

RPPS Council – Book Fair Sub-Committee

Meeting Minutes

October 5, 2021 – 7 PM, Virtual Meeting

Participants:

Chair – Joni Hamlin
Admin Team Lead – Dave Mackie
Volunteer Team Lead – Keumnim Lim
Children’s Team Lead – Laura McCurdy
Accounting Team Lead – Michelle Sinclair
Council Past Co-Chair – Sarah Jane Estabrooks
Julie Brzezinski – parent representative
Cathy Lambert – parent representative
Brad Adams – parent representative
Nancy Hamzawi – parent representative
Lisa Cameron – parent representative

Erin Davidge – parent representative
Felix Ulloa – parent representative
Caitlin Sparks – parent representative
Anabel Bane – parent representative
Maria Patorniti – parent representative
Jennifer Cherniack – parent representative

Regrets:

Council Chair - Varvara Chernogorskaya
Sponsorship Team Lead – John Leefe

1. Welcome and Introductions

- Meeting brought to order at 7:05, agenda was presented
- Joni welcomed everyone present and provided a brief overview of the book fair and highlighted vacant roles on the sub-committee.
- Parent representatives were offered the opportunity to step into vacant roles.
 - Julie Brzenzinski assumed Book Bin Team Lead
 - Jennifer Cherniack, Brad Adams and Felix Ulloa offered to help with book sorting and transport
 - Lisa Cameron offered to coordinate the Story Telling Event

2. Approval of Minutes from Last Meeting (September 15, 2021)

- Minutes were approved with no changes
 - Moved by Dave Mackie; seconded by Laura McCurdy; Carried.

3. Book Fair Sub-Committee Terms of Reference Amendment

- The BFSC Executive is small this year and every vote is critical. The Council Chair and BFCS Accounting Team Lead will be unable to regularly attend BFSC meetings. In order to avoid quorum issues as the committee moves forward with plans for a November event, the following motion was made:

MOTION: To ask the RPPS council for an amendment to the BFSC’s Terms of Reference that allows the School Council Chair and the School Council Treasurer to decline a seat on the BFSC Executive for the 2021/22 school year, if they so wish. This does not revoke their ability to attend BFSC meetings as the meetings are open to all who wish to attend.

- Moved by Michelle Sinclair, seconded by Keumnim Lim; Carried
- Motion text included in Appendix

4. Book Fair 2021-2022 Budget

- Book Fair Bookkeeper (Dave Mackie) presented the committee with the proposed budget

- Budget is usually presented to the committee in May, then the council in June. This did not happen last year due to the vacancy of the chair's position.
- The budget is designed as a 'break even' venture. Our goal is to raise enough funds to meet our regular financial obligations, fund the 60th Anniversary projects and restore our nest egg (~\$15,000) which will allow the committee to run an in-person book fair in 2022-23. Any extra funds raised will be passed along to council.
- Budget was approved with no changes.
 - Moved by Michelle Sinclair; seconded by Keumnim Lim; Carried.

5. Book Fair Dates

- Book Fair traditionally takes place the first weekend of November.
- In an effort to give the BFSC some flexibility to prepare given the unique challenges presented by the COVID 19 Pandemic the following is proposed:
 - Book Fair will take place the week of November 15th – 22nd , 2021
 - Events will include the Storytelling series, the Rolling Book Shop, and Virtual Book Sale.
 - Individuals participating at in-person events will need to be double vaccinated.
- This was not presented as a motion, but was agreed upon by the BFSC.

6. Chair's Report

- Joni Hamlin (Chair) reported on recent meetings with Principal Mace. Access to book fair storage in the school and the link remains up-in-the air. Joni is working on alternate arrangements to allow book sorting and virtual book sale pick up to take place. More information will be provided by email when available and will also be presented at the next BFSC meeting.
- BFSC roles and vacancies were discussed. Several volunteers stepped forward into positions on the committee and were gratefully welcomed.
- The 2021-22 BFSC is as follows:
 - Chair – Joni Hamlin
 - Co-Chair – Vacant
 - Past Chair – Vacant
 - School Council Chair – Varvara Chernogorskaya
 - Administration Team Lead – Dave Mackie
 - Accounting Team Lead – Michelle Sinclair
 - Volunteer Coordination Team Lead – Keumnim Lim
 - Café Team Lead – Vacant
 - Children's Team Lead – Laura McCurdy
 - Sponsorship Team Lead – John Leefe
 - Communications Team Lead – Vacant
 - Book Donation Team Lead – Julie Brzezinski

 - Transportation Team Drivers
 - Brad Adams-Barrie
 - Felix Ulloa
 - Jennifer Cherniack

 - Empty Box Finder
 - Anabel Bane
 - Sarah Jane Estabrooks

 - Book Sorter
 - Jennifer Cherniack

- Rolling Book Shop Team (Children's Books)
 - Erin Davidge
 - Caitlin Sparks
 - Jennifer Cherniack

- Storytelling Series Coordinator
 - Lisa Cameron

- Tshirt/Merch coordinator
 - Jennifer Cherniack

- Bookkeeper Apprentice
 - Brad Adams-Barrie.

7. New Business

- The next meeting of the BFSC will take place virtually on October 19, 2021 at 7:00 PM.

6. Adjournment

- Meeting was adjourned at 8:06

Next Meeting: October 19, 2021 – 7 PM, Virtual Meeting