

RPPS Parent Council – Book Fair Standing Committee Meeting Minutes

6:30pm - Tuesday, June 22, 2021

Meeting Facilitator: Joni Hamlin, Chair, Book Fair Standing Committee

I. Call to Order

The meeting was called to order at 6:30.

II. Participants

Joni Hamlin – Chair
John Leefe – Sponsorship Team Lead
Laura McCurdy – Children’s Team Lead
Ahmed Saeed – Book Donation Team Lead
David Mackie – Accounting Team Lead/Bookkeeper
Hart Shouldice – Communications Team Lead
Keumnim Lim – Volunteer Team Lead
Christina Leadlay – Past Chair
Seanna Kreager – Past Chair (Emeritus)
Nicole White – Accounting Team Lead (Emeritus)
Sarah Jane Estabrooks – Council Co-Chair
Shannon Shamsuzzoha – Council Volunteer Coordinator
Laura Charlton – Standing Committee Member
Heather Watts – Standing Committee Member
Nick Treanor – Standing Committee Member

Regrets

Crystal Holly – Standing Committee Member

III. Approval of Minutes of Last Meeting (December 3, 2019)

MOTION: *Joni Hamlin moved to accept the minutes of the December 3, 2019 meeting of the Book Fair Standing Committee Minutes with the following spelling corrections: Mireille Boulos, Shannon Shamsuzzoha & Sara Silvestri.*

Moved by: Christina Leadlay; Seconded by: David Mackie – Passed without dissent

Chair’s Report

Joni Hamlin – Chair, RPPS Book Fair Standing Committee

I would normally give the Chair report after all of the Team reports, however, as this is my first one and I have a lot of info that may be related to the individual teams I thought it would be good for me to go first.

COMMITTEE VACANCIES

First, here is how the current committee stands.

Book Fair Standing Committee Executive (Voting)

- Chair – Joni Hamlin
- Co-Chair - VACANT
- Past Chair – Christina Leadlay
- School Council Co-Chairs - Sarah Jane Estabrooks and Kristen Healy (1 vote)
- Volunteer Team Lead – Keumnim Lim
- Administration Team Lead – VACANT
- Book Donation Team Lead – Ahmed Saeed
- Communications Team Lead – Hart Shouldice
- Children’s Team Lead – Laura McCurdy
- Accounting Team Lead – Dave Mackie
- Sponsorship Team Lead – John Leefe
- Café Team Lead - VACANT

Book Fair Standing Committee Members (Non-Voting)

- Heather Watts
- Laura Charlton
- Crystal Holly
- Nick Treanor

Also attending this meeting are Seanna Kreager and Nicole White who currently don’t “officially” sit on the committee but are here to help with background info.

We have 4 members who are non-voting and perhaps would be willing to step into some of the vacant positions – Co-chair, Administration Team Lead and Café Team Lead. John kindly agreed to do both Administration and Sponsorship, but he can only fill one voting position. Sponsorship is historically harder to fill so if anyone is willing to step up to do Minutes, which is all Admin currently needs to do that would be great.

And this is Christina’s last meeting as her kids have aged out of the school. So I want to give her a big thank you for Chairing Book Fair these last few years and for helping establish its procedures moving forward – Because you know I’m still going to bug you.

UPDATE ON MEETING WITH PRINCIPAL

- We have permission to put a pod on school property over the summer.
- We do not yet have permission to access the bins. At our initial meeting on June 14, Principal Mace said we could but then she said she followed up with the Board and we currently can’t under their regulations, so we are waiting to see what happens there. If we are allowed on school property, they will let us use the recycle bins.
- An in-person Book Fair in November is not likely, possibly could reschedule in February but that would interfere with the Rockcliffe library sale. Also, if we are not allowed in the school until the new year, it would be a mad scramble to try and get enough books. I think we should just stick to a virtual idea.
- With regard to in person book sale set up, Heather has cut this by 2 days so we will need to do more frequent sorting throughout the school year to be more prepared when we get the gym for Book Fair 2022.
- There are safety concerns with regard to bookcases. The Committee should consider purchasing folding metal bookcases when the wooden ones need replacing. Depending on the success of our fall virtual Book Fair, I would suggest we purchase 4 or 5 folding metal ones to try them out

before the next Book Fair. They will be easier to store, lighter and won't require the continual maintenance of the particle board shelves. They will also be able to be tie-wrapped together making them safer than the tall IKEA ones. Any replacement book shelves should be shorter than the tall Billy bookcases even if the Committee decides against metal ones.

