

**RPPS Parent Council – Book Fair Standing Committee
Meeting Agenda**

7:00pm – Tuesday, June 21, 2022

Meeting Facilitator: Joni Hamlin, Chair, Book Fair Standing Committee
Via Google Meet

- I. Call to Order
- II. Attendance
- III. Approval of Minutes of Last Meeting – May 24, 2022
- IV. Team Reports
 - a. Communications Team (Joni)
 - i. swag sales
 - ii. website update
 - iii. social media handover
 - iv. Book Fair contact email handover
 - b. Accounting Team
 - i. bank account status
 - ii. removal of outgoing members from bank account
 - iii. Book Fair bucks (Joni)
 - c. Administration Team
 - i. Book Fair Critical Path (Joni)
 - d. Volunteer Coordination Team (Joni)
 - i. committee Membership Recruitment
 - ii. updated volunteer handbook
 - e. Sponsorship Team
 - i. updated to sponsorship opportunities
 - f. Children’s Team & Book Donation Team
 - i. summer book collection
 - ii. November 2022 in-person sale plan
 - g. Co-Chair Team (Joni)
 - i. Book Fair Co-Chair report
 - ii. Resignation and handover of Book Fair coordination to RPPS School Council Chair
 - h. RPPS School Council Chair

- V. Other Business
- VI. Final Question Period
- VII. Adjournment of Meeting