

### In Attendance

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#### Book Fair Standing Committee Members in Attendance:

Seanna Kreager, Chair

Nicole White, Treasurer

Joni Hamlin, Volunteer Coordinator and Acting Secretary

Lisa Samson, Sponsorship Coordinator

#### Non Voting Standing Committee Members in Attendance:

Denene Clifford, Cash Team Captain

Gillian Campbell, Café Team Captain

Trish Moss, Children's Book Section Team Captain

Chloe Girvin, Children's Book Section Team Captain

Christina Leadlay, Authors' Workshop Team Member/Communications/Media

James Lewis, Communications/Media Team Member

Karolee Stevens, Book Fair Communications/Media Team Member

Courtney Stuart, Book Fair General Volunteer

Minori Goto, Authors' Workshop Team Member

Adrienne Blair, Communications/Media Team Member

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### Introductions

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Seanna called the meeting to order at 7:15pm. The Committee and guests introduced themselves.

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### Chairman's Report

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Seanna mentioned that things were mainly on schedule for the Fair. We gain access to the big gym at 3pm on October 16. There were a few loose ends to tie up and we would try to make this meeting brief.

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### Treasurer's Report

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Seanna and Nicole have yet to meet with the Financial Dept at the Board to work out the details. For this year's Book Fair we will continue to operate the separate Book Fair account as we always have.

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## General Discussion

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- It was decided that flyers would not be sent out as it was too late to organize this.
- Decorations: Karolee has some plans for printing quotes from the book; Chris Hewston (Parent Council) volunteered to create a Yellow Brick Road for the gym; Maggie will be making paper flowers.
- We would let used book stores and charities get 50% off books on Sunday.
- The dumpster would arrive the day before gym access and be removed the Friday of Book Fair.
- We would put games, puzzles and Children's DVDs all together with the DVDs and records.
- Chloe would take care of a First Aid Kid.
- Signage has to be organized, Seanna, Joni and Karolee would take care of this.
- Lisa to provide Sponsorship info ASAP for signs.
- Lisa spoke to the difficulty of obtaining sponsors.
- There was a discussion about Café needs and Joni to work with Gillian to organize Café donations.
- There was a discussion about volunteer needs for the Children's Section. Joni agreed to work on this as soon as Trish and Chloe provide her with their volunteer list.
- Adrienne updated us on the Website progress.
- Christina updated us on the media situation to date.
- James had a temporary cell phone for us to use and would be setting it up soon.
- Minori spoke regarding Authors Workshops and agreed to set up a meeting. Christina and Karolee both joined the Authors Workshop Team.

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## Open Issues

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### Terms of Reference and Critical Path

These documents were distributed to the group. They are working documents only. No discussion ensued except to say we'd appreciate input at the next BFSC meeting.

### Vacant Committee Positions

There are two BFSC Positions that need to be filled:

- Book Fair Co-Chair
- Secretary

Attendees were asked to help by trying to find a volunteer to fill the critical role of Book Fair Co-Chair.

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## Action Items

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- 1) Seanna and Nicole are to meet with the Financial Dept at the Board to work out the details.
- 2) Meeting attendees requested to help find organizations to take leftover books.
- 3) Joni has a friend whose school may be interested in the Children's books and will follow up with them.

- 4) Trish to follow up with Shari (Principal) to find out what books are needed for the classrooms and will bring a proposal back to the Book Fair Committee.
- 5) Attendees asked to think about changes/additions to Terms of Reference and Critical Path for next BFSC meeting.
- 6) Attendees were asked to help by trying to find a volunteer to fill the critical role of Book Fair Co-Chair.

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### Next Meeting

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To be determined.

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### Adjournment.

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8:30pm