Roehl 58.88" H x 28" W Iron Etagere Bookcase

\$217.99 with free shipping

<https://www.wayfair.ca/furniture/pdp/rebrilliant-foldable-shelving-unit-storage-rack-on-wheels-large-capacity-heavy-duty-steel-5-shelf-organizer-black-5888-h-x-28-w-c004355201.html?piid=>

- With regard to the future operation of an in person Book Fair, in addition to losing 2 set up days, there will be further restrictions of volunteers in the school. For example, our volunteers will no longer be able to use the washrooms during the Book Fair Set up (washrooms will still be open during the evenings when students have gone home and during the Book Fair sale). We will need to set up a port-a-potty outside, I'm suggesting under the overhang at the entrance to the small gym. There are likely going to be a lot more safety/security restrictions coming down the pipe and these will be non-negotiable when we're talking about us being inside during school hours. The Floor Managers who work could be given inside privileges to still be able to access the little kitchen.
 - o Sarah Jane Estabrooks asked if washroom ban ended with the end of the school day (3:00 PM) or the EDP after-school program (6:00 PM) – answer – unknown.
 - o Christina Leadlay commented that in previous Book Fairs, volunteers were asked to use the washrooms at the community centre when school was in session.
 - o David Mackie asked which days were lost from the set-up. Joni Hamlin indicated that we would start on the Thursday. Christina Leadlay noted that for the 2019 book fair, the committee assumed control of the big gym on the Wednesday.
- Book Fair had been dropped from the School's website. Heather put a Book Fair tab in for me and it now links to our website. She would like to discuss how to expand Book Fair's presence on the school's site so that's something we can discuss when we return to school in the fall.
- The Book Fair tab was missing from the School Council website too but I have since been in touch with Greg Thorpe who updates it and he added it back

UPDATE ON MEETING WITH ROCKCLIFFE DAYCARE:

- Currently we are not allowed on Day Care property. Should the school allow us on school property over the summer, I have asked the Day Care if we could access the storage rooms just by having them prop that side door open for us. She said this might be possible but only from 7:30am to 8:30am on weekdays. We would have to arrange with the custodian that the alarm not be set on that side door at that time.
- The day care is currently using the storage rooms so we will need to do an inventory of what is ours and, when total access is given, give them ample time to empty them. It is very important to maintain a good relationship with the day care.

NEW PARTNERSHIP – HELPING WITH FURNITURE

- Nathalie from Helping with Furniture is collecting and storing new leftover books from Costco for us. For this we will negotiate a monthly donation. The amount is to be determined as she assess the volume of books. I would like to put forward:

MOTION: *Joni Hamlin moves that Book Fair provide a monthly donation to Helping with Furniture for collecting and storing books for Book Fair. Book Fair authorizes Chair, Joni Hamlin, to negotiate amount over the summer.*

Seconded by: Laura McCurdy – Passed without dissent

OUTREACH TO BOOK FAIR VOLUNTEERS

- We need to reach out to our Book Fair volunteers; they haven't heard from us in some time. We'll update them about the 60th anniversary, summer book drive (if permitted) and steps that need to be taken.
- - contacting volunteer list with an update
- volunteers who are available to help with a summer book drive (if it's permitted)
 - o *Shannon Shamsuzzoha noted that a volunteer drive earlier in the year by council resulted in several parents offering to volunteer for book fair (not including committee positions). Shannon offered to pass along the list of interested parents to the standing committee volunteer coordinator. (ACTION ITEM)*

60th ANNIVERSARY PLANNING

- We are going to need to begin planning for the 60th Anniversary over the summer. This will all be done virtually.
- We need to brainstorm how we will fundraise. As mentioned above, one idea is do "mystery bags" for our event, everyone would receive a good quality bag (cost absorbed in the cost of the mystery bag) and they could return to the next Book Fair with the bag and receive \$2.00 off their bill.
- We would need to order reusable Book Fair bags for the 60th Anniversary. Sarah is looking at getting me some quotes on reusable bags.
 - o *Sarah Jane Estabrooks presented three bags for the committee's consideration.*
- Our Communications Team Lead will work on developing a 60th anniversary newsletter and video that can be shared with families in the new school year. Help from other committee members may be needed over the summer to do so (virtually)
 - reaching out to past Chairs and veteran volunteers for tidbits of info on the past 10 years to include in the 60th anniversary piece. We will only want positive, fun info.
 - Photos
 - Joni to search through archive files for anything of interest.
 - o *Seanna Kreager located the video made for the 50th Anniversary in 2011. (https://www.youtube.com/watch?v=Y4C_4vCym4I)*
- Theme, we need to brainstorm a theme for the 60th. Could be "Thinking Inside the Box", the "UnBook Fair" like Winnie the Pooh's UnBirthday. Or the "NotaBookFair", like Dennis Lee's Notapotamus.
- Additionally, we will need to brainstorm how to do a virtual author's workshops. One idea is a mini storytelling Festival. I spoke with Ottawa Storytellers, and they have a storytelling festival later in November through the library that is free to participants. However, we could piggyback on that and pay for one that is an RPPS Book Fair Storytelling Festival or Book Fair's Bookmark Festival, Bookmark Series – whatever we wanted to call it. It would be 8 storytellers (English and French for JK/SK, Grade 1-2, Grade 3-4, Grade 5-6). Additionally, we could invite other schools (perhaps RAISE school chosen by the Principal) to join us virtually. The Principal is very happy to have this take place in November and to happen virtually. She is particularly thrilled to be able to invite other schools. I have received a rough quote of \$2000 for this but, depending on the storytellers, could be a bit lower.
- The idea is to find a sponsor or sponsors to pay for the authors workshops/storytelling event. John graciously stepped forward to do sponsorship. I've reached out to Liz Gray-Smith, former Sponsorship Coordinator, and she has agreed to help make some introductions. Would be great if Sezlik or one of our old sponsors could sponsor the workshop/storytelling series. Should think about ways to add value to sponsorship with website, social media mentions and whatever visibility we can get. John has the old sponsorship level document and will work on updating it and simplifying it.

