



PAC MEETING

Agenda

Date: Sept 29, 2021 @ 6pm (TMHS 1st floor teacher's lounge)

******* MASKS ARE REQUIRED *******

- 1. Welcome & Introductions**
- 2. Approval of Previous Meeting Minutes (May 2021)**
- 3. Financial/Treasurer's Report**
 - a. Review Budget**
 - b. Vote Budget for Applefest, Hospitality & PAC supplies**
- 4. Principal's Report / Staff Requests**
- 5. Fundraising**
 - a. Review of VIP Student Parking Raffle**
 - b. Applefest (10/29-30/2021)**
 - c. Trivia Night (hoping for March 11, 2022 date)**
 - d. Calendar Raffle**
- 6. Future Meeting Dates**
 - a. 10/27, 11/30, No Dec, 1/26, 2/28, 3/30, 4/27 & 5/25-@ 7pm**
- 7. Questions & Comments**

Tewksbury Memorial High School PAC

September 29, 2021

Attendees: Christine Demers, Carolyn Gaglione, Lori Carriere, Kristi Palma, Jen Moynihan

Introductions:

Carolyn Gaglione opened the meeting at 6:07 P.M with introductions

Minutes:

Meeting minutes from May 2021 were not available will be presented at October meeting

Financial Report:

Our starting cash balance on July 1, 2021, is \$18,907.17 , this is the beginning of our 2021/2022 TMHS PAC school year. Income \$4112.87 Applefest, parking raffle \$930.90 and donations \$424.49. Disbursement's PAC supplies 98.90 and ANL \$2901.95 Checkbook balance is \$21,374.38 Projected year end expenses: senior activity/gifts \$8,500.00, donation to lower class \$3,000.00, scholarships \$5,000.00 and hospitality event \$1500.00. Our projected year-end balance is \$14,505.22 voted and approved the May financials

AppleFest:

Masks are mandatory

Approximately 150 crafters

Any crafter selling food must get a temporary food permit with the town

Food – Tents will be open to eat

Jen is running the raffle table

No check in table this year for crafters – they will be assigned an entrance door (ABC)

The Impinks are monitoring the parking. Strong field will be open

More handclapped spots will be created

The volunteers will park behind the school. Crafters will park at the tennis courts and track area

Principles Report:

Nothing to report – no staff requests

Other Business:

Karla is running the Grant Program again this year – waiting on AppleFest income for funding amount.

Voted on the fundraisers – Trivia Night March 11, 2022, and the calendar raffle.

Voted on the hospitality budget

PAC provided pizzas to the teacher's conferences last week.

Meeting adjourned 7:10 PM

Next PAC Meeting October 27, 2021 @ 7:00 P.M.

(Notes recorded by CD)



PAC MEETING

Agenda

Date: October 27, 2021 @ 7pm (TMHS 1st floor teacher's lounge)

******* MASKS ARE REQUIRED *******

- 1. Welcome**
- 2. Approval of Previous Meeting Minutes (May & Sept 2021)**
- 3. Financial/Treasurer's Report**
 - a. Review Treasurer's Report**
 - b. Vote to add funding for Grants**
 - i. Talk about Grants**
- 4. Principal's Report / Staff Requests**
- 5. Fundraising**
 - a. Applefest (10/29-30/2021)**
 - b. Trivia Night (March 11, 2022 @ TCC)**
 - c. Calendar Raffle**
- 6. Future Meeting Dates**
 - a. 10/27, 11/30, No Dec, 1/26, 2/28, 3/30, 4/27 & 5/25-@ 7pm**
- 7. Questions & Comments**

Tewksbury Memorial High School PAC

October 27, 2021

Attendees: Christine Demers, Carolyn Gaglione, Lori Carriere, Lynette Montejo, Jenn Griffin, Sara Cohen, Jen Moynihan, Debbie Adams, Stephanie Beggan

Introductions:

Carolyn Gaglione opened the meeting at 7:04 P.M

Minutes:

Meeting minutes from May 2021 and September were approved

Financial Report:

Our starting cash balance on July 1, 2021, is \$18,907.17 , this is the beginning of our 2021/2022 TMHS PAC school year. Income \$4,213.73 Applefest, parking raffle \$1,450.90 and donations \$424.49. Disbursement's PAC supplies 316.86, Staff lunch 164.75 and ANL \$2901.95 Checkbook balance is \$21,612.53. Projected year end expenses: senior activity/gifts \$8,500.00, donation to lower class \$3,000.00, scholarships \$5,000.00 and hospitality event \$1500.00. Our projected year-end balance is \$14,069.51 voted and approved the September financials. Approved enrichment grant budget of \$2,000.

