

# PVEF Meeting Agenda

Wednesday, April 27th, 2022-1:00 - 2:00 p.m.

City Hall - Paradise Conference Room  
911 N. 7<sup>th</sup> Ave, Pocatello

**Limited in-person attendance is allowed, but due to COVID-19 guidelines, strict social distancing measures are in place.**

**DURING LOW/MEDIUM COMMUNITY LEVEL DESIGNATIONS, INDIVIDUALS ARE ENCOURAGED, BUT NOT REQUIRED,**

**TO WEAR MASKS/FACE COVERINGS. DURING HIGH COMMUNITY LEVEL DESIGNATIONS, INDIVIDUALS WILL BE REQUIRED TO WEAR MASKS/FACE COVERINGS.**

## AGENDA

1. Member introductions
2. Review and approve last meeting minutes (action item)
3. Discuss PVEF 2022, successes and struggles. What was done well and what could be improved.
  - a. Kids area
  - b. Volunteer coordination
  - c. Food
  - d. Raffle
  - e. Contests
  - f. Venue
  - g. Sponsorships
  - h. Vendor outreach
  - i. Committee Meetings
  - j. Other
4. Review procedure documents from Drew and add brainstorm any missing/pertinant information

5. Vendor, Volunteer and Sponsorship survey:  
Send out in early March
6. Thank you and gifts



City Hall is accessible to persons with disabilities. Program access accommodations may be provided with three (3) days' advance notice by contacting Skyler Beebe at [sbeebe@pocatello.us](mailto:sbeebe@pocatello.us); 208.234.6248 or 5815 South 5<sup>th</sup> Avenue, Pocatello, ID.

**2022 Portneuf Valley Environmental Fair: April 16, 11-3 p.m. at Caldwell Park**  
[www.envirofair.org](http://www.envirofair.org)

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