- *Nick Treanor noted that a story-telling festival is not the same thing as an author's workshop, and asked why one would be done over another. Joni agreed, but indicated that:*
 - *The Storytelling festival was much less expensive than the Author's Workshop (\$2,000 vs \$6,100)*
 - *The Storytelling festival would allow other schools to participate*
- *Seanna Kreager noted that the Author's Workshop used to occur in conjunction with Book Fair until it was moved to the current date in May (Education Week).*
- *Christina Leadlay noted that Author's workshop is a lot of work to organize, and requires volunteer availability in the daytime. The last couple of author's workshops have been exclusively organized through MASC (<http://www.masconline.ca/en/home.aspx>)*
- Some decisions that need to be made over the summer include:
 - Logo/design for t-shirts and reusable bags for the 60th
 - Organizing and possible down payment for Storytelling in November.
 - Planning for fundraiser in whatever form decided.
- As quorum may be difficult to obtain over the summer, and a lot of this planning needs to take place before the beginning of the school year, I would like to table a motion to encompass all things needed for 60th anniversary planning, as follows:

MOTION: *Joni Hamlin moves to allow any available members (voting and non-voting) that agree to any planning that may occur over the summer, related to the 60th Anniversary of Book Fair. Decision making can occur via email or conference call and will be based on the number of members who can participate within a given time frame (3-5 days). This may include, but is not limited to:*

- *theme for the 60th*
- *logo/design for 60th*
- *arrangements for purchasing reusable bags*
- *arrangements for setting up t shirt campaign beginning in September*
- *arrangements for summer book drives and sorting (if allowed) and rental of a pod to be placed on school property (if needed)*
- *organizing Book Fair author/storytelling event in November (and any costs related to it)*

Seconded by: Hart Shouldice – Passed without dissent

BOOK FAIR PROCEDURES AUDIT

- We need to do an audit of how Book Fair is run. We need to eliminate some of the 80+ book categories that there are. That is not even counting the categories in the Children's Section. We need to make it all simpler and we need to come up with a standardized approach to pricing that can be used in ALL categories when we next have an in-person Book Fair. As we will have lost 2 days for Book Fair set up it is important to do more frequent sortings in the school, when it's allowed, and price books on the spot. There has been success using a coloured dot system in the past so I think that's what we should adopt.
- This audit will be ongoing through the 2021-22 school year with the idea to have a solid plan in place for an in-person book sale in 2022 that has clearly defined roles, volunteer needs/hours, all info related to the running of it as well as past volunteers in place who will help train new volunteers to ensure a successful event. Remember, I will not be chair in 2022/23 so someone from this committee should step up to be Chair. This would be a much smoother transition if someone would agree to co-chair this year while we go through all of these changes. Even though I will not have kids in the school in November 2022, I can be available for questions and

planning. I may not be available to volunteer in person. I would not be able to commit to that until October of 2022.

- We need to look at how best to identify Book Fair volunteers working during set up and the sale itself, both from a safety perspective and a customer service perspective. Perhaps customized Book Fair high vis vests. Aprons were mentioned but in my experience nicer things will disappear. We could look at some mesh vests with Book Fair on the back. Maybe we could try out a prototype if we are allowed to do book drives and sorting in the summer.
- As volunteers who are in the school while students are present will not be allowed to leave the big gym, we may wish to consider limiting day time sorting hours and moving to more evening sorting. If more work is done sorting throughout the school year this could be possible. It may also be easier to get volunteers in the evening.

