

Health and Safety Fair Committee Meeting

Meeting Minutes: November 4, 2022 via Zoom

Start time: 1:32pm; **Adjourned:** 2:25pm

HSF Officers:

Chair: Roberta Cravo

Treasurer: Seema Endley

Vice Chair: Elaine Fanini

Secretary: Marlo Ballard

Members present: Roberta Cravo, Robert Brown, Elaine Fanini, Sunita Rangarajan, Marlo Ballard, Jackie Langford, Alysia Ward, Divya Swaminathan, Dawn Headrick, Jeanine Glapion, Matthew Coulter, Mary Weis, Julie Boganwright, Carrie Wooldridge, Jeanne Glapion, Leslie Guevara, Vijaya Velammakani, Millicent Callant, Heather Darrow, Rebekah Larson, Seema Endley, Grizelda Perez

Agenda/Items Discussed:

1. Attendance taken of members present.
2. Approval of the September 9, 2022 meeting minutes.
3. Subcommittee Reports
 - **Food subcommittee** (Matthew Coulter) – The HSF has an agreement with Collin Catering to provide food. The current order is exactly the same as the 2022 order, and the total quote is \$2,341.70. The budgeted amount is \$2250. Therefore, HSF will re-allocate money from another budget item, likely tablecloths, to cover the difference. Collin catering has a new director and Matthew will reach out to her via email. The committee discussed the potential need to adjust the order depending on the number of vendors that RSVP. The current order is based off of last year's numbers, and more vendors are expected this year. The food cost is about \$14.60 per person.
 - **Research/Survey subcommittee** (Roberta Cravo for Amira Albalancy) – There is nothing to report because no changes have been made to the survey.
 - **Volunteer subcommittee** (Julie Boganwright) – Committee members were encouraged to contact Julie Boganwright if they want to serve on the Volunteer Committee
 - **Vendor subcommittee** (Dawn Headrick) – The initial email invitation to vendors has been sent and there are already 10 confirmed vendors. The process to secure additional vendors is ongoing.
 - **Prize subcommittee** (Roberta Cravo for Susan Evans) – The HSF has about 316 prizes (134 Health Fair Bags, 22 first aid kits, 69 T-shirts from the previous fair – different sizes, 50 lunch bags – blue and white with Wellness written on them - from Wellness program and 41 Wellness Black T-shirts). Some of the prizes are left over from the previous fair and some are donations from the Wellness committee. Based on the number of prizes given out in 2022, the HSF committee decided that additional prizes need to be ordered. The HSF committee decided to order more bags and first aid kits. Due to difficulty in predicting sizes, the HSF committee decided not to order anymore T shirts. Roberta will send out a survey to see what kind of prizes the HSF committee wants to offer at the 2024 HSF.

- **Public Relations subcommittee** (Heather Darrows) – The English version of flyer is approved and the Spanish version is expected to be approved very soon. The flyers will be printed and ready to distribute by early January. Heather contacted Raul Martinez (Associate VP for P-12 Partnership) and asked if he could send the flyer out to dual credit students. Raul said that he would send them out, but students might not attend since it's during class time. He would also copy the Health Sciences directors on the email to see if they have students who could assist/participate at the HSF. Heather will determine the status of the retractable banners. The details of the press release are in progress.
- 4. Treasurer's Report (Seema Endley) – Nothing to report.
- 5. Other - Covid vaccinations will not be offered. Jackie Langford is working on the big attraction items, such as recruitment of police officers, helicopters, etc.

Upcoming meeting: January, 27th 2023 @ 1:30pm via Zoom

Minutes taken by N. Marlo Ballard