

## Health and Safety Fair Committee Meeting

**Meeting Minutes:** January 31, 2025, via Zoom

**Start time:** 1:30pm; **Adjourned:** 2:41pm

**HSF Officers:**

**Chair:** Roberta Cravo

**Vice Chair:** Elaine Fanini

**Treasurer:** Seema Endley

**Secretary:** Kristina Wood

**Members present:** Roberta Cravo, Elaine Fanini, Rebekah Larson, Mary Weis, Bilal Abu Bakr, Nadia Bilal, Divya Swaminathan, Julie Boganwright, Kristina Wood, Alysia Osario, Kelly Putnam, Susan Evans, Deborah Cardenas, Heather Evarts, Gwen Best, Alysia Ward, Griselda Perez, Sunita Rangarajan, Millicent Callant, Nora Levesque, Vijaya Velamakani, Pierra Bordingham, Kim Washington, Raji Kannampuzha, Rhonda Green, Robert Brown, Carl McMurphy, Dawn Headrick

### Agenda/Items Discussed:

1. Attendance taken of members present.
2. Welcome and approval of the November 1, 2024, meeting minutes.
3. Roberta Cravo announced that Kristina Wood is replacing Marlo Ballard as secretary of the HSF, as of January 1, 2025.
4. Subcommittee Reports
  - **Research/Survey subcommittee** (Gwen Best) – Amira stepped down as the chair of the Research/Survey committee. Gwen is officially taking over as the chair of the Research Committee. There was discussion about needing more computers to conduct surveys at the HSF. Julie Boganwright and Rebekah Larson said there are 10 computers that could be loaned for this purpose. There was discussion of use of QR codes for survey access. Elaine Fanini said that when she last spoke with Amira, the surveys were working fine. Need people at HSF to volunteer to help get surveys filled out as attendees leave.
  - **Prize subcommittee** (Roberta Cravo and Vijaya Velammakani) – The committee has ordered everything it was approved to order. This includes 300 bags and 300 first aid kits with the HSF & Collin logos. The prize committee will also be able to give out T shirts and water bottles leftover from last year's fair. Volunteer help is needed with prize organization and handout at the HSF. Help is needed putting together bags and moving boxes of supplies to the HSF site (Conference Center) the day before the fair. The current plan is to meet at the convention center on Thursday the day before the fair at 3 p.m. to set everything up.
  - **Volunteer subcommittee** (Julie Boganwright) – Julie asked the committee to refer any students who need service-learning hours so she can put them to work. Student volunteers would need to be able to come in somewhere between the hours of 8 a.m. – 9:30 a.m. to begin work on the day of the fair. Millicent Callant volunteered to help set up the day before the fair and to man the entrance table and hand out bags. Kim Washington volunteered to help out, too.
  - **Vendor subcommittee** (Dawn Headrick) – Dawn has received 45 vendor registration forms (expect about 23 more) and confirmed about 146 people for lunch, with a possible approximately 80 more. All received lunch forms will be given to Rhonda Green, whose subcommittee will

receive the lunches on the day of the fair and take them to the vendors at the fair. Dawn is still looking for an eye care vendor. Dawn needs tablecloths (50?) and table tents.

- **Food subcommittee** (Rhonda Green) – The food committee has put in the recommended order. It can be changed/adjusted up to 10 days before the HSF. Only bottles of water will be given to vendors and volunteers with lunches. The student organization ROTARACT (led by Sunita) will offer healthy snacks, flavorings for water, and maybe hot coffee/tea and iced tea. Money raised by ROTARACT will go towards a local shelter. ROTARACT will also collect boxes of diapers and wipes (goal of 40 boxes, as a nod towards Collin College's 40<sup>th</sup> Anniversary). Carl McMurphy is checking with the Fire and Police Depts. to confirm numbers who will be at the fair. He will report to Dawn and Rhonda. (Dawn said she is using counts from last year for now.) Roberta said that we are below budget for food at the present time.
  - **Public Relations subcommittee** (Grizelda Perez) – The templates for flyers and banners are the same but updated with the Collin 40<sup>th</sup> anniversary logo. The project request for the HSF paid social media is progress. The cost is \$280 for two weeks. The committee will use the campaign from last year with updates. Cougarvision will project a slide on campus monitors. The committee will have a photographer at the event to create images for future social media. A discussion was had about what day the promo media should start up, as the campuses will be closed for Spring Break the week of 3/17. May start promo a week earlier than planned.
5. **Treasurer's Report** (Roberta Cravo for Seema Endley) - Everything has been ordered and will be paid for upon receipt of goods/services.

**\*Other Discussion Items:**

As this is the College's 40<sup>th</sup> Anniversary, the administration would like to see goals set at HSF that reflect this. (i.e. 40 glucose tests administered at the HSF, etc....)

**Next meeting:** Friday, March 7, 2025, at 1:00pm via Zoom

Minutes taken by Kristina Wood