

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

Ian MacKay, Book Bin Team

Chloe Girvan, Children's Books Section Team

Lisa Samson, Corporate Sponsorship Team

Sue Burnham

Melanie Chedore

Introductions

Joni called the meeting to order at 7:30pm. She explained that this was a casual meeting to introduce people and to brainstorm for the 2014 Book Fair. Christina agreed to take informal notes.

Seanna said we get the gym on Oct 23 for set-up.

Author Workshops is not part of Book Fair any more, but instead part of School Council.

Liz Gray-Smith is working with Lisa Samson on corporate sponsorship.

We need our own account person.

Denene can't do the cash this year, but Ian will help.

Sponsorship- Lisa explained that she and Liz Gray-Smith have already secured \$3,500 in corporate sponsorship. \$5,000 is the goal. We are going to pursue the “Adopt-a-bookcase” scheme for corporate sponsors as well as individual classes at the school. Each class can adopt a bookcase and decorate it. The artwork will be done on Bristol board. There are 18 classes, so we will need 18 sides of bookcases to decorate. Joni reminded everyone of her goal to get the school more involved in Book Fair. Each class gets a bookcase, with the class goal of raising \$100. Winning class gets a lunch as a prize. In theory a family could adopt a bookcase, but we won’t push it.

Gillian has already talked to Arturo’s and asked Lisa not to approach them. Moulin de Provence is a reliable food donator. Lisa will not approach restaurants for corporate sponsorship.

Café- Inge suggested asking Mazzola to donate food this year. They are the new hot food supplier at the school and this would be a good opportunity for parents to sample Mazzola’s food at Book Fair. Sue, Ulli and Manon will be helpers for the Café.

Joni said the Café needs to set a budget this year. Profit margin has been less year-to-year, but not by much. Gillian said she wants to revisit the concept of the Café. We need vegetarian and meat options of items that can be mass-produced. Last year the cafe played with their pricing. This year we will have less variety of things like pop. The vision is to simplify. What sells is very unpredictable, but if you have it they will eat it. Joni agreed with Gillian’s suggestion to not serve sandwiches this year.

Joni said the Café budget this year would be \$1,500. It will be a challenge to see how low the team can keep it. Gillian was concerned about the food safety risk of storing and reheating food donated by embassies. Joni said that the T&T noodles should be a last resort. But Gillian said she wants to have noodles for Saturday, as they are popular.

Seanna noted that Book Fair changes year to year. The Café used to have a \$500 budget, with only embassy donations. Gillian said she wants to give this current model another shot. Seanna suggested pre-ordering supplies from National Grocers. There, we can return unused things like cases of pop.

Volunteers- Gillian would like her own form for Café volunteers, as was done last year. Joni said all volunteers need to be wearing badges in the school. This year, Tamara will be in charge of logging all the volunteer hours in a book. Joni said she would like to know the volunteer hours, as we don’t have any statistics on that. Volunteers will get vouchers for refreshments at the café during the actual Book Fair days. Tamara will be in charge of all of this, at the volunteer table.

Joni wants to think about volunteer incentives. For the Book Bin team, they will each get \$10 Book Fair Bucks to spend. Teachers: for every hour they help out, they will get \$5 Book Fair Bucks to spend on books for their class. They will also get a box to fill for their class on Sunday.

Seanna noted that the librarian would choose books at the fair that she’d like to have, put a slip in them, and then people can purchase the books for the library. There will be a similar scheme for teachers and classes. Teachers can make a wish list on their sort night or pre-select books that people can purchase. At the cash, the books will go into the teachers’ bins.

Joni's list of things for Inge to do: Book Drive will run Saturday Oct 25. Streamline deliveries to one day. Donors should be encouraged to bring big donations can go directly to the gym. Book Drive will not be advertised. The last day we accept books is Oct 31. We need to put this on the website. Use Volunteer Spot again. Create and send out the volunteer form for parents by Wednesday, Oct 8. Have it due back the following Wednesday, Oct 15.

Joni said we are updating the pricing guidelines. Seanna explained the increase would be by \$0.50. We will make a lot more money. Chloe said Value Village is a good place to compare used book prices. She is thinking of packaging books in a series together. Chloe also asked whether there was the budget to redo the signage in the children's books section.

Contest: decorate the case in the school hallway. Have students design their own superhero or comic strip.

Media/Communications- Joni said that signage will fall under media and communications this year. She has already forwarded Christina some information about that. Seanna said that the section signs don't happen until after sorting is done. Media includes posters and signage, signs for bookcases, the website and Facebook. We want a separate website from the school's website.

In the flyer/listings we need to mention that books get restocked throughout the weekend. Also note Seanna's "red-light specials" (discounts on certain books at certain times). We will be handing out Book Fair Bucks to people who come in costume.

Book Bin Team/Cash- Ian said that he thought we had a lot of books currently. Seanna said it was about the same as last year, but Joni and Ian agreed that they thought it was more.

Joni asked Melanie if she can find people to collect all of our books after the Fair is over. Seanna has had a request for the leftover children's book from a school on a reserve in Maniwaki (Kitigan-zibi). Ian suggested looking into the people who buy books by the pound. Good Companions also took books last year.

Ian said he will come in on Wednesday and Thursday before Book Fair to test the lines for the cashes. Joni will help Nicole staff the cash room (need two trusted people to be in that room with the money at all times).

Next Meeting

Oct 21 is the last chance for the committee to meet before Book Fair set-up gets underway. Next committee meeting will be Thursday, Oct 16 at 8pm

Adjournment.

9:30pm