

## Health and Safety Fair Committee Meeting

**Meeting Minutes:** September 13, 2024 via Zoom

**Start time:** 1:33pm; **Adjourned:** 2:53pm

### HSF Officers:

**Chair:** Roberta Cravo

**Treasurer:** Seema Endley

**Vice Chair:** Elaine Fanini

**Secretary:** Marlo Ballard

**Members present:** Roberta Cravo, Robert Brown, Elaine Fanini, Marlo Ballard, Dawn Headrick, Rebekah Larson, Pierra Boardingham, Rhonda Green, Mary Weis, Bilal Abu Barker, Nadia Bilal, Carrie Wooldridge, Nadia Bilal, Kimberly Forcum, Vijaya Velamakanni, Divya Swaminathan, Julie Boganwright, Kristina Wood, Seema Endley, Alysia Osario, Raji Kannampuzha, Kelly Putnam, Heather Evarts, Susan Evans, Deborah Cardenas, Carl McMurphy

### Agenda/Items Discussed:

1. Attendance taken of members present.
2. Welcome and approval of the April 19, 2024, meeting minutes.
3. Roberta Cravo provided an update. The 2025 Health and Safety Fair will be held on March 28, 2025, at the Collin College McKinney conference center. The committee requested funding as detailed below. SAFAC approved \$6, 804. Some of the prize money was not approved.

Cost	Description of Cost
\$ 1.500	<b>Marketing</b> We are looking into buying: <ul style="list-style-type: none"><li>• One (1) banner (for CHEC campus)</li><li>• Eight (8) adhesive labels to change the dates on existing banners.</li><li>• Paid Multimedia Advertisement to attract more community members.</li><li>• 600 flyers (500 in English and 100 in Spanish) to be distributed to all eight campuses.</li><li>• 80 table tents (to put on vendor tables at the event).</li><li>• 80 blue tablecloths to be used for the vendors' tables.</li></ul>
\$ 3,500.00	<b>Food via Collin Catering</b> Lunch and drinks will be provided to vendors and volunteers participating in the fair. <ul style="list