

Health and Safety Fair Committee Meeting

Meeting Minutes: March 7, 2025, via Zoom

Start time: 1:00 pm; **Adjourned:** 1:56 pm

HSF Officers:

Chair: Roberta Cravo

Vice Chair: Elaine Fanini

Treasurer: Seema Endley

Secretary: Kristina Wood

Members present: Elaine Fanini, Rebekah Larson, Mary Weis, Bilal Abu Bakr, Nadia Bilal, Divya Swaminathan, Kristina Wood, Kelly Putnam, Susan Evans, Heather Evarts, Alysia Ward, Griselda Perez, Sunita Rangarajan, Millicent Callant, Nora Levesque, Vijaya Velamakani, Pierra Bordingham, Rhonda Green, Seema Endley, Amber Allen

Agenda/Items Discussed:

1. Attendance taken of members present.
2. Welcome and approval of the January 31, 2025, meeting minutes.
3. Subcommittee Reports:
 - **Research/Survey subcommittee** (Gwen Best is currently acting as Chair – report given by others at this meeting) – We will need another Chair for Research subcommittee. If you are interested, please contact Gwen Best. Rebekah reserved the computers needed to conduct surveys at the HSF. Previous: Julie Boganwright and Rebekah Larson said there are 10 computers that could be loaned for this purpose. QR codes to be placed at HSF 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** (Vijaya Velammakani) – No new information to share. Just need volunteers to help the day before the HSF to set up and to work at the prize table at the fair (see Vijaya to volunteer at the prize table). Previous: 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 left over from last year's fair. Volunteer help is needed with prize organization and hand-out 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** (Elaine Fanini for Julie Boganwright) – Tablecloths ordered and should be here before the HSF. A Sign-up sheet to work the HSF was emailed out. Heather has about 32 volunteer students signed up to work so far. Volunteers should meet at the front at the Conference Center on the day of the HSF between 8-9:30 a.m. Previous: 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** (Elaine Fanini for Dawn Headrick) – Dawn has received about 57 vendor registration forms and confirmed about 300 people for lunch. Previous: 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.
 - **Food subcommittee** (Rhonda Green) – Getting final count on food orders. Expecting 300 vendor meals. The food committee has put in the recommended order. It can be changed/adjusted up to 10 days before the HSF. Have so far increased numbers of hummus and salad box meals. Only one bottle of water will be given to vendors and volunteers with lunches. Only 300 bottles of water available. The current budget only allows for 300 meals and 300 bottles of water. The student organization ROTARACT (led by Sunita, with some comments by Divya) will offer healthy snacks, flavorings for water, and for sure hot coffee/tea (received permission from Steven Rogers) and iced tea. Vendors were notified by Rhonda and will be reminded to bring cash to buy more beverages, etc... from ROTARACT. 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 40th Anniversary). Carl McMurphy checked with the Fire and Police Depts. to confirm numbers who will be at the fair. He has reported this number to Dawn and Rhonda.
 - **Public Relations subcommittee** (Grizelda Perez) – The flyers for HSF have been emailed out/sent out for distribution to all campuses. Flyers also emailed to HSF committee members. New banner and labels sent. Previous: The templates for flyers and banners are the same but updated with the Collin 40th anniversary logo. Cougarvision will project a slide on campus monitors. The committee will have a photographer at the event to create images for future social media. Update: Will start promo for HSF the week of 3/10/25.
4. **Budget and Treasurer's Report** (Seema Endley and Elaine Fanini) – No new updates for Budget. \$200 left. Everything has been ordered and will be paid for upon receipt of goods/services. Work is being done on budget for next year's HSF. Asking for more money for next year. Email Roberta and Elaine if more money is needed for your sub-committee for next year's HSF.

***Other Discussion Items:**

As this is the College's 40th Anniversary, the administration would like to see goals set at HSF that reflect this. Currently, HSF will have a goal of 40 for each of the following: BP readings, Glucose readings, donations for blood, buccal swabs for BM screening, packages of diapers and wipes donated to ROTARACT for local shelters.

Elaine Fanini will be retiring at the end of this semester and stepping down as HSF Vice Chair. If you are interested in taking Elaine's place as Vice Chair, please let her and/or Roberta know. If no one else steps in, Robert Brown may take the Vice Chair position.

Next meeting: Friday, April 11, 2025, at 1:00 pm, via Zoom

Minutes taken by Kristina Wood