

# MAYOR'S COMMITTEE | MINUTES

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Meeting date | time 4/18/2018 12:00 PM | Meeting location Blackfoot Senior Center

Meeting called by Sindi Crosland (Chair)

Next meeting: May 16, 2018 12:00 PM

Note taker JoAnn Brooks

Location: Senior Center

Present: Sindi, Mayor Carrol, Mike, Lisa, Lynette, Susan, JoAnn, Pam, Karen, Dave, Miriam, Garrett, and Becca.

## AGENDA TOPICS

### 1. New Business

- We'd like to give a warm welcome to our newest member, Michael Harris. He is representing Bingham Memorial Hospital, and is from the Patient Experience department.
- We have decided to have a parade float in this year's Eastern Idaho Fair parade. A Sub-committee has been created, with Lisa, Mike, Susan, and Sindi at the helm. If you would like to volunteer your time, talents, or ideas please let them know.
- Date for next year's resource fair: May 6, 2019.

### 2. Resource Fair May 2018

- **Committees:**
  - **Logistics**
    - The layout will be the same as last year, using 8 ft. long tables.
    - Blackfoot Lion's Club are providing the tables and setting them up.
    - Vendor tables needing electricity will be organized and up to code.
    - Two registration areas: one in front of the main gym doors for students, and one at the back gym doors for community members.
    - Help/Information desk will be in a centralized location.
    - Police, Sherriff's Office, and Fire Station are confirmed to come. Lisa will contact the National Guard.
    - BPAC direction arrows and signage will be set up the night before.
    - We will put a tripod sign inside the gym to direct people to the outside activities and displays.
    - If anyone has any other ideas to help direct community members to the parking lot in the back of BPAC, please let Sindi or Becca know.
  - **Invites**
    - Flyers and emails have gone out.

- Lisa has also posted the flyer on the city's website, and on many other community websites. If you know of a website that would be willing to post our flyer, please let Lisa know.
  - Mike has added information about free PRT transportation to the flyers, and will email us all a copy so that we can inform our contacts and other organizations.
  - Lynette has contacted Snake River High School, and will contact the other Bingham County High Schools.
- **Vendors:**
  - As of this morning, we have 52 confirmed vendors. We are anticipating having around 60 vendors, perhaps more.
  - Becca will send out maps and other information to all vendors.
  - We are supplying donuts and water to the participating vendors; Ryan will ask for donations from local grocery stores. Sindi will follow up with Ryan.
- **Registration:**
  - Two tables; one for students and one for community.
  - Lynette has ordered 2500 wrist bands.
  - Registrations main job is to man the tables on the day of.
  - A help/information desk will also be available.
  - Weather permitting; we will have a table outside in the BPAC area to direct the community to the correct doors.
- **Marketing/Advertising:**
  - Banners are up and looking good! Some locations are: Jensen's Grove, the Lutheran Church, firehouse property by State Hospital South, and Main Street.
  - Lisa will contact news and media outlets as the date get closer to the fair.
  - One of our banners, used for the day of, needs vinyl letters made; Sindi will ask Misti to make them.
- **Transportation:**
  - PRT has committed to transport community members to the fair. There will be no charge for this service.
  - There will be predetermined pick up locations throughout the city (they have not been finalized at this time).
- **Decorations:**
  - We will have blue, teal, and silver Mylar balloons for the exterior tables, registration tables, and help/information table.

- Red Mylar balloons will be at the “Red File” table.
- Also is providing white tables cloths for the vendor tables and blue table cloths for the committee tables. Susan will pick them up.
- **Food:**
  - If the food vendor for the concession stand is still willing to come, he needs an accurate count.

### 3. Other/Misc.

- Resource Fair Audience:
  - People with disabilities
  - Caregivers
  - Senior Citizens
  - Parents
  - Students