

## Health and Safety Fair Committee Meeting

**Meeting Minutes:** January 27, 2023 via Zoom

**Start time:** 1:00pm; **Adjourned:** 2:00pm

### HSF Officers:

**Chair:** Roberta Cravo

**Treasurer:** Seema Endley

**Vice Chair:** Elaine Fanini

**Secretary:** Marlo Ballard

**Members present:** Roberta Cravo, Robert Brown, Elaine Fanini, Marlo Ballard, Alysia Ward, Divya Swaminathan, Dawn Headrick, Jeanine Glapion, Matthew Coulter, Mary Weis, Julie Boganwright, Carrie Wooldridge, Jeanne Glapion, Vijaya Velammakani, Millicent Callant, Rebekah Larson, Seema Endley, Grizelda Perez, Pierra Boardingham, Amber Allen, Amira Shaham-Albalancy, Rhonda Green, Susan Evans, Josh Sorenson, Kristy Gann, Deborah Cardenas

### Agenda/Items Discussed:

1. Attendance taken of members present.
2. Approval of the November 4, 2022 meeting minutes.
3. Subcommittee Reports
  - **Research/Survey subcommittee** (Amira Albalancy) –Gwen B. updated last year’s survey. The attendees will link to an online survey with a QR code. Vendors will get a paper survey. The committee decided to make about 70 copies for the vendors. Amira S. will also send the QR code to Julie.
  - **Prize subcommittee** (Susan Evans) –Attendees will receive a prize for completing the survey. Susan E. will ask the fitness center workers pre-pack prize bags. The HSF did not buy new T shirts, choosing instead to use the existing inventory of T shirts. The HSF spent \$1,125 for new items. Combining last year’s prizes plus the new items purchased the HSF has the following for prizes:
    - tote bags = 234
    - First Aid kits = 272
    - Health Fair T-shirts = 69
    - Wellness T-shirts = 41
    - Staff Health fair t-shirts = 1  
2XL, 5 XL, 0 L, 3 Med
    - Wellness lunch bags = 50
    - Large box of purple chip clips
    - Box of rubber jar openers
  - **Volunteer subcommittee** (Julie Boganwright) – Julie B. will send a sign-up email to volunteers a few weeks before the HSF. Rebekah L. will contact nursing to use their laptops for the HSF.
  - **Vendor subcommittee** (Dawn Headrick) – As of today we have 45 vendors, which is about 6 more than last year. Some late entries are expected. The HSF will have table signs available for vendors who do not bring their own sign. Wylie fire department is bringing their water rescue boat, Frisco FD is bringing an ambulance, McKinney PD may bring tactical unit (or some other unit). The Texas Forrest Service will be present, and a helicopter is likely but not confirmed.
  - **Food subcommittee** (Matthew Coulter) – The plan is to order 175 lunches for vendors and volunteers. The estimate is \$2,521.55, which is slightly over the budgeted amount; however, HSF will re-allocate monies not used for other budget items. Volunteers and vendors will be

encouraged to get their food before supplies run out. Rotoract students will sell healthy snack, with profits going to charity.

- **Public Relations subcommittee** (Roberta Cravo for Heather Darrows) – Flyers are ready to go in English and Spanish. They will be delivered to the Information desks and student engagement office of all physical campuses. Student engagement will also print a large poster version of the flyer to display prominently at each campus. The retractable banners at the Mckinney, Frisco, and Plano campuses have been updated with the new date. New banners are being ordered for the newer campuses. Cougar Highlight will broadcast the upcoming HSF event on Cougarweb, with the spotlight appearing 2-4 weeks before the HSF. Cougarvision will project a slide on campus monitors 2-3 weeks prior to the HSF. PR will release an announcement about the HSF around March 3<sup>rd</sup>.
4. **Treasurer's Report** (Seema Endley) – Roberta and Elaine will be working on SAFAC budget for next year soon. There is still have \$445.93 in the budget even with increased food expenditure. The overage may be used to buy more prizes for next year.

**Upcoming meeting:** April 14, 2023 @ 1:30pm via Zoom

Minutes taken by N. Marlo Ballard