

# Top of Texas Career Expo

Committee Meeting Minutes  
Thursday, September 14, 2006  
Region 16, Tascosa Room

**Present:** Jerri Aylor, Lisa Bentley, Wendy Branstine, Zeke Castro, Michelle DeLozier, Montana Hisel, Debra Hix, Liz Long, Judy Merker, Shelley Sparks, Tommy Sweat, Julio Tudon and Shevon Watson

## 1. Welcome/Introduction

Tommy Sweat welcomed everyone and thanked them for coming.

## 2. Review of Minutes of Last Meeting

The committee reviewed the minutes from the May 11th meeting. The minutes were approved by acclamation as submitted.

## 3. Results of Exhibitor and Student Surveys

Lisa Bentley had with her the files of responses; there were 35 from businesses, 20 from teachers, and 88 from students. The files were passed around, and Lisa reported that overall the comments were very positive; her contacts tell her that more schools will be coming, and returning schools will be bringing more students. The two consistent requests from students were more space – and more exhibits. The major request from exhibitors was to not have the bingo game.

The following suggestions were made by committee members:

- Stagger the beginning times of the large schools
- Have lunch available (barbeque provided by Aramark) and notify all the schools
- Have the concession stands open (Liz will check with John Hasse)
- Have the booths of vendors with large equipment outside with the equipment
- Arrange for tours of WT (Julio will look into this)
- If we have the Reality Store, schedule the groups in advance

## 4. Financing for 2007 Event

Tommy explained that while we had a budget of \$5000 last year from the College Talent Search grant, this year that will be only \$780. The biggest cost of the event was food for the exhibitors; it was suggested that the first letter to exhibitors ask for donations for event expenses, but not to charge an exhibitor's fee. We will also ask exhibitors to donate door prizes in the first letter. It was also suggested that we could ask a few large exhibitors for sponsorship donations. This will not be done until after the first letter goes out.

Since no agency has an existing grant/fund that can accept contributions from exhibitors, Panhandle AHEC will set up a fund on the WTAMU campus that can be used for contributions and expenses related to the Career Expo.

## **5. Event Logistics**

- It was generally agreed that we would like to have committee T-shirts next year, in a bright color with some kind of logo or wording that identifies us as committee members, to be obvious to students, teachers and exhibitors as people who can provide assistance. Shelley will look into costs and availability.
- It was discussed how make the website more attractive/interactive. Liz will ask Dee to get the website updated quickly, include pictures of last year's event and names of the businesses that were there last year, have a place to list names of businesses as they commit for this year, and have forms onsite that can be emailed or faxed in for registration.
- The committee discussed the need to pull in more exhibitors from outside the Amarillo/Canyon area.
- Space permitting, we can have the exhibitor food and drinks in the Buffalo Room and the teachers' rest area in the Hospitality Room.
- The layout and programs of the event will be explained to the students before they get off the busses – there will be greeters in the parking lot for every bus.
- There was discussion of what kind of activity would truly engage the students with the exhibitors without making it a burden on teachers or exhibitors.
  - o Wendy will work up an assignment sheet with questions for the students to ask the exhibitors.
  - o The assignment sheet will be up on the website in a PDF file and be e-mailed to teachers as a suggested assignment
  - o All students will have tickets for a general drawing in their packets
  - o Vendors will be given tickets to give to students who take the time to get into real discussion with them, for “VIP” drawings

## **5. Next meeting:**

Thursday, Oct. 19th, 1:30 p.m.

Region 16 Service Center, 5800 Bell St., Amarillo