

Rockcliffe Book Fair Standing Committee Meeting
September 24, 2019
Minutes

In Attendance

Book Fair Standing Committee Executive Members

Christina Leadlay (chair)
Seanna Kreager (past chair)
Annabelle Giroux Bibeau (volunteer coordinator)
John Leefe (administration team)
Dave Mackie (book donation team)
Mireille Boulos (sponsorship team)
Imbaw Storer (bookkeeper)
Sara Dobbin (communications team)
Laura McCurdy (children's team)
Sara Silvestri (school council chair)
Nicole White (accounting team)

Others in attendance

Jess Romkey (baked goods coordinator)
Anne Piotrowska (parent volunteer)

The minutes from the April 30 meeting were tabled. Subject to Christina's and Imbaw's changes, Dave Mackie moved to accept them, seconded by Seanna Kreager. Unanimous approval.

CHAIR REPORT (Christina)

- We are on track with our Critical Path.
- We are still in need of a Co-Chair for Bookfair. This is Christina's last year as Chair.
- Vicky Solan is looking after the bookcase delivery with Wills Transfer. We will need about 10-12 people to assist with unloading the bookcases when they arrive October 16 at 10am.
- We will eliminate "Club Reads" this year because, as discussed at previous meetings, it has been difficult to staff the tables and is in an awkward location in the small gym. Instead, we will allow visitors to buy books all year and give them to office who can then pass them onto Kelly Harrison the librarian.

BOOK DONATION TEAM REPORT (Dave)

- Dave thanked the many volunteers who maintained the bins throughout the summer: Adrienne Blair, Janet Nielsen, Jennifer Mackinnon, Laura Charlton, Martin Jones, Shane McCord, and Shannon Decosse.
- Another big thanks to those volunteers who have maintained the bins since the return to school in September: Adrienne Blair, Shane McCord, and Cathy Tocchi. And a special thanks to Cathy for taking a greatly increased role after Dave's injury.

- Dave welcomed Laura Thorsell to the team, and extended his thanks to those who help without even signing up!
- The Girls washroom is now full, as is Storage B. Storage A is about 50% full. Thanks to Principal Heather Mace and Custodian Troy Cray for providing access to the stage for storage leading up to Book Fair.
- All bin donations, drop offs and pickups will be stored on the stage for the remainder of the book collecting season.
- Vaughn MacDonald of Black Squirrel Books has taken our leftover books for the past two years. He would like to do so again this year and Dave has reached out to him for confirmation.
- The last day we will be accepting book donations will be Sunday, October 27th.

CAFE TEAM REPORT (Christina on behalf of Natalie Goto)

A big welcome is extended to Jess Romkey who has agreed to be our new Baked Goods Coordinator.

- Jess will put out a call to embassies asking them if they wish to donate baked goods.
- Google forms are now available allowing people to sign up to provide baked goods. We will also be preparing a message to parents asking for donations. The packaging of baked goods will start in the Small Gym on October 31st.

AI: Baked goods Sign Up sheets will be posted during the set up for Book Fair.

ACCOUNTING TEAM REPORT (Imbaw)

- The signatories for cheques will need to be changed because Nicole is no longer School Council Treasurer and Imbaw will be leaving. This change should be coordinated with School Council. The new people being added will need to go to the bank to effect the change.
- Book Fair can offer suggestions to Council on where Book Fair funds should be distributed.

AI: If people have ideas on where the funds should go, they can e-mail Christina.

Christina suggested that the Sponsorship Report be moved up on the agenda as it was linked to the discussion concerning the Accounting Report.

SPONSORSHIP TEAM REPORT (Mireille)

Mireille reported on the exciting new RPPS Library Renewal Project:

- OCDSB has agreed to move ahead with the following renewal projects: the refurbishment of the library, the creation of a MakerSpace out of the old computer lab and the renewal of the general kitchen.

- A MakerSpace area will transform how students and teachers use the library area to create an interactive and innovative learning and teaching environment. The design features a large and bright open space, with a quiet reading area, a multi-functional space in the centre and an adjacent MakerSpace area for students to create, learn, and explore.
- OCDSB will invest over \$120K in building and infrastructure through government funding; however, the school community needs to raise fund for furnishing and supplies.
- Book Fair will look into allocating a percentage of its profits to the Renewal project. This support may be through money raised from Sponsorships, or perhaps a percentage of the Sponsorship funds. We will need to coordinate our proposals with the OCDSB.

