

# MAYOR'S COMMITTEE | MINUTES

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Meeting date | time 4/20/2016 12:00 PM | Meeting location City Hall

Meeting called by Sindi Crosland (Chair)

Note taker Brandy King

Next meeting: May 25th, 2016 12:00 PM

Location: City Hall

## AGENDA TOPICS

**Resource Fair – May 3<sup>rd</sup> 10:00 – 2:00 BPAC**

### 1. Products donated and purchased

- There was a grant received from Voc Rehab that will be used to purchase signs, give away items, as well as provide lunches.
- Items collected to give away for Registering and/or Vendor Scavenger Hunt include water bottles donated from Teton Volkswagen, Swag Bags and Pens donated by Donna, Bags for students.
- Folders containing resource information will also be given to attendees.
- Sacked lunches will be provided to students and vendors, purchased with the grant received from Voc Rehab. The concession stand will also be open for food to purchase by public.

### 2. Advertising

- Lisa generated and distributed a flyer for the event.
- Becca will work with Modern Printing to get signs for directory at the fair as well as a banner and/or A-Frame type signs to put around the community.
- Lisa will contact Blackfoot Chamber of Commerce to advertise information on electronic marquees around town.
- Vicki will contact the BPAC to advertise on their marquee.
- Sindi will contact The Morning News and Channel 8.

### 3. Vendors & Attendees

- Local area high schools will be attending such as Blackfoot, Snake River, Firth Etc.
- There will be approximately 45-50 vendors.
- Need around 60 tables – Shawn has 10 tables if needed, PRT would be willing to transport
- A list of Vendors will be emailed.

### 4. Programs & Setup

- There will be Spanish presentation that will start at noon as well as a parents and caregiver's presentation.
- Setup will begin at 9:00 or earlier, help from the committee is encouraged.

**Other things of Note:** Potential revisit resource list in future meeting.