenda.
- Agenda Items:
 - Wreath Fundraiser Update (Bob Logan)
 - Clothing Fundraiser Update (Butch Dion)
 - A-Brews Fundraiser – Obtain Date (Joyce Spiegel)
 - Comedy Night Facility Options (Danielle Luz/Theresa Clawson)
 - Review plan for Golf Tournament (Butch Dion)

Action Items:

- ✓ **Prepare agenda for December 7, 2020 Meeting**

Owner: Joyce Spiegel / All

Agenda Item: [Adjourn Meeting](#)

Presenter: Danielle Luz

Conclusion: All members agreed to adjourn; Meeting ended at 7:30 p.m.

NEXT MEETING

Monday, December 7, 2020 – 6:15 p.m. – via Zoom Meeting

Website link for meeting dates and information: <https://www.gltpo.org/pto-meeting-dates>