

In Attendance

Book Fair Standing Committee Members in Attendance:

Joni Hamlin, Chair

Seanna Kreager, Past Chair and Floor Manager

Christina Leadlay, Secretary and Authors' Workshop Coordinator

Inge Vander Horst, Volunteer Coordinator

Non-Voting Standing Committee Members in Attendance:

Nicole White, School Council Treasurer

Gillian Campbell, Café Manager

Introductions

Seanna called the meeting to order at 7:10pm.

Welcome to Inge Vander Horst, our new volunteer coordinator!

Chair's Report

Seanna reported that we are busy getting grants ready. She is meeting with Principal Shari Brodie on April 11. Joni Hamlin, Abbey DeWolfe and Shari are to choose the beacon schools, trying not to repeat the same schools as last year, with exception of Queen Elizabeth public school. Seanna and Michele Hayman are organizing Grandparents' Day on May 9. Next year School Council will organize it. Seanna also explained that the wall between the big gym and small gym is being cleaned. Instead of being painted over, it is going to be saved and cleaned by Trish Moss, Minori Goto, Maggie Knaus and Seanna. There was discussion of perhaps replacing the space where the plaque used to be with a chalkboard for notices.

Approval of minutes from last meeting. Joni wanted to add a clarification of something Caroline Matt had said in the minutes. Joni will email the details to Christina. Gillian noted it should be an action item for Book Fair to provide info to Council to put Grandparent's Day and Author Workshops into their standing committee. Joni approved the minutes, seconded by Seanna.

Treasurer's Report

Kris Albrecht's term as treasurer ended in Nov. 2013. Nicole White is the school council treasurer. Book Fair will have a separate accountant, instead of School Council treasurer.

Open Issues

a) Café du Monde

Seanna explained that costs for the Book Fair's Café du Monde have increased over the past three years. Three years ago, the Café made more money when it received food donations from embassies. Inge asked whether businesses, such as restaurants, had donated food. Gillian verified this, and said that reheating donations was a challenge for her as Café Coordinator. Seanna explained that restaurants are often nervous when we are reheating their food. Gillian explained that the main challenge with the embassy food donations is the lack of control of what the Café ends up serving. We need to decide what food items people are looking for, and what they are willing to pay.

Seanna ran through the financial figures for the café over the past few years, comparing costs to revenue. 2010 was one of the best years, with only \$520 in expenses and \$5,900 in profit. People liked buying all the different things, including mass quantities for their dinner. Gillian said baked goods are all donated, and that we could sell those for more money, and that they move quickly. Managing the rest of the inventory is hard to predict. We could probably make more money on coffee and tea. The current model has too much variety, and there is not enough electricity in the kitchen to keep things hot. Inge suggested whether we could serve more cold food, and ask for donations of cold food. Joni said that people like the hot food. Gillian said that they ordered a lot of noodles from TNT Supermarket and made a profit, but they could make a better profit. There is no heating space for lasagna. Gillian noted that the key is to be organized far enough in advance. Seanna said that finding prospective volunteers needs to happen now. She added that costs were up across the board for Book Fair, not just the Café. Inge said we should put the emphasis back on the community. Gillian wondered if we could proposition the seniors' residences in the neighbourhood for food donations. Nectar (New Edinburgh Community and Arts Centre) did that with Governor's Walk for an event. Gillian said she would be comfortable with that. What was the secret to prior years' success? More people. Seanna says there were fewer people attending Book Fair in 2013, which is linked to lower book sales, too. We must look at everything and chop costs.

Gillian reiterated that sandwiches were popular, but that in general there were too many things on the menu. Joni said that the Café teams needs more people. Gillian wondered whether hot food was necessary, or whether just baking, fruit and vegetables would suffice. Joni said the focus on food items needs to be consistent, but that people like having an embassy "surprise" dish. Gillian noted that it was not worth selling gluten-free items again, as hardly any sold in 2013. She would like to completely rebuild the menu and go extremely plain. Chili and lasagna are popular, but is that sufficient as profit margin? If not, we move away from hot food. Joni proposed using FundScrip cards to buy food. We have to come up with a budget, and look at sales over the summer. Contact "La Maison" restaurant for donations, as the owner there says they will make anything we want. Seanna suggested sending out an email now to remind people to make food for the café, or we will be scrambling.

Inge said that people need to be reminded that Book Fair is our school's big fundraiser. It is the one thing they are asked to help out with. Gillian said there were no cash donations this year, and that there were fewer baking donations. Nicole suggested asking people to donate freezer space to those who want to do baking but don't have the freezer storage. Gillian noted that no one produces a report after Book Fair. Café du Monde is its own entity. Joni suggested re-aligning Café shifts with Book Fair shifts. Gillian wondered whether the café is a viable thing to do? More analysis is needed. Seanna pointed out that people would spend more money on books if they have lunch. Joni said that a budget needs to be presented to Council in May.

b) Author Workshops

Christina updated everyone on the status of the May 7 Author Workshops. There will be two hour-long presentations for each class, first at 9:15am-10:15am; second at 11:30am-12:30pm. Kindergartens get a 30-min story time with an Ottawa Public Library librarian. Minori Goto is organizing the brunch (\$300 budget) to be set up in the Big Gym during Art in Bloom. We have 10 authors booked and the grade 6s will act as chaperones. Rebecca Gwyn has organized with Books on Beechwood to give us bookmarks that will act as coupons. Students who purchase a book from an Author Workshop author will get a discount. Bernadette Somerville is organizing the Author Workshop event for the Grade 6s on May 8. Looks like we will be under the \$5,000 budget. Christina will send a list to Joni of the books by participating authors that we want to order for the teachers to have in advance of May 7. Invoices will go to Seanna.

c) and d) Terms of Reference and Critical Path

Joni says council need the terms of reference and the critical path by the end of the year.

d) Donations of Books to School Library

Joni explained that School Council has allocated funds for books to library and classes. Shari Brodie has allocated money for library, which has been spent. There has been a special request made to council, a request for Mme Helene the librarian, for library books that the teachers have selected. Joni helped Mme. Helene to list the books in order of importance, in \$2,000 chunks. She will present this list to Council.

e) Book Fair 2014 Theme Search

Joni touched on the search for Book Fair's theme for 2014. She would like to have teachers come up with ideas, with the Book Fair committee letting the students vote on their favorite. Joni would like to get teachers involved again. She proposed having each class collect money for a bookcase at the fair, and make signs with their class name (like sponsorship). Inge suggested getting aprons with "Book Fair" printed on them. One size fits all. Joni will look into the cost.

Action Items

- Rebook community use of schools on Tuesdays and Thursdays for next year.
- Inge will organize a Book Bin team.
- Put together a campaign for next year's Café team.
- There will be a book drive at the school in May/June. A book fair in Kanata kept books for us, but we didn't get the volume of years' past. No good taking Rockcliffe Book Fair leftovers.
- Ask Beacon Schools to do a book drive in exchange for their Book Fair cheques. Trish Moss wanted to do a children's book drive in May. A more focused book drive should happen in June. We didn't have the overstock in 2013 that we have had in previous years.

Next Meeting

To be determined, after May 7 Author Workshops.

Adjournment.

9:00pm