Mireille also reported on important changes to the Family Giving and Corporate Sponsorship Programs.

- The Family Giving Program will now provide an opportunity for families to give to the Renewal initiative and be eligible for charitable tax receipts, as well as recognitions on the Book Fair Website and Wall. There are four levels of giving options: Cornerstone (\$500), Pillar (\$250), Foundation (\$100), and Groundbreaker (\$25-99). To qualify for a charitable receipt for tax purposes, donations must be over \$25 according to OCDSB, This Program will replace the old "Adopt-a-Bookcase" initiative.
- The Corporate Sponsorship Program will provide an opportunity for corporations to give as well, but they will not be eligible for tax receipts. However, they will receive other benefits, such as their logo on the website, bookcase signs, and for Platinum and Diamond donations, one-time recognitions through press releases and social media mentions.

A/I: For Diamond and Gold Sponsors, we should recognize them on Twitter multiple times and make a link to their company on other social media.

A/I: The Corporate Sponsorship Program will be sent to Principal Heather Mace for verification and approval.

A/I: Useful changes were suggested to the Family Giving Program form. They will be sent to Mireille for inclusion in final draft.

A/I: The baked goods donation form will be sent to parents ASAP.

- In an effort to save costs and time, we will not be making T-shirts this year.
- It is important that we specifically thank all those who make book donations, sponsorship donations, and baked good donations.

A/I: We will put up a poster thanking all those who help with donations, including furniture and trucks.

A/I: We will also send out a THANK YOU to the Kanata book sale, from whom we receive about half of our donated books. We should also advertise our Book Fair at their sale, which is in February 2020.

VOLUNTEER COORDINATION TEAM REPORT (Annabelle and Christina)

- We will continue to communicate with our community volunteers through our “Mailchimp” newsletter.
- We need Floor Managers for the two weeks of set up. Everyone on the Committee is encouraged to sign up for a spot and a sheet will be circulated.
- The Volunteer Master form has been updated. The signup.com website is now ready to go.
- Todd Lamont will be coordinating high school volunteers again this year. Also, Grades 5 and 6 can volunteer during recess and can sign up in advance.
- Natalie Runoff is our opening ceremony and tear down coordinator this year.
- We will need people to start moving and setting up bookcases on October 16th.

AI: To facilitate pricing, paperbacks being sold for \$1.00 will now be marked with a red sticker.

COMMUNICATION TEAM REPORT (Sara)

Sara reported on the following:

- The BF theme “Roald Dahl” was announced on social media on September 13th. She has been updating social media regularly.
- An Instagram account has been opened but nothing has yet been posted. We will be posting videos on it to better inform people of what BF volunteers do. We will especially be encouraging people to provide baked goods as this is an area where we always need more.

AI: Contact RPPS parent Keumnim to help with Instagram and social media for Book Fair

- Book Fair articles have been sent out to *New Edinburgh News*, *the Lindenleader*, and the *Rockcliffe News*.

AI: Follow up with Greg Thorpe to get a dedicated e-mail for Sponsorships.

- Approach Wendy Baldwin to be featured in our Volunteer Spotlight. We need to get her e-mail address.
- We will put volunteer vacancies and job postings on social media and Facebook, as well as informing people about what volunteers do.

CHILDREN’S TEAM REPORT (LAURA)

Laura reported on the following:

- For “Club Reads,” discussions continue with Kelly, the librarian, who will be selecting 50 books this year.

- She is currently assembling a core Children's Section team of between 6 to 8 people. We need people who are familiar with the pricing system.
- Colouring contest is challenging with the theme this year.
- She will be reminding parents to bring in children's books starting October 17th.
- The bookshelves on stage need to be more secure.

A/I: Seanna will design a poster this year for the Roald Dahl theme.

A/I: We will speak to Troy about the best method for securing the bookshelves on the stage.

The meeting was adjourned at approximately 9:15pm.

Next meeting scheduled for Tuesday, October 8th at 7:00 PM in the school library.