

## Health and Safety Fair Committee Meeting

**Meeting Minutes:** April 11, 2025, via Zoom

**Start time:** 1:00pm; **Adjourned:** 2:17pm

**HSF Officers:**

**Chair:** Roberta Cravo

**Vice Chair:** Elaine Fanini

**Treasurer:** Seema Endley

**Secretary:** Kristina Wood

**Members present:** Roberta Cravo, Elaine Fanini, Mary Weis, Bilal Abu Bakr, Nadia Bilal, Kristina Wood, Kelly Putnam, Susan Evans, Deborah Cardenas, Heather Evarts, Griselda Perez, Sunita Rangarajan, Nora Levesque, Vijaya Velamakani, Pierra Bordingham, Raji Kannampuzha, Rhonda Green, Robert Brown, Seema Endley, Amber Allen

**Agenda/Items Discussed:**

1. Attendance taken of members present.
2. Welcome and approval of the March 7, 2025, meeting minutes.
3. Subcommittee Reports – Reporting on success of the HSF on Friday, March 28, 2025
  - **Research/Survey subcommittee** (Roberta Cravo for Gwen Best) – All went well. Laptops were present for surveys. QR codes worked well for surveys. All survey-takers were given a T-Shirt or Water Bottle for their time. All T-shirts were gone and only 45 water bottles left (out of 145 water bottles to start) by the end of the fair. Roberta formally presented the survey results. Suggestions for the next HSF: Have volunteers wander around with a tablet at the HSF to take surveys and give participants a coupon/voucher to redeem for a prize at the prize table. Have these volunteers wear a different colored shirt from the other volunteers, so they can be easily seen by fair participants.; Put volunteers to give surveys at all doors next year.; Do some surveys on paper next year?
  - **Prize subcommittee** (Vijaya Velammakani) – All 300 bags and 300 first aid kits with the HSF & Collin logos were handed out at this year's HSF. The bags and first aid kits were given to all who entered the fair. T shirts and water bottles leftover from last year's fair were given to attendees who completed a survey, with only 45 water bottles left over. No T-shirts were left over. Every 40<sup>th</sup> fair attendee received a water bottle in their bag upon entering the fair, in honor of Collin College's 40<sup>th</sup> anniversary. Thank you to all of the volunteers who helped with bag set-up before the fair and handing out the bags and other prizes at the fair. Recommendations/suggestions for next year's fair: Do only T-shirts for prizes for survey-takers (and/or lunch bags, too?), as the water bottles were not as popular; Try to get bags that will be given out to attendees upon entry to the fair that are a different color/design from the ones for this year's fair; buy more of the first aid kits to hand out with the bags to all attendees.
  - **Volunteer subcommittee** (Roberta Cravo for Julie Boganwright) – Thank you to all Volunteers who helped out before, during, and after the fair! Thank you to Heather for the laptops and nursing school volunteers! All ran smoothly. The vendors seemed happy about how things went at the fair this year. The volunteers were very good at trying to get attendees to fill out a survey or otherwise just help out where needed. 125 T-shirts were gone by noon for survey-takers! Suggestion for next year: Make a sign-up sheet with time slots for all volunteers (especially

student volunteers), to make sure all volunteers have something specific to do during a particular period of time.

- **Vendor subcommittee** (Roberta Cravo for Dawn Headrick) – 50 vendors showed up at the fair. A few registered but did not come (no reason given). Carter Bloodcare had 42 donors! (at least 40 donations, in honor of Collin College's 40<sup>th</sup> anniversary!) 34 units of blood were collected. There was much new vendor interest after the confirmation date, once the advertising campaign began on social media. Suggestions for next year: Some vendors had to be put on a list to contact next year, as they could not be accommodated this year at the last minute. Maybe start a social media campaign earlier to reach more new vendors earlier next year?
  - **Food subcommittee** (Rhonda Green) – Started with 300 lunch boxes and 300 bottles of water. Had 8 boxes of Southwest Garden Salad, 8 boxes Ham and Cheese, and 8 boxes Hummus wraps left over. 4 cases of water were left over, unopened. Recommendation for next year: Go back down to 250 boxed lunches and waters. Look at adding Tuna Sandwiches as an option? The student organization ROTARACT (led by Sunita) offered snacks, coffee, tea and water for sale at the fair. Money raised by ROTARACT went towards buying 40 boxes of diapers and wipes for Hope's Cottage. Donations of diapers and wipes were also made by fair attendees. There was a goal of 40 boxes of diapers donated, as a nod to Collin College's 40<sup>th</sup> Anniversary.
  - **Public Relations subcommittee** (Roberta Cravo for Griselda Perez) – The paid ads for HSF on social media worked really well. An algorithm was used to be able to determine that there were 963 clicks on the social media links, with over 20,000 people reached in the community and 52,000 impressions counted on screen! Some people who saw the social media ads reached out to the committee members via email, too, especially those who wanted to be new vendors at the fair. The cost for the social media campaign was \$280 for two weeks. Cougarvision projected a slide on campus monitors. Flyers were sent out, printed out, and posted around the campus. The committee requested to have a photographer at the event to create images for future social media, but a photographer never showed up. For next year: Invite the Cougar mascot to attend the fair? Have committee members take more pictures at the fair, in the event that the school does not send a photographer? Do something to try to promote more attendance from students at other Collin College campuses? (Most attending were from McKinney campus)
4. **Treasurer's Report** (Roberta Cravo and Seema Endley) – There is \$200 left in the account after everything was paid off for this year's fair. All paperwork is being submitted for next year. Requesting more money for next year. Doubling Vijaya's budget for prizes. Asking for more money for food. \$6800 was requested last year for this year's fair. \$8300 will be requested this year for next year's fair. We should know what will be allowed by the beginning of May 2025.

**\*Other Discussion Items:**

The date for the next HSF will be March 27, 2026.

**Next meeting:** To be determined, but likely in September, via Zoom. The meeting will be scheduled sometime in late August to take place during the first or second week of September.

Minutes taken by Kristina Wood