

2013 Job Fair Meeting Minutes
August 28, 2013
8:30 A.M

Present:

Dan Caldwell
Mike Willmann
Catherine Carroll
Darlene Scocca

The committee reviewed all of the scheduled workshops, and felt that there was ample opportunity for services to job seekers in preparation for the fair.

Darlene noted she needed assistance with place cards for employer tables, lay-out and printing of hand-outs of employers, etc. Kristi and Catherine offered to help.

The lack of employers by Project Connect was discussed, and it was decided to just proceed with soliciting employers.

The Burlington Center was able to provide space for Goodwill to bring professional clothing, however, Goodwill was not able to accommodate our request. Goodwill did indicate that they had sufficient amounts of career clothing and would not need us to do a clothing drive. More than ample amounts of gift certificates are still in inventory for individuals needing career clothing.

It was noted that schedules for make-overs were confirmed with BCIT. They will take 10 individuals on two days (the Tuesday and Thursday prior to the job fair).

Catherine said she would confirm the robo calls were schedule and that information was up on the DOL website. She would also prepare the employer handouts, including the folders and OJT information.