

Health and Safety Fair Committee Meeting

Meeting Minutes: September 9, 2022 via Zoom

Start time: 1:34pm; **Adjourned:** 3:00pm

HSF Officers:

Chair: Roberta Cravo

Treasurer: Seema Endley

Vice Chair: Elaine Fanini

Secretary: Marlo Ballard

Members present: Roberta Cravo, Julie Boganwright, Robert Brown, Elaine Fanini, Sunita Rangarajan, Marlo Ballard, Jackie Langford, Alysia Ward, Divya Swaminathan, Raji Kannampuzha, Rhonda Green, Amber Allen, Dawn Headrick, Deborah Cardenas, Jeanine Glapion, Susan Evans, Josh Sorenson, Michael Gregorash, Matthew Coulter, Mary Weis, Carl McMurphy, Julie Boganwright, Jinger Peebles, Carrie Wooldridge, Jeanne Glapion, Leslie Guevara, Vijaya Velammakani, Gwen Best, Millicent Callant, Heather Darrow

Agenda/Items Discussed:

1. Attendance taken of members present. Introductions.
2. Approval of the April 29, 2022 meeting minutes with corrections to the following.
 - *“Approval of the January 14, 2021 meeting minutes”* will be changed to *“Approval of the January 14, 2022 meeting minutes”*.
 - Typo *“lked”* will be changed to *“liked”*.
3. The next Annual HSF will be March 17, 2023 from 9:00 AM – 1:30 PM.
4. Subcommittee Reports
 - **Food subcommittee** (Matthew Coulter) – Volunteers on the food committee should expect most of the work to be on the day of the fair. The food order will be placed with Lisa Soural from Collin Catering. The order will be placed soon because Collin Catering is getting booked quickly. Budget permitting more food may be ordered since all food was distributed at the 2022 HSF. If the budget allows for coffee, it will be relocated to a more accessible location. Student organizations selling snacks to raise money may have signs on their carts indicating their snacks are for sale.
 - **Research/Survey subcommittee** (Roberta Cravo for Amira Albalancy) – The research from the 2022 HSF indicated that attendance could be improved. Data indicates that students outside the McKinney campus and members of the community were underrepresented. This year the HSF committee hopes to attract at least 200 people from the Collin College student body and the community.
 - **Volunteer subcommittee** (Julie Boganwright) – Volunteers on the volunteer committee should expect most of the work to be the day before and the day of the fair. Volunteers are needed before, during, and after the fair. Julie generally sends committee members an email survey a few weeks before the fair so they can indicate their availability and the jobs they would like to help with. Based on last year’s fair, more help is needed for fair set-up.
 - **Vendor subcommittee** (Dawn Headrick) – Dawn works from a list of her prior vendors, but she is seeking to expand the list. The job of recruiting vendors will begin soon, and the subcommittee will send emails out to 200 + vendors, asking them to “save the date”. Dawn

could use help in the recruitment, communication, and management of potential and confirmed vendors. Volunteers of the vendor committee also determine the location of vendor booths on the day of the event. Dawn would like a dedicated helper for the bigger vendors, such as Carter Blood Care. Dawn will share a list of prior vendors so that new members can become familiar with the types of vendors that have participated in past HSFs.

- **Prize subcommittee** (Susan Evans) –There are many prizes left over from the last HSF, including t shirts, which will be used for this year’s HSF. Roberta and Susan will inventory the current prizes and to determine what might still be needed for the 2023 HSF. If the HSF doesn’t need to order many prizes, then funds earmarked for prizes may be diverted to the food subcommittee.
 - **Public Relations subcommittee** (Michael Gregorash for Heather Darrows) – The committee will use the same flyer as last year, only changing the dates. Members of the public relations committee will work to create and approve a Spanish version of the flyer. The Spanish version may require template approval. Deborah Cardenas volunteered to help with the translation from English to Spanish. It was decided that the committee will print 500 copies of the English flyer, however, most of the distribution will be via digital pdf distribution. The existing banners will be re-used, but additional banners may be ordered for the Farmersville, Celina, and Allen Technical campuses. Different ways to broadcast the fair to the student body and to the community were brainstormed.
5. Treasurer’s Report (Roberta Cravo for Seema Endley) – The requested amount through the SAFAC Annual Budget Hearing back in April 2022 for the 2022-2023 academic year was \$5,000.00, and that is the amount that was awarded. Roberta will send how much money is allocated per subcommittee to the individual subcommittee chairs.

Upcoming meeting: November 4, 2022 at 1:30pm via Zoom

Minutes taken by N. Marlo Ballard