

RPPS Council – Book Fair Sub-Committee

Meeting Minutes

November 2, 2021 – 7 PM, Virtual Meeting

Participants:

- Chair – Joni Hamlin
- Administration Team Lead – Nora Aljarchi
- Book Donation Team Lead – Julie Brzezinski
- Children’s Team Lead – Laura McCurdy
- Accounting Team Lead – Dave Mackie
- Sponsorship Team Lead – John Leefe

Also joining

- Jennie Cherniack - Swag Campaign
- Brad Adams-Barrie - apprentice bookkeeper
- New parent - David Millard

Absent

- School Council Chair – Varvara Chernogorskaya
- Volunteer Team Lead – Keumnim Lim

1. Welcome and Introductions

- Meeting brought to order at 7:15pm, agenda was presented
- Each Member introduce Him/Herself since there were new participants

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

- John Leefe Just one minor typo in the second bullet on p. 3 where it should read "consider signing up to FB page"....rather than "considering".
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Moved by Dave Mackie

Seconded by Julie Brzezinski

- Just a note that the next Book Fair meeting will be Thursday, November 11. It will be at 7pm again and only for one hour.
- We should have all of the loose ends tied up by then with regard to the Storytelling series, the class book shops, the swag sale and the online sale.
- Joni noted that her Festival begins November 19, and she will have very little free time.
- After the 11th of November we won't meet again until sometime in the new year. And we hope to be able to coordinate pub drinks for us or something like that in February or March!
- Once the 60th is wrapped up, Joni will do up a report for the Council meeting and share it with the BFSC by email.

Changes in Committee Membership

- Michelle Sinclair has officially stepped down as Accounting Team Lead. She may still attend meetings but, out of respect for the Committee, does not wish to hold up any decisions that have to be made.
- Dave is back as Accounting Team Lead.
- Nora Aljarchi. She has signed up to be the Administration Team lead

4. Team Reports

John – Sponsorship Team

- Three confirmed corporate sponsors for this year's BF:
 - Ottawa Children's Festival - will sponsor the Storytelling series by providing \$1000.00
 - World Group of Companies - will provide \$500 and have corporate logo on reusable bags and t-shirts
 - Black Squirrel Books - will also provide \$500 and have corporate log on bags and t-shirts.

- Also contacted by e-mail:
 - Sezlik Realty and Mark Motors Ltd, (both sponsors of the 2019 Book Fair), but have not heard back from them.
- Royal Oak Pub have been contacted to assist with promoting BF by way of poster placement,

Laura – Children's Team

- .- Setup of Boxes for class book shops and label them through this weekend
- Cost of Each book \$1
- Draft a letter for families to send Money with their kids

Update on 60th Anniversary Events

Book Fair Decorations & Recognition in School

Joni

- We can circulate an 8 ½ X 11 piece of paper for each class. Joni will work on something colourful. We were hoping the principal would let us do a poster sized thing but no go.

- Lisa followed up with the principal today about whether we could decorate some wall space inside the school and we can use a 4 X 8 bulletin board. I asked the principal if she could send me a pic. New parent volunteer, Dave Millard, said he would do the decorations for the board and Joni will follow up with him.

Virtual Sale Preparations/Friends of Rockcliffe Park Book Fair

Joni

- The Friends group has reported that they are doing extremely well. They sorted half of the inventory last weekend and expect to finish the rest by this Sunday. Black Squirrel Books is taking all remaining books and, as John mentioned, has given a \$500 donation to Book Fair.

- Laura will be in to do sorting for the Children's Book Sale, and she'll talk about that in a bit.

- Until all of the inventory is sorted, we won't be able to put the book sale items up on the School Council shop, but we are going to put a few things up on the shop right now so volunteers with the Friends group can order shirts and bags now, or make donations. We'll be putting up the following items:
 - ❖ Book Fair T-shirts - \$30
 - ❖ Book Fair Reusable Bags - \$20
 - ❖ Give a Gift to Book Fair - \$10
 - ❖ Buy a Bookcase for Book Fair - \$100

- These last two items are a way for people to just donate money to Book Fair. The Friends group has had a few volunteers wanting to donate money, but the Friends group does not want to be collecting donations for the fundraiser. They are happy to advertise the sale items though so this would be a good way to do it.

- Dave mentioned that a dollar amount did not need to be added to the class shop and perhaps the “Give a Gift to Book Fair” item will be left blank, and people can fill in their own amount.
- Many of them have also shown interest in the T-shirts and bags so we should get that info out asap. The graphics for the item in the Council shop will be put together this week but the T- shirt and bag one will be updated later once we actually get the final sponsor logos and send the info to the printers.

David:

Suggested to create a QR code with a link to the website or the book sale item in the counsel. Joni to follow up with him on this

Jennie

Updated on the price of the supplies

- Printer cost of shirt will be 12.99
- Printer cost of bags will be 13.99

David recommended to add all other costs on the price.

It was also recommended that sponsor logos be placed on the back of the t shirt.

Additionally, Nora suggested the printers be asked if they’d like their logo placed on the shirt, and provide us with a discount.

Jennie will follow up with the printers and discuss with Joni this week.

7. Adjournment

- Meeting was adjourned at 8:15pm

Next Meeting: November 11, 2021 – 7 PM, Virtual Meeting