

Santa Breakfast / Craft Fair Meeting with Friends of GFPL and AVS PTA officers
Held on 4/5/24 at Library from 1-2:30 pm

Attended: Cindy Berling-Friends cochair of Santa Breakfast, Jessica Traynor- chef at breakfast, Marie Sullivan-Friends Treasurer, Crystal Diorio-Pres of PTA, Jen Alldredge -Secretary of PTA, Cathy Sartorelli, VP of Friends and cochair of Santa Breakfast

Agenda Discussed

1. Basic Information

Friends and PTA are collaborating on the 2 events on 12/8/24 at AVS.

Friends Santa Breakfast will run 8-11 am in cafeteria with clean up until noon.

PTA Craft Fair will start at 9 am in gym as time needed for vendors to set up

Sunday am only

Friends will have access to cafeteria on Saturday 12/7 from 3-5 pm and Sunday starting at 6 am.

2. Set up of Cafeteria area

New option for breakfast entrance is the direct entrance from outside near dumpsters. This will avoid the congestion in the main hallway of PTA setting up their tables after 8 am. Signage will be needed.

Ticket table will be set up inside along outside windows so line is not outside too far. We can shuttle people to the ticket table to avoid going directly to the food line.

Alternate placement of band where Santa usually is and move Santa to where band usually was. This will need to be scoped out further- check during book sale.

3. Photographer – general discussion of using Heather Bronson again as she does all the PTA special event photos for them, ie. Father /Daughter Dance. Cathy to contact her after confirming this is agreed on by Friends.

Friends owns the background blanket. We will have to see how this will work in new corner location

4. Santa – in 2022, they hired a jolly Santa named Pat, we went with our own in 2023 but Pat is tentatively available for 2024. PTA to contact Cathy with his contact info. There is no cost but he does take donations to be given to a charitable organization. PTA placed a donations jar as you exited the Santa area and they donate that monies. Should we try a tip jar? Or plan in kind donation? Amount TBD?

Whom do we ask about fire truck availability for entrance? And where does he change back into clothes after event?

Where do we get the rocking chair for Santa from?

PTA owns the 2 elf costumes. One is too small for our growing elves. Do we want to look into buying our own? Cathy found 1 resource locally, Creative Costuming in Nashua that is all online. For \$50, it includes felt tunic, pants, hat, belt and shoes. Does anyone have any theater company contacts? ****Does anyone have an elf costume they no longer need?

5. Cleanup of Cafeteria after event- PTA did put all tables away by folding them up to original space after we left. The only comment was about some crumbly bits under the tables we didn't catch. This year we can fold up the tables and put where needed and sweep up. PTA does not use the cafeteria after us. They served pizza to the vendors in the gym.
6. Kitchen – issues with room in refrigerator last year, PTA reports they don't usually use the refrigerator as they keep water and soda in a cooler in hallway. They will ask committee members if someone used refrigerator last year. Friends likes Fay's idea of keeping an inventory list on door and cross of item when taken.

Cindy will meet with Sarah Belanger, cafeteria manager, prior to event and get specifics on use of warming table. Email address to be provided to Cindy.

7. Table decorations -we thanked PTA for their offer of the mirror/ candles décor for this year again but we will use what Joanne and Terry bought /made, tins for crayons and Cindy has some ideas for ornaments to be made. We need a lot more coloring sheets as we ran out and probably more crayons.
8. Payment methods – will need to advertise that we have Square for iPhone and Android for payments. We had \$600 paid last year through them.
9. Advertising -Cindy made the roadside signs last year and we will reuse. If you happen to have one of them, *please return to Cindy Berling. PTA had also made signs from prior year that they did the breakfast and reused them last year. This caused some confusion as to whom was sponsoring what with attendees. We will continue to have separate signs and they will remove wording "Santa Breakfast" from their signs and Cindy will add Friends of Library to our current signs.

PTA offered to include Santa breakfast info in the school weekly newsletter when they write about craft fair which was very generous of them.

10. Facility Access: This was an issue last year as requested 6 am access on facility request form. PTA provided Cathy with email address of Scott Dube and this will be shared with appropriate members.

Overall, the meeting went very well and we look forward to collaborating on 12/8/24 with the PTA for a fun and successful day.

Minutes taken and written by Cathy Sartorelli