

Health and Safety Fair Committee Meeting

Meeting Minutes: April 14, 2023 via Zoom

Start time: 1:30pm; **Adjourned:** 2:42pm

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, Julie Boganwright, Carrie Wooldridge, Jeanne Glapion, Vijaya Velammakani, Rebekah Larson, Seema Endley, Grizelda Perez, Pierra Boardingham, Amber Allen, Amira Shaham-Albalancy, Rhonda Green, Susan Evans, Nora Levesque, Raji Kannampuz, Mary Weis

Agenda/Items Discussed:

1. Attendance taken of members present.
2. Approval of the January 27, 2023, meeting minutes.
3. Subcommittee Reports
 - **Research/Survey subcommittee** (Amira Albalancy) Amira acknowledged the help and assistance of Gwyn Best with the survey. 131 attendees completed the survey, but the estimated number of attendees is closer to 200. Next year the HSF may consider the use of wrist bands to track the number of attendees more accurately.
 - **ATTENDEE SURVEY HIGHLIGHTS**
 - ✓ Age of attendees – 66% were age18-30; only 6% were >60.
 - ✓ 79% were Collin College students, 11% staff, 2% faculty, 4% Collin County residents
 - ✓ 75% were from McKinney campus, 12% from the Plano campus, 5% from the Frisco campus, 5% were from the Technical Campus, 1% were from CHEC, 2% were from the Wylie campus. There were no attendees from the Farmersville or Celina campuses.
 - ✓ Main reasons to attend - learn more (74%), meet work/study requirements (47%), free screening (29%), to improve my health (25%)
 - ✓ 83 of 131 attendees learned of the event through a teacher.
 - ✓ The most favorite gift item was the T shirt. Next favorite was backpacks.
 - ✓ 92 % indicated that they will likely use the information they received in the fair.
 - ✓ 98% rated the fair as good/very good (Same as in 2022)
 - ✓ Main suggestions were to increase the number of health screenings offered and that vendors should offer more interactive booths.
 - **Prize subcommittee** (Susan Evans) – The prize committee spent \$1129.50 on 100 tote bags and 250 first aid kits. The estimated number of giveaways at the HSF: T-shirts 162, tote bags 234, first aid kits 234
 - **Volunteer subcommittee** (Julie Boganwright) – Although Julie was not able to attend the HSF she arranged for two students volunteers in her place. There were plenty of volunteers and the fair ran smoothly.

- **Vendor subcommittee** (Dawn Headrick) – During the registration phase, the committee may survey vendors regarding food options, so that more precise food ordering may take place. We might also encourage vendors to be more interactive with the attendees next year.
 - **VENDOR SURVEY HIGHLIGHTS** - 62% responses from community vendors, 36% from Collin College vendors. 2% did not indicate if they were a community or Collin vendor.
 - ✓ 100% of vendors were very satisfied or satisfied with their accommodations.
 - ✓ 100% of vendors were very satisfied or satisfied with their ability to interact with visitors at their display.
 - ✓ 97% of vendors indicated that they received the services that they requested. (3% said N/A)
 - ✓ 100% of vendors were very satisfied or satisfied with their communication with members of Collin College.
 - ✓ 100% of vendors were very satisfied or satisfied with the ease of set-up and take-down of their display.
 - ✓ 97% of vendors indicated they were very satisfied or satisfied with the event. (3% did not respond)
 - ✓ 98% of vendors indicated it was extremely important, very important, fairly important or important to have lunch provided. No vendors indicated that it was not important for the HSF to provide lunch. 2% did not respond.
 - ✓ 61% of vendors advertised the event at their place of employment.
 - ✓ 46% of vendors advertised to the community.
 - ✓ 59% of vendors used the Collin College flyer to advertise.
 - ✓ 93% of vendors are interested in returning next year.
 - ✓ 89% of vendors indicated their booth was well attended.
 - **Food subcommittee** (Matthew Coulter) – The amount of food ordered appeared to be on-target. There was very little food left over. Rhonda Green will be taking over the food committee from Matthew next year since Matthew is retiring.
 - **Public Relations subcommittee** (Heather Darrow) – Griselda Perez is taking over PR for Heather Darrow. Michael Gregorash suggested distribution of postcards vs. flyers to increase reach-out to the community. Griselda will look into getting a Student Spotlight into the Connection newsletter for free public advertising. Regardless, PR items will contain a QR code link to a Canva microsite to provide more information. The committee may increase the number of strategic placed flyers on physical campuses and community locations like supermarkets.
4. Treasurer's Report (Seema Endley) – Michal Gregorash is requesting more PR money from the SAFAC budget for a banner at Celina and Farmersville. Rotoract earned \$345 for diapers and wet wipes for Hope Cottage. The HSF spent nearly all the \$5,000 that was budgeted and there is only \$208 dollars remaining. The remaining money will be used to purchase some prizes for the next HSF. Roberta has requested the budget increase from \$5,000 to \$7,500, with most of this increase earmarked for PR.
 5. Next year's HSF is March 22, 2024.

Upcoming meeting: August 2023, TBD

Minutes taken by N. Marlo Ballard