

# MAYOR'S COMMITTEE | MINUTES

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Meeting date | time 3/21/2018 12:00 PM | Meeting location Blackfoot Senior Center

Meeting called by Sindi Crosland (Chair)

Next meeting: April 18, 2018 12:00 PM

Note taker JoAnn Brooks

Location: Senior Center

Present: Sindi, Mayor Carrol, Lisa, JoAnn, Ryan, Karen, Amy, Pam.

## AGENDA TOPICS

### 1. New Business

- A warm welcome to our newest member, Karen Ludwig. She is representing the ISU Center for New Directions. We are glad to have you aboard!
- We've decided to include a food committee; if you would like to volunteer for this, please let Sindi know.

### 2. Resource Fair May 2018

- **Date:** May 7, 2018, 10 AM – 2 PM
- Please meet with your fellow committee members. All committees will be reporting on their progress in the April meeting. **\* The April meeting is the last meeting before the fair. \***
- If you would like to purchase a Mayor's Committee shirt, please contact Lisa.
- Bingham Memorial Hospital has given us a grant for around \$200. We've decided to use it to pay for "Save the date" cards for the fair next year. We may also use some of the funds to help the food committee.
- **Committees:**
  - **Logistics**
    - No update this week, but we are planning on the tables being all 8 ft. long, with the same layout as last year.
    - Becca is checking with vendors to find out if they need electricity.
    - Sindi will confirm who is speaking with AlSCO, to see if we can borrow their tablecloths.
  - **Invites**
    - The flyers are printed and ready to go. Lisa will email us each a copy, so that we can distribute them to our own contacts.
    - 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.

- **Vendors:**
  - Becca has some vendors committed, with more rolling in.
- **Registration:**
  - Two tables; one for students and one for community.
  - Lynette has ordered wrist bands.
  - Registrations main job is to man the tables on the day of.
  - A help/information desk will also be available.
- **Marketing/Advertising:**
  - Committee is meeting March 22 at 3:00 P.M.
  - Banners have been ordered.
  - Lisa will speak with Katie Clark, at the newspaper, about printing articles about the fair.
- **Transportation:**
  - Mike will also check with Showban, and CT Transportation.
  - Lynette will check into the Eastern Idaho Fair Trolley.
  - Sindi will check with Miles Bus Company.
- **Decorations:**
  - Committee will get together to decide.
- **Food:**
  - We are thinking about supplying donuts and water to the participating vendors; Ryan will ask for donations from local grocery stores.
  - If the food vendor for the concession stand is still willing to come, he needs an accurate count.

### 3. Other/Misc.

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