

RPPS Council – Book Fair Sub-Committee

Meeting Minutes

October 19, 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
Book Donation Team Lead – Julie Brzezinski
Sponsorship Team Lead – John Leefe

Brad Adams – parent representative
Lisa Cameron – parent representative
Arian Ahmadi – parent representative

Regrets:

Council Chair - Varvara Chernogorskaya
Accounting Team Lead – Michelle Sinclair

1. Welcome and Introductions

- Meeting brought to order at 7:15, agenda was presented
- Reminder to check the book fair website for meeting information, bookfair history, updated BFSC roles.
- Website is currently being maintained by Joni in the absence of a communications team lead.
- Arian asked for a history of book fair – Joni provided the highlights

2. Approval of Minutes from Last Meeting (October 5, 2021)

- Quorum was confirmed, minutes were approved with no changes
 - Moved by John Leefe; seconded by Laura McCurdy; Carried.
 - Minutes to be posted on BFSC website

3. Book Fair Storytelling Series Update

- Lisa Cameron
 - The event is scheduled to take place virtually November 15-16.
 - Includes 8 story tellers (4 English, 4 French) split up into JK-SK / 1-2 / 3-4 / 5-6
 - Sessions will be 60 minutes (30 minutes for Kinders at Principal Mace’s request) and will take place in the first and second period block (8:30 – 10:30, 11:15 – 1:15)
 - Up to 5 additional classes from other schools can be added without additional cost.
- Q – Arian Ahmadi – asked if story telling is a part of Book Fair
- Joni provided a summary of Author’s Workshops – traditionally a Book Fair event that brought authors into the school to conduct workshops with classes. Used to be held during book fair, but was taken over by council and moved to education week (May). This year the Story Telling Series is a way to celebrate the 60th and raise awareness of Book Fair’s profile in the school.

4. Team Reports

- Volunteer Team – Keumnim Lim
 - St. Columba’s Church seniors would like to help with the book sort.
 - Email sent to Book Fair volunteer list describing the Facebook Friends Group and how to volunteer for the book sorts.
- Administration Team – Dave Mackie
 - No report.
- Book Donation Team - Julie Brzezinski

- Book collecting has been paused. Challenges:
 - Unable to access school storage.
 - Unable to meet as a group outside of school due to insurance concerns (BFSC falls under the Council's insurance policy).
 - Due to book dumping by unknown individuals we no longer have access to our offsite warehouse storage.
- A FaceBook Friend's Group (FFG) not affiliated with the BFSC has stepped up and offered to do the work necessary to make the virtual sale work. (More details in Chair's report)
- Children's books left over from the 2019 book fair were obtained from Storage Room B (DayCare link space) and transferred to the FFG.
- Children's Team Lead – Laura McCurdy
 - Rolling class bookshops
 - FFG organizing sorting evenings, dates to be shared by email.
 - Curated selection of children's books for each class
 - Librarian will take the books on a rolling cart and visit each class
 - Students will be asked to bring a looney to purchase a book off the cart. (Waiting for confirmation from Principal Mace on this). Student's will be provided a book of their choice whether they have a looney or not.
- Accounting Team Lead – Dave Mackie for Michelle Sinclair
 - Book Fair budget was presented to council at the October 12th meeting and approved.
- Sponsorship Team Lead – John Leefe
 - Sponsors from the 2019 book fair were contacted – 3 have expressed interest in learning more about sponsorship opportunities.
 - Sponsorship document in development, hoping to send out this week or next.

5. Chair's Report

- Next Book Fair Meeting will be Tuesday, November 2 at 7pm
- The 60th Anniversary celebrations of Book Fair will run the week of November 15 - 19 but the online sale will carry on for another week.
- SignUp.com
 - Website we use to recruit and organize volunteers.
 - For some reason it started sending out volunteer requests, which people accepted! The subject line still said 2019 but the dates were for 2021.
 - Tracked down the password and cancelled all the jobs in October 2021. The website automatically sent out a cancellation email to those who had signed up.
 - A notification was left in the BF Google calendar to check the signup.com website
- Friends of Rockcliffe Park Book Fair
 - Planning the Virtual Book Sale has been a challenge
 - The Book Fair Committee is unable to access its storage spaces in the school and, due to current OCDSB restrictions, it is unable to not only work onsite but also off site - in person volunteer work is not allowed. This has made it impossible for the Committee to formulate a plan to sort the books and get them ready for the sale
 - An eager group of Book Fair veterans have created a private community group called "Friends of Rockcliffe Park Book Fair. Many people are missing this social aspect of Book Fair and are eager to get together to work and prepare for another sale.
 - <https://www.facebook.com/groups/601984810935421>
 - The FFG have offered to take the books currently stored in the off-site warehouse, sort them and prep them for sale. After the sale, they will also take care of arranging for the purchasers

to pick up the books they've bought. Lastly, they will arrange for delivery of all of the books to their sorting location and the disposal or recycling of any unwanted books.

