



MINUTES

RPPS Book Fair Standing Committee (BFSC)

Wednesday, September 15th, 2021, 7 p.m. | Meeting Facilitator: Joni Hamlin, Chair

In Attendance

Book Fair Standing Committee Executive Members:

Chair – Joni Hamlin
Accounting Team Lead – Dave Mackie
Volunteer Coordinator Team Lead - Keumnin Lim
Communications Team Representative – Hart Shouldice
Children’s Team Lead – Laura McCurdy
Book Donation Team Lead – Ahmed Saeed
Sponsorship Team Lead - John Leefe
Kristen Healey - Council Co-Chair

Regrets:

Sarah Jane Estabrooks – Council Co-Chair

Introductions

- Joni called the meeting to order at 7:14 p.m.
- The minutes of the June 22, 2021 meeting were distributed for review. John moved to accept the minutes and Dave seconded. Unanimous approval.

Accounting Team Report (Dave)

- Dave reported that the signing authority with the bank has been successfully changed, but will need to be renewed in six months.
- Currently, there is an account balance of \$12,253. School Council advanced \$2,000 to help with the book case storage fees.
- The Dreaming of Book Fair Raffle on June 23rd successfully raised \$1,225, with the machine rental was \$295 and other expenses the net profit was \$930.
- This will be Dave’s last year with kids at the school so he mentioned the importance of passing along knowledge of Book Fair’s accounting practices to the next volunteer to fulfill the position.

Volunteer Coordinator Report (Keumnin Lim)

- Keumnin has been approaching many students at Lindenlea Park and Ashbury about volunteering. Ashbury students have been a good source for volunteers in the past because they need to complete volunteer hours in order to graduate.
- To ensure that student volunteers are serious about helping out, we need to emphasize to them that it is essential for them to fill out the volunteer form online, which must include a photo. Vaccines are not yet necessary at this point, but this may change. The forms are easily accessible on the Book Fair website and the URL can just be copied to fill out.
- The Volunteer Handbook was sent out to the Committee in the summer and is comprehensive, but will need to be updated.
- **Action Item: We should be contacting all potential volunteers and asking them to fill out the form ASAP so we will be well prepared for November.**

Communications Team Report (Hart)

- Hart has been working on articles for distribution to several community newspapers, such as the New Edinburgh News and Manor Park News. He will also be updating the website and social media sites to keep the Book Fair “brand” alive in people’s minds. Through regular online updates with, for example, a literary focus, we can continue to cultivate a high degree of community engagement in Book Fair.
- In order to ensure the updates are happening, a larger team of volunteers will be required as we move closer to celebrating the 60th anniversary. Regarding the idea to contact people with stories of their memories and involvement with past Book Fairs, there have been no further developments over the summer. We will need to build a team to help out with this project.
- Seanna Kreager, Executive Director of the Lindenlea Community Association, has kindly agreed to help out by updating some of the social media sites.
- **Action Item: Hart to contact Seanna about the Book Fair Social Media and report back.**

Children’s Team Report (Laura)

- Laura has been working on simplifying the framework of categories for children’s books. Ideally, she would like to develop a skeleton framework and then leave it to volunteers to decide on how to develop subcategories.
- She has also been working on pricing, as this has been a difficult area to identify in the past. One idea is to start pricing at between 50 cents to \$1 at the low end with a range of \$5 to \$6 at the upper end, with the exception of box sets which are priced higher.
- There was a discussion about the need to develop pricing parameters for adult books as well.
- **Action Item: Laura to send out a document outlining the pricing parameters and skeleton framework of categories to better assist volunteers. a “Travelling Book Fair”, whereby children can purchase books from their own classroom, will take place this year for the 60th anniversary, allowing students to purchase a book for \$1**

Book Donation Team (Ahmed)

- Ahmed reported that the book drive on July 10 was very successful. To accommodate the large number of boxes, a U-Haul van was rented so that the books could be stored at the Helping With Furniture warehouse. Several committee members stepped up to the plate and dropped other boxes off on Sunday, July 11th.
- Ahmed informed the committee that he will be stepping down as the Team lead due to many other competing priorities. A big “thank you” was extended to him for his efforts over the past several months.

Sponsorship Team Report (John)

- John reported that he wrote letters in August to all of the 2019 corporate sponsors informing them about the “Love Book Fair” theme for the virtual event and outlining some of the sponsorship opportunities. So far, Sezlik, the World Group of Companies, and Mark Motors have shown interest in sponsoring the mystery bag idea, but would like to know more details about the other opportunities before committing.
- He has also been working on a document simplifying the categories for corporate sponsorship. The last package had four categories but he has limited it to three.
- **Action Item: John to follow up with the sponsors who have expressed interest and provide a simplified sponsorship opportunity levels to assist them in deciding what opportunity is best for them. He will also circulate the document to other Committee members using Google Docs.**
- Regarding the 60th Anniversary Book Fair, John suggested listing all of the best sellers or Noble Prize winning books for each year since 1961. Novels, non fiction, and children’s books could be listed and children could be asked to participate in a contest in which they could write a short essay on their favourite book from the list. This proposal will be further discussed by the 60th Anniversary committee.

Chair Report (Joni)

- Kristen will be stepping down as School Council Co-Chair representative. School Council elections are to be held on Sept. 21st.
- The summer book drive on July 10th was very successful and a good learning experience with approximately 200 boxes of books placed in storage at the Helping With Furniture (HWF) warehouse. However, until we secure more storage space, we cannot commit to holding another book drive. We have been providing Natalie with \$100/month for this space, and we will look into seeing if more space is available.
- Action Item: Joni to speak with Natalie of HWF to find out if more space is available.
- It was confirmed that we have received eight boxes of new books from COSTCO, which Natalie will be providing.
- The Volunteer Handbook will be updated soon as we move forward with recruiting new volunteers for the 60th Anniversary event.
- She is working on a "I LOVE BOOK FAIR" LOGO for placement on mystery bags. Hart will look into sourcing the reusable bags. It is important that we find a low price point for the bags in order to realize a profit.
- Chris Penton of the Beechwood Market will have agreed to provide Book Fair with a booth at no charge to enable us to sell the bags. It is expected that the books will be offered online by genre as we cannot list all of the books in our inventory.
- The Ottawa Storytelling Festival is confirmed for November. Ideally, the Book Fair can piggyback onto that event.
- We are continuing to do our procedural audits. All Book Fair documents will be available on Google Drive and everyone is encouraged to share their documents using this device. If people have trouble accessing it, please let Joni know by messaging her on her gmail account.
- The Terms of Reference for the Book Fair also need updating. Currently, only parents with kids in the school can take a position on the Committee, but we should look into changing this to facilitate other people's participation.
- We should move the Book Fair website to the School website. The advantage of this change is we can update the site ourselves and have our own email account. This will allow us to conduct meetings without having to worry about the meeting expiring. We could keep our domain for a few more years, but if the transfer to the School site proves useful, we could just retire our domain in a few years.
- Action Item: Joni to contact the school principal about the idea of moving the website and report back. A formal motion can be tabled at the next meeting to effect the proposed change.

Meeting Adjournment

- The meeting was adjourned at 8:30pm
- Next meeting: October 5th, 2021 @ 7:00pm