

**Minutes**  
**Charlton Public Safety Building Capital Campaign Steering Meeting**  
**Thursday, April 30, 2020**  
**6:00 pm**  
**Zoom Meeting**

Meeting called to order at 6:08 pm.

Committee members attending: Noreen Johnson Smith, Co-Chair, Allison Jenkins, Monique Lemaire, Karen Spiewak and Lois Sugrue.

Also, in attendance was John Grondalski-Finance Committee Liaison.

Minutes from April 16, 2020 meeting was approved by a rollcall vote.

**Next meeting is scheduled for 5-14-20 at 6:00 pm via internet Zoom.**

Our committee discussed the following:

- FAQ needs to be updated; remove required password to access
- Donor List (mirroring giving levels on donor form) and In kind donor list need to be posted. Include a link for this list on the PSBCC Homepage. The names on the In-Kind Donor List to date are: **Jim Cosgrove, Norm Ellis – Vantage Printing; Blaine Schnare. Gabriella Grondalski should be added to ‘as needed’ volunteer list**
- John provided donation update-no new donations.
- T Shirt update will be requested from Steve.
- Old Home Day activities are tabled until town decides if the event will take place this year.
- Flower Pot fundraiser is tabled for now.
- Social media engagements were discussed regarding using it to reach out for fundraising
  - FB Live Watch videos-Firefighters showing off equipment etc.
  - FB Watch Party
  - Sharing Fire Department posted videos
  - Sharing on Charlton Happenings.
- Customize “donate” tab on Face Book page.
- Karen was going to check with Steve regarding the Videographer
- Noreen and Karen will work on major gift donations and grant writing.
- Facebook video fundraiser- individuals make video, donate money honoring a firefighter/policeman.
- “Pushup Challenge” fundraiser example mentioned. Challenge designating the reason for donating and tagging a friend
  - Include: @CharltonPublicSafetyBuilding in posts
- Gabriella Grondalski volunteered to create a frame supporters could use around FB Profile picture
- Link fundraising button to Public Safety Building webpage.

Meeting was adjourned by a rollcall vote at 7:13 pm.