

---

## In Attendance

---

### Book Fair Standing Committee Members in Attendance:

Seanna Kreager, Chair

Michele Collum, Past Chair

Joni Hamlin, Volunteer Coordinator

### Non Voting Standing Committee Members in Attendance:

Trish Moss, Children's Book Section Team Captain

Christina Leadlay, Secretary and Authors' Workshop Coordinator

Abby DeWolfe, School Council Chair

Caroline Matt, School Council Vice-Chair

Ian MacKay, Book Bin Team (New)/Book Fair General Volunteer

---

## Introductions

---

Seanna called the meeting to order at 7:15pm. As only Joni, Seanna, Michele and Christina were in attendance at that time, Christina presented her current work on the Author Workshops. The date is set for Wednesday May 7, and May 8 for the Grade 6s. Due to the new "Balanced Day" timetable for students, it was agreed that there should be only two one-hour sessions for the Workshops, aiming to end around 1pm. There will be no "big name" author this year, but we will try to combine classes and grades to maximize authors. Brunch will be served in the Big Gym, leaving the Small Gym and the Library as potential venues.

More members arrived around 7:30pm.

Approval of minutes from last meeting. Seanna moved to approve the minutes. Trish firsted and Joni seconded.

---

## Chair's Report

---

Seanna thanked everyone for 2013's Book Fair, noting there had been good feedback. Every section came together well. Halloween made it hectic. Chloe's dad was great. The Book Bins are now open. Donations are slow to come in at this time, which is typical until the Rockcliffe Branch of the Public Library has their book sale in April, but people are definitely donating. Upcoming events: Author Workshops on May 7 and Grandparents' Day on May 9. Grandparents come in to read to their grandchildren's classes. Seanna and Michele are organizing it. June is the Children's Book Drive. Hoping to put it on stage. Trish added that the book drive will not be held in June anymore, and that May might be a better time to hold it.

---

## Treasurer's Report

---

Seanna presented the Treasurer's Report, as Kry's couldn't make it. Total revenue was \$49,022, which is quite low from other years. Sponsorship was down this year: \$1,700 versus \$7,000 in the past. Book sales were down 4,000-3,000. Storage and Café were the main expenses. Liz Gray-Smith and Lisa Samson possibly have sponsors locked down for 2014. Expenses to date were \$9,098. Author Workshops funds held over as was in October previous. Costs are quite high due to bookcase storage, buying a few extra bookcases, movers, Café expenses were quite high, telephone line, and cash register rental. \$5,000 set aside for Author Workshops. \$1,000 set aside for Grandparents' Day. Last year was \$600. Grants to other schools: \$4,000. \$800 spread across five schools. Need to sit down with Principal Shari Brodie and pick out beacon schools. Seanna has given \$30,000 cheque to RPPS. By May, after Author Workshops, we should have \$14,000 left for "start up" for 2014's Book Fair. We will likely be just down to the wire. Can lower costs in the future.

---

## Open Issues

---

### a) Changes to the Role of the Book Fair Chair and Other Operational Changes.

Joni informed the group that she will take over as Book Fair Chair for 2014, though she will only do so if council agrees to change the role as it currently stands. She noted that it was a full time job and as such, is unsustainable. The work needs to be divided up and we need to find ways to have alumni (like Seanna) more involved. Joni proposed a number of changes: 1) Creation of a floor manager role. Seanna has agreed to do this for 2014. Also on Book Fair Committee. 2) Grandparents Reading Day no longer Book Fair event, but a council event. Transition will happen next year, 2015. Carrying on the tradition, but just so the Chair doesn't have to worry about it. Same with Author Workshops in 2015. Written into the standing committee. 3) Budget should be Treasurer's job. Chair doesn't want to be collecting receipts. Seanna pointed out that Book Fair now has a separate bank account from council. Split it, have an accountant. Abby expressed Joni's concern: who is doing the work? Seanna says she has someone in mind for Book Fair Accounting. Joni says she doesn't want to get worried about the budget. She says we need to give a budget, there has not been one since Joni has been involved in Book Fair. 4) Book Bins. As soon as the bins are opened, the Chair is on duty. Bins need to be closed from the end of Book Fair until March 1<sup>st</sup>: four months. Book Bin Team finds it stressful. Act of emptying the bins is difficult, with ice and snow, and a lack of salt on the paths. 5) Cancellation of Book Drive as part of Book Fair. Joni's idea is to put together a good transportation team. Organize book drives throughout the year instead of just one big one. Ask the beacon schools who get grants to do drives for us. Might be better quality books. Pay for a proper sign on the Book Bins. Need for more frequent meetings throughout the year to keep abreast of what's happening. Need for teams and volunteers. Seanna said she has done that, but finds big meetings are hard. Email updates and more communication. Abby said meetings are an investment and make the job easier. Joni said that dealing with student volunteers is stressful.

Joni said if this group supports her on these changes, then she will take it to council and put her name forward to be Book Fair Chair. She said it has to remain worth it, as it is a huge amount of work. Need to raise \$30,000.

Subcommittee vs Standing committee. If Author Workshops is a standing committee event, do they need a vote on school council?

Joni moved for members to approve her as BF chair candidate. Seanna first, Michele seconded.

Michele expressed her hesitation over keeping the book bins closed until March. She worries that the fair will not have enough books. Perhaps we need to work with Shari to compromise on bringing book bins inside.

Seanna said Book Fair will have empty shelves if no books are collected for four months. Joni says she is willing to accept failure if there are not enough books due to this new plan. Ian says beefing up transportation team could compensate. Michele says it is bad to open Book Fair with empty shelves.

Seanna and Joni discussed getting school access on Feb 23 to drop off and store a truckload of books from a Kanata book fair.

#### b) Vacant Committee Positions

Joni explained that with her becoming Chair, the role of Volunteer Coordinator is now vacant. Thank you to Christina for taking over as Secretary. Transport volunteers are still needed. Make sure all teams have volunteers by June.

#### c) and d) Terms of Reference and Critical Path

Joni says she has not received any feedback on the Terms of Reference and the Critical Path. Need to lock that down before next meeting.

#### e) Donations of Books to School Library

Trish explained that Shari has agreed that the library has an appalling state of resources. Of the \$6000 council budget, to date \$2600 spent on the library. Five beacon schools came at 5pm on the last day of Book Fair to take children's books. We had 16 milk crates of books left over for our library. It worked out very well and she would do it again next year. The issue is of books in the classrooms. We are unsure where \$2600 has been spent. Need to clarify with Shari. Talk about finding out at next council meeting. Library vs. classroom resources.

---

### New Business

---

#### a) renaming of Rockcliffe Book Fair to RPPS Book Fair

Seanna says it would be too difficult to rename to RPPS Book Fair. Can use both without issue. Get T-shirts with RPPS Book Fair. Part of Spirit clothing in the Fall?

#### b) Organizing Sorting/Cleaning Night

Send some emails. Seanna says we need to clean out storage rooms.

---

### Action Items

---

Trish will give an update for the next meeting.

---

### Next Meeting

---

To be determined.

---

### Adjournment.

---

9:10pm