Applefest:

Masks are mandatory

Crafters are full 120

Possibility of increasing crafters next year

2022 increase table costs - \$70 for 10x6 space \$65 if paid by Feb 1 will increase to \$75 and \$70 early payment. \$100 for 10x10 space \$95 if paid by Feb 1 will increase to \$105 and \$100 early payment.

Cut back on food this year

Police detail at school will not enforce masks unless requested by us. High school is paying for the detail

Principles Report:

Nothing to report – no staff requests

Trivia Night:

Country Club is donating ball room

No outside food allowed

Discusses food options will revisit after Lori talks to the Country Club

Date for trivia night is Friday March 11, 2022.

Meeting adjourned 8:22 PM

Next PAC Meeting November 30, 2021 @ 7:00 P.M.

(Notes recorded by CD)



PAC MEETING

Agenda

Date: November 30, 2021 @ 7pm (TMHS 1st floor teacher's lounge)

******* MASKS ARE REQUIRED *******

- 1. Welcome**
- 2. Approval of Previous Meeting Minutes (Oct 2021)**
- 3. Financial/Treasurer's Report**
 - a. Review Treasurer's Report**
 - i. Review of Applefest**
 - ii. Budget for Trivia Night**
- 4. Principal's Report / Staff Requests**
- 5. Fundraising**
 - a. Applefest Debrief-what worked & what didn't**
 - b. Trivia Night (March 11, 2022 @ TCC)**
 - c. Calendar Raffle**
- 6. Adopt A Family**
 - a. Set up SUG * gifts picked up by 12/17 * to TMHS 12/20**
- 7. Future Meeting Dates**
 - a. No Dec, 1/26, 2/28, 3/30, 4/27 & 5/25-@ 7pm**
- 8. Questions & Comments**

Tewksbury Memorial High School PAC

November 30, 2021

Attendees: Carolyn Gaglione, Lori Carriere, Jenn Griffin, Debbie Adams

Introductions:

Lori Carriere opened the meeting at 7:00 P.M

Minutes:

Meeting minutes from October 2021 were approved

Financial Report:

Reviewed Applefest Financial Report. Total Profit for Applefest 2021 is \$12,551.44. Registration Income for 2020 is \$5,173.82 and Registration Income for the current year is \$3,903.99. Raffles netted \$2,740 and Concessions netted \$2592.08. The total income is \$14,409.89. Total expenses were \$1,858.45.

Principles Report:

Nothing to report – no staff requests.

Applefest Debrief:

Cafeteria

- Need to make sure a cafeteria worker is scheduled to be there Friday night to supervise with set up. Arrange with Deb Mugford (dmugford@tewksbury.k12.ma.us).
- Individual containers w/lids of butter & cream cheese. Individually wrap bagels. Cover trays of doughnuts per BOH.
- Submit Temporary Food Permit application to BOH-Lisa Hadge (lhadge@tewksbury-ma.gov). Someone from the BOH will inspect the kitchen/food on the morning of Applefest and deliver a permit certificate.
- See food list for adjusting food orders. Get another pizza place to deliver 2nd round of pizza to cut down on delivery time-pre order & schedule.
- Need two cashiers. Or at least two people- 1 to add order up and other to take cash/give change. Need signs for "cash only" or see if we can use some sort of electronic payment.
- Farmer Daves mini apple cider doughnuts priced 3 for \$1 in a sandwich baggie.
- Bought Carol Lennon \$25 gift card for K's nails and Lainey \$20 gift card to Capellini's.

Raffle Table

- Set up raffle items numerically or in smaller sections to make it easier to find prize when the winner picks up.
- **Maybe not allow duplicate winners as an internal rule**-can call winners immediately. Talked about this and decided to not do this.
- Set up and tell people at time of ticket purchase when they are expected to pick up items: ex Saturday 3-6pm and Sunday 12-4pm and have staff to cover such times.
- When using the sheet that has the crafter booth #/ticket #/person/phone# only have 10 or so listings so it is easier to give to someone to call winners.
- Wait to all prizes are pulled for duplicate winners.
- Takes about an hour to pull all winners and match with ticket.