- They are doing their own volunteer coordinating. If you wish to join this community group and help them out consider signing up to the Facebook page or you can email friendsofbookfair@gmail.com.
- This information has been added to the main page of our website.
- The BFSC is so grateful to the community members who are doing this for our fundraiser. Our only responsibility in all of this will be to set up the virtual sale through the school council online store. We won't be able to formulate how this will look exactly until the sorting commences so more on that at a later meeting.
- The Friends of Rockcliffe Park Book Fair group know that they are operating completely outside of Rockcliffe Park Public School. They are not endorsed or sanctioned by the school. They are not a part of RPPS' Book Fair Standing Committee and, as such, are not covered under the School Council insurance. They do not want any portion of funds raised. They would like it all to go towards the storytelling series for the kids – in celebration of Book Fair 60th Anniversary. The sale of the books would be online only, through the Council shop, and no money would be given to the Friends of Rockcliffe Park Book Fair. What they are offering is their time, labour and organizational skills to help out this much beloved event that is incredibly missed in this community.
- Helping With Furniture (HWF) Partnership
 - BFSC is ending its partnership with HWF and the warehouse storage space will no longer be used.
 - The Friends of Rockcliffe Park Book Fair will arrange for the delivery of all books stored at the HWF warehouse and have them brought to the sorting location.
 - If you have shared with anyone that we had offsite storage space at their warehouse please now share that we no longer do.
- 60th anniversary celebrations
 - The 60th anniversary of Book Fair will be celebrated four ways:
 - Storytelling series – November 15 & 16
 - Class book shops – which will hopefully take place the week of November 15-19. We are awaiting confirmation from Principal Mace.
 - Virtual book sale – November 15 – 29 through the Council's Spirit Shop.
 - pick up will be arranged for Dec. 4 & 5
 - Book Fair swag – Campaign to start November 15th.
 - Jennie Cherniack has offered to take this on for Book Fair.
 - Attached is the proposed "I ❤️ Book Fair" logo (we are open to other logo suggestions) The logo will be used on t-shirts and bags.
 - Sponsor logos will also be included on Book Fair swag.
 - Helping With Furniture's logo will be included on the bag – we offered this opportunity as part of our storage arrangement.
 - Potential sponsors have a deadline of Nov 12 to commit their support.
 - Campaign end-date has not been determined.
 - It has been suggested that initial orders be printed in time for Christmas and then open the sale of Book Fair Swag again in the new year.
 - Decorating Committee
 - Looking for at least 1 volunteer to establish a decorating committee to prepare posters for the classrooms and a bulletin board display for the school.

- An official request has been made to Principal Mace for permission to decorate the school the week of November 15.
- The Book Fair Song
 - Principal Mace has been asked if the Rockcliffe Park song, or Book Fair Song as it's also known, can be played during morning announcements the week of the Book Fair celebrations.
 - This has long been a Book Fair tradition and it would be nice to get the school more excited about Book Fair.
 - The song and the lyrics on the website under the "About" tab:
 - <https://rockcliffeparkbookfair.com/about-2/>
- Name the Theme Contest
 - Looking for a volunteer to coordinate a "Name the Theme" for Book Fair 2022. This has been an annual tradition at book fair which serves to get the kids excited and keep book fair in everyone's mind throughout the year.
 - Ideas for prizes:
 - Family 4pack for the Ottawa Children's Festival in May 2022.
 - Class pizza parties (if allowed)
 - Books on Beechwood gift card donation
 - Maybe there are other parents in the school who could donate items?
- Other items
 - Looking for a volunteer to assume the role of Communications Team Lead.
 - Looking for a volunteer to help with the 60th anniversary newsletter.
 - The Friends of Rockcliffe Park Book Fair have written ads for the upcoming Lindenleader and Rockcliffe Park newsletter.
 - The BFSC will not be looking at moving the Book Fair website to RPPS OCDSB website this school year. The Committee has a lot to do this year and I don't think our time would be well spent on this issue. The Committee can look at it next school year if they wish.

6. Question Period / New Business

- No questions, or New Business

7. Adjournment

- Meeting was adjourned at 8:22

Next Meeting: November 2, 2021 – 7 PM, Virtual Meeting