

MAYOR'S COMMITTEE | MINUTES

Meeting date | time 12/21/2016 12:00 PM | Meeting location City Hall

Meeting called by Sindi Crosland (Chair)

Note taker JoAnn Brooks

Next meeting: February 15, 2017 12:00 PM

Location: City Hall

Present: Sindi, Lisa, Becca, Dave, Otter, Lynette, and JoAnn.

AGENDA TOPICS

1. New Business

A. No new business at this time.

2. Resource Fair

A. Officially starting the planning process.

B. Date of fair: Pending. Lynette will get the date in a few days.

C. Time of fair: 10:00 AM – 2:00 PM

D. Logistics

- We are using the Blackfoot High School gym, hallway, and back parking lot; we are not using the BPAC or the BPAC foyer.
- Lynette will get a map of the high school
- Lynette and Dave will use map to draw a basic schematic/flow diagram in order to plan the placement of booths/tables for vendors, employers, service organizations, participants, and registration. They will figure out how many booths/tables we can accommodate.
 - Dave will email committee the information by the end of the week (Monday, at the latest)
- We also need to know how many long and short tables are available to use.
- Please be mindful of the fire code when planning.

E. Vendors and Invitations

- We will place signs on the booths/tables with the names of the vendors beforehand.
- We will group the vendors by type as much as possible (resource, higher education, jobs, etc.).
- We will have an evaluation for vendors, as well as for participants, so we can find out how best to improve for next year.
 - What are employers looking for? Age? Degree? Skill?
- Becca will compare vendor lists from the employers' breakfast, Ft. Hall's hiring event, and last year's resource fair.
 - We will send them a "Save the Date" invitation.
 - We will follow up with a phone call before March.
- Lisa will invite city mayors from surrounding areas.
- Becca will get a list of apprenticeship programs from various unions and trade schools.
- Becca will speak with the Blackfoot Dept. of Labor.

F. Food

- Nothing decided yet. Weighing options of concessions and brown-bag approach.
- We do agree that due to lack of funding, concessions is a better option than having the committee purchase food.

G. Marketing and Invitations

- All committee members need to advertise in their own sphere of influence (Face Book, Churches, clubs, etc.).
- We will invite all surrounding high schools, and stagger the timing of their arrivals.
- Advertisement:
 - Community Calendar and city marquees: post earlier this year.
 - We will create a card/invitation that we can leave at various businesses to advertise the fair.
 - Dave will take them around to the various businesses:
 - Dawn Enterprises
 - SEICCA
 - Vocational Rehabilitation
 - Senior Center
 - Community Dinner Table
 - Public Library
 - Deseret Industries
 - Idaho Youth Ranch
 - Crisis Center
 - Dept. of Labor
 - Health Dept.
 - Idaho Housing Authority
 - USDA
 - Blackfoot Chamber of Commerce
 - Various Churches?
 - Others?
 - Newsletters: See if various organizations will mention our fair.
 - Sindi will speak with Chamber of Commerce next Tuesday
- SWAG
 - If we have SWAG to give away, it will be either “first come first serve” or a scavenger hunt rather than given to only certain groups.
 - Sindi will check with Source America and Donna for donations.
 - Becca will check on Teton water bottles.

H. Registration

- We will keep track of the number of students by using paper wristbands.
 - Do we want to track students only, or all participants?
 - Lynette will get the wristbands for us.
- Other areas of registration will be focused on at a later time.

I. Fort Hall Hiring Event

- March 14th at the Showban Event Center
- 10:00 AM – 2:00 PM
- Otter will let us know if he needs any help.

3. 2017 Committees and Assignments

A. Vendors

- Becca
- Dave
- Otter

B. Logistics

- Lynette
- Becca
- Dave

C. Registration

- Lisa
- Shawn
- Mike
- Sindi
- JoAnn

D. Marketing and Invitations

- Lisa
- Mike
- Sindi

E. Food

- Dave