- Make multiple copies of the "ticket pages" so others can make calls.
- Have a bigger staff on hand to pull winners and call them.
- Use REMOVABLE stickers to list winners name and number on item-big and bold with sharpie. Will make pick up easier for other people.
- Items not picked up day of Applefest and day after were left in the front office for winners to come pick up during the week- Secretaries handled.
- Raffle Notes- Is one sheet for \$5 and three sheets \$10 the right price?
- Gave secretaries (3) \$10 Dunkin Donuts gift cards.

Parking & Unloading

- Having no check-in worked.
- Having greeters at doors was helpful- should have had them wearing more identification.
- Ask about having no sporting events at THMS.
- Have all sports that day pick up and drop off at the Ryan School.
- Parking volunteer at the end of each isle to direct to open parking spots.
- Parking person at entrance to tell them what row to park it.
- Use Walkie Talkies.
- Wax crayon to mark booth number on windshields to find crafters to move their cars.
- Trailer parking in bus spots.
- Stick with 6:30 move in time and if done early can let them move in early.
- ONE WAY traffic signs on sandwich boards.
- Consider a shuttle bus from the Ryan school. Another suggestion was to have crafters park at the Ryan School.
- Give more copies of floor maps and crafter locations to unloaders and those helping out to assist where needed.
- Have crafters listed both by booth number and alphabetical by last name- Many did not remember their booth number.
- Can we get more dollies?

Misc

- Hand clicker/counter to see how many people actually come to Applefest-can probably borrow from town clerks office.
- Ask community member to donate reusable shopping bags (Salem 5 bank).
- Consider asking for a \$1 entry fee or bring a food pantry item.
- Shopping/vendor list by location for people to have.
- Make sure to include signage for internet password and add to confirmation letters.
- Should we have a nurse in case of issues?

Trivia Night:

Spoke with Lindsey about individual tables purchasing their own food the night of the event. TCC no longer has a food service kitchen on site and all food is pre-ordered and prepared off site. Only heated on premises- so the answer is no. They have a new pasta bar buffet option-\$12 per person. Can bring in STORE BOUGHT DESSERTS ONLY NO HOMEMADE or everyone will have to sign a waiver. PAC can purchase store or bakery made desserts. In 2019 we had 33 tables of 10. As of November 2021, no current mask policy.

It was decided to have the event at Country Club and charge \$300 a table (\$30 a person). The PAC will spend approximately \$10 on food per person attending. We will have cheese and crackers for every table

along with another option such as chips and dips or chips and salsa. We will also have a desert tray per table. Carolyn will contact Ed Mullen to host event. Jenn Griffin along with the help of Tammy help will start to get donations for event in late December/ January

Calendar Raffle:

The Calendar Raffle will be held in the month April. Looking for some donations so that less cash prizes need to be awarded.

Adopt A Family:

Lori is setting up a sign up genius. Reviewed gifts for the family and it looks acceptable. This sign-up will only be sent to PAC Volunteers (Carolyn will send to PAC members). Gifts should be dropped off with Lori by December 17th for delivery to the high school

Meeting adjourned 8:15 PM

Next PAC Meeting January, 26 2022 @ 7:00 P.M.

(Notes recorded by CCG)



PAC MEETING

Agenda

Date: January 26, 2022 @ 7pm (TMHS 1st floor teacher's lounge)

******* MASKS ARE REQUIRED *******

- 1. Welcome**
- 2. Approval of Previous Meeting Minutes (Nov 2021)**
- 3. Financial/Treasurer's Report**
 - a. Review Treasurer's Report**
 - i. Budget for Trivia Night**
- 4. Principal's Report / Staff Requests**
- 5. Debrief of Adopt A Family**
- 6. Fundraising**
 - a. Trivia Night (March 11, 2022 @ TCC)**
 - b. Calendar Raffle-April 2022**
- 7. Grants**
- 8. Future Meeting Dates**
 - a. 2/28, 3/30, 4/27 & 5/25-@ 7pm**
- 9. Questions & Comments**