BOOK FAIR TERMS OF REFERENCE UPDATE

- We need to update our Terms of Reference to reflect allowing the Committee to meet electronically. We should ensure this becomes the norm and have it written into our Terms of Reference so parents will always be able to attend and vote remotely. This will help make it easier for volunteers. I'm going to begin reviewing it over the summer and we can discuss changes/additions in the new school year.

IV. All Sections Reports

a) Accounting Team – Dave Mackie

- Bookkeeper Report
 - The bank balance is currently: \$10,572.58
- Fundraising Initiatives
 - Council conducted three fundraisers over the last 4 months of the school year to raise enough money to cover council and book fair operating expenses next year in case we were not able to hold a Book Fair. Included in this amount is the cost of storing our shelving for the 2021-22 school year. While this money is available for the Book Fair Standing Committee, it is expected that council will be short of money again next year so any fundraising that the Book Fair Committee could do to offset these expenses would be helpful.
 - Donations Drive Update
 - Donation drive raised ~\$6,000.
 - Dreaming of Book Fair Raffle Update
 - The raffle will continue until Thursday, June 23rd @ midnight
 - Draw to be made Friday morning by Principal Mace, Laura Charlton has offered to deliver the prizes to the winners.
 - Raffle leaflet to be circulated on local listservs to raise profile over the last few days of the contest. (Christina Leadlay, Hart Shouldice)
 - Currently estimating a ~\$700 profit.
 - Book Fair tshirt campaign results
 - Approximately 29 Book Fair shirts were sold over the campaign
 - Combined with the school spirit wear, the campaign raised ~\$1,000
- o *David Mackie to arrange the change in signing authority with the Bank of Montreal*
(ACTION ITEM)
- o *David Mackie noted that the school council now has a charitable gaming number and can conduct a variety of online raffles and lotteries that next year's Book Fair Committee could take advantage of to raise funds.*
- Update on bookcase storage

- Wills Transport has been paid for the storage of our shelving for the 2020-21 school year. The total amount was: \$4,520.00 – which is approximately half of what we are normally charged.
 - *David Mackie indicated it would be a good idea to reach out to Will's Transport in the fall to determine the rate for shelf storage in the 2021-22 school year (ACTION ITEM)*
- b) Volunteer Coordinator - Keumnim Lim
 - There is a great interest in highschool students (especially from Ashbury) to volunteer for Book Fair Activities
 - *Christina Leadlay identified Todd Lamont as a coordinator for volunteer labour should a book drive be organized over the summer. (Note: Sarah Jane Estabrooks asked that this be clarified as follows "Christina identified Todd Lamont as Book Fair's high school volunteer coordinator who could be asked to help coordinate HS volunteers for a summer book drive.")*
- c) Communications Team - Hart Shouldice
 - David Mackie has passed along the access information obtained from the volunteer coordinator for the 2019-2020 school year, Sara Dobbin to Hart, who has been able to access all of Book Fair's internet based sites. Seanna will be passing control of the Facebook account over in the near future.
 - Expressed interest to keep the social media accounts active year round
- d) Administration Team & Sponsorship Team - John Leefe
 - No Report (John was having computer issues)
- e) Children's Team - Laura McCurdy
 - Auditing Children's Book Categories
 - Categories are useful, but need to be flexible to reflect what has been donated
 - Simplifying pricing system
 - Prefers colour stickers to simplify pricing. Need to be flexible to accommodate unique items, boxed sets etc.
 - Need to identify a source for stickers – ran into problems in the 2019 bookfair with availability and quality of stickers.
 - *Joni Hamlin recommended Uline as a possible source (<https://www.uline.ca/>)*
 - Ideas:
 - Class book sales – i.e. – Pop up book sales around the holidays (ensuring the children get to choose their book)
 - Possibly coordinate a class book sale through the librarian
 - 60th Anniversary Mural – on the outside of Queen Juliana Hall
 - *Christina Leadlay suggested hanging a banner from the roof of Queen Juliana Hall as well as Pop-up flags to draw attention to the hall from Springfield Road*
 - Organize a book drive, but drop the books off at the LCA Community Centre
 - Activity to involve parents and children of multigenerational RPPS families – for example share childhood book favourites across the generations.
 - *Joni Hamlin suggested possibly resurrecting a virtual Grandparents Day to share family book favourites.*

- f) Book Donation Team - Ahmed Saeed
 - Has received the handover package from David, but hasn't had a chance to review. Will do so and arrange to meet with David to discuss.
 - *David to hand over keys for bins and storage rooms to Ahmed and Joni. (ACTION ITEM)*

V. Final Question Period

- No Questions

VI. BRAINSTORMING SESSION

- Postponed for a meeting to be held in July.

Meeting Adjourned – 8:30 PM