

RPPS Book Fair Standing Committee (BFSC)

Monday, September 23, 2013 – 7:00pm | *Meeting Facilitator, Seanna Kreager, BFSC Chair*

In Attendance

Book Fair Standing Committee Members in Attendance:

Seanna Kreager, Chair

Michele Collum, Past 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

Christina Leadlay, Authors' Workshop Team Member/Communications/Media (New)

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

Maggie Knaus, Book Fair General Volunteer

Introductions

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

Chairman's Report

Seanna revealed the theme of the Book Fair, "There's No Place Like Home" – inspired by The Wizard of Oz.

She gave a little history on the recent Bylaw changes including changes to bank account procedures. The Board has asked that the existing stand-alone Book Fair account be closed and the funds transferred to the school's school board account. Seanna and Nicole are to meet with the Financial Dept at the Board to work out the details. There are a few issues with Board accounts. Until these issues are solved the Book Fair account will remain separate. The Book Fair account currently has Seanna, Michele and Krys (past Treasurer) as signing authorities. Nicole to be added and Krys removed.

The Book Fair Committee will be gain access to the gym in 2 weeks (Oct. 17 @3pm). This year's Book Fair will be Friday, November 1 (10am-9pm), Saturday, November 2 (10am-6pm) and Sunday, November 3 (11am-5pm).

We need to find people/organizations to take all of the leftover books. A request went out to attendees to try and find organizations that might take the books. Joni has a friend whose school may be interested in the Children's books and will follow up with them.

Section Reports

Children's Section

We discussed different options to get teachers involved in Book Fair and have them earn books for their classrooms:

- Teacher's Sort Night – teachers get 5 books for their class
- Teacher's Box Night – teachers come the last day of Book Fair, between 4:30pm and 5:00pm, and can fill a box full of kids books for their class

There are classes in the school that need early reader books for their students. 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. It was recommended that any books purchases be added as library inventory and teachers would have to sign the books out. In the past books that were donated to classrooms seem to have disappeared. Books kept in the library may be easier to keep track of.

Café du Monde

There is an urgent need for Café volunteers. A meeting of the Café Team needs to be organized. Joni to discuss this with Gillian and Seanna.

Communications

To do list:

- Press Release will go out to Media 3 weeks before.
- Posters to be made
- Flyers will be done as a Canada Post mail-out instead of hand delivered

Sponsorship

Lisa wanted to know the deadline for Corporate Sponsors. Seanna assured her we'd take a sponsor up until the Fair begins. Seanna to e-mail Lisa with specific sponsorship info re: bookmarks. Denene would like to be informed of placement of sponsorship signs as it may affect her Cash Team operation. There should also be clear volunteers to put up the signage.

Budget

The budget is in the process of being prepared. Each section was asked if they had any items they needed added to the budget:

- Café needs a rice cooker and a coffee urn that will be used just for hot water
- Seanna will look into the cost of hiring movers to move the book cases – too hard on the volunteers

- We have approx. 110 bookcases and need to replace approx. 6 per year

Open Issues

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.

New Business

New Volunteers

Joni made note of the following new volunteer numbers:

- Book Bin Team – 7
- Communications/Media – 4
- Finance – Cash Office – 1
- Café Team – 5
- Sponsorship – 1
- Transportation – 2
- Authors' Workshop – 1

Christina Leadlay spoke of her interest in Authors Workshops and Lisa Samson also mentioned she may have some contacts. We will organize an Authors Workshop Team meeting in the coming weeks. Seanna noted that this year Authors Workshops will happen in May – the Monday of Education Week (May , 2013). Last year the workshops were spread out over a week (? Confirm) but we will be going back to a one day workshop. These workshops consist of 20-23 authors (authors in each class) and a lunch afterwards.

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.

Other Items

- Seanna has found someone who would like to design a "yellow brick road" for Book Fair
- Counting jar activity for students – perhaps using gold brick candy

Action Items

- 1) Seanna and Nicole are to meet with the Financial Dept at the Board to work out the details. There
- 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) Joni to help organize a Café Team meeting.

- 6) Seanna to e-mail Lisa with specific sponsorship info re: bookmarks
- 7) Attendees asked to think about changes/additions to Terms of Reference and Critical Path for next BFSC meeting
- 8) Joni to organize an Authors Workshop Team meeting in the coming weeks.
- 9) Attendees were asked to help by trying to find a volunteer to fill the critical role of Book Fair Co-Chair.

Next Meeting

To be determined.

Adjournment.

8:30pm