

**Rockcliffe Book Fair Standing Committee Meeting -
Dec. 3, 2019
Minutes**

In Attendance: Book Fair Standing Committee Members:

Christina Leadlay (Chair)
Sara Dobbin (Communications Team Lead)
Mireille Boulos (Sponsorship Team Lead)
Annabelle Giroux Bibeau (Volunteer Coordinator)
Laura McCurdy (Children's Team Lead)
Imbaw Storer (Bookkeeper)
Allison Padova (Hot Food Coordinator)
Dave Mackie (Book Donation Team Lead)
John Leefe (Administrative Team Lead)
Sara Silvestri (School Council Chair)
Justin McCarty
Jenny Domonkos
Natalie Goto (Cafe Team Lead)
Shannon Shamsuzzoha

Absent:

Nicole White (Accounting Team Lead)
Jess Romkey (Baked Goods Coordinator)
Anne Piotrowska (Parent Volunteer)

Due to an absence of quorum at the October 8th meeting, the draft minutes of the September 24th and October meetings were tabled for approval. Subject to Mereille's changes to the Sept 24th minutes, Dave moved to approve the minutes of both meetings. Natalie seconded. Unanimous approval.

Christina welcomed Jenny and Shannon to the Committee who will be taking over the Cafe Team Lead from Natalie.

1. Chair Report (Christina)

The main purpose of this meeting is debrief on what worked and what didn't. She noted the following:

- Christina will improve the Critical Path and make it more detailed to assist the new Chair who will be taking over next years.

- If we are unable to find a new Chair for next year, Imbaw confirmed that the Terms of Reference provides that the School Council will then make a decision on how the Book Fair will be conducted.
- At the November 12th Council meeting, feedback from Book Fair was discussed and it was noted that one of the metal bookcases fell on someone's back which lead to a discussion on whether we should consider replacing the bookcases. Currently, the storage costs are high as it is \$7000/year to store the bookcases.
- The methods for communicating Book Fair needs to be improved next year. After meeting with the Principal, Heather Mace, there was a suggestion to rethink the opening ceremony and make a better effort to keep customers separate from the students.

AI: We will raise these matters with the opening ceremony coordinator to make improvements for next year.

- A report will be submitted to Council early in 2020 to further identify areas that can be improved.

2. Book Donation Team (Dave)

Dave noted the following:

- The Book Bin team is currently "fallow" until the Kanata Book Sale donation in February.
- The team needs more volunteers. Although there are about 17 people on the list, only about 6 are active. We need about 5 more active volunteers.
- Dave is stepping down as leader but is willing to work with the new team leader to transition in the new role.
- The Principal has proposed that books not be stored in the girl's washroom for this year. A number of possible alternate locations were discussed, such as an area in the small gym or storage room A.

AI: After consideration of these possible storage locations, it was unanimously decided that there is really no other suitable location other than the washroom to store the large volume of books that we receive every year. We will communicate this back to Council.

Cafe Team (Natalie)

Natalie and Allison noted the following:

- Everything went very smoothly this year with hot foods generating \$2700 and baked good \$1500.
- Jess did a great job of coordinating the baked goods.
- Egypt and Thailand were the only embassies that donated baked goods. We should rethink whether it is worth reaching out to Embassies next year.
- Chili, hot dogs, and mac and cheese were pretty well sold out. There were some issues with payment but we kept track of what was purchased. Lots of people helped out, even the kids.
- Next year, we will need to pay more attention to cleaning and clearing the tables.
- Thanks to Allison for doing a great job of preparing the hot food. She noted that she will step down from this role so we will need to find a new volunteer to do this next year.

There was a discussion on improving the sign up sheets for volunteers.

AI: We will improve the volunteer online sign up sheets for next year so we will know with more detail who is signing up to what specific area. Justin has a knowledge of IT matters and will assist in improving the Sign Up system.

Jean _____, a parent volunteer on School Council, joined the meeting to make a presentation on replacing the bookcases. He proposed that the Committee consider investing in new disassembled bookcases to save storage costs, which are very high at \$7000/year. he has found some suppliers online and the cost would be approximately \$10,000 for these bookcases which are easy to assemble and disassemble. A significant consideration is that storage costs would be about 1/10th of the current storage costs.

AI: Jean will e-mail the BF Committee with photos of the book cases to give us a better idea of their size and capacity so a decision can be finalized on the matter.

Communications Team Report (Sara)

Sara noted the following:

- She will revise the Calendar and put in specific dates for pre-BF activities.
- We may be putting too many messages on social media. It is important to find the right balance to avoid information overload!
- Changes need to be made to the webpage. Justin has kindly agreed to assist with this project. Thanks, Justin!

- BF media exposure needs to improve. For example, in order to get coverage by CBC and Global, at least one month notice is required.
- Sara will have to step down as Team leader because she may be moving. Justin has kindly agreed to step into the shoes as the new Team Leader.
- Several people declined to be profiled on our Volunteer Spotlight.
- Several people complained that we are no longer accepting or selling CDs and DVDs. Next year, we will need to communicate this better to minimize surprises.

There was a discussion about streamlining the domains for e-mails. There are currently three domains.

A/I: In January Imbaw will simplify the domain system. We will use only one domain: rockcliffsbookfair.

Accounting Team Report (Christina for Nicole)

Christina noted the following:

- We are still finalizing the net totals, but the following gross revenue was generated:

\$53,000 (books)
\$6,700 (sponsorships)

- We need to better prepare for internet outages. Next year, we will have a backup set for phone lines in case of another outage.

A/I: Next year, we will get a cash/debit machine for the Cafe.

Volunteer Coordinator Team Report (Annabelle and Christina)

The following was noted:

- We need to change the sign up forms to get more information from volunteers.
- We need to improve the e-mails asking parents to volunteer so they better understand the Book Fair and get involved earlier.

A/I: Next year, we will direct personal e-mails to parents who have already signed up at the beginning of the year.

A/I: Jenn and Christina will do a Book Fair presentation at "Kindergarten Information Night" in January.

AI: Justin will take over as our new Communications Team Lead.

Sponsorship Team Report (Mereille)

Mereille noted the following:

- She is putting together a “HOW TO Guide” to assist the next team lead for sponsorships.
- Sponsorships generated \$6700 and an additional \$900 was generated from the family donors.
- She recommended that we will go back to “Adopt-a-Bookcase” next year and discontinue the Family Sponsorships as it was a lot of work and there was not enough interest generated.

Children’s Team Report (Laura)

Laura noted the following:

- Everything went very smoothly this year as she had a lot of assistance.
- She would like parents with younger kids to stay in the children’s section.
- Choosing our own theme was a good idea and should be continued.
- It was good to not have to stress about the Club Reads, which was discontinued this year.
- Next year, we should print labels so we know who donated the books.
- We should keep the Spring Book Drive
- We need new signs for shelves

AI: We need to clarify that volunteers get to buy one book for every hour they work. There was some confusion that they got to take a book for free for every volunteer hour, but this has never been the practice.

AI: We will order 48 Book Fair shirts for next year.

Administrative Team Report (John)

John noted the following:

- During his shift as floor manager, the main key to the storage rooms was inadvertently taken by a parent volunteer. Next year, it is recommended that the key remain with the floor manager at all times during their shifts.
- Confirmation with both managers at the Royal Oak will be obtained several weeks prior to posting the Banner to minimize any understanding about this practice which continues to be an efficient and effective way to promote the event to both the neighbourhood and city at large.

The meeting was adjourned at 9:30pm. The next meeting for 2020 has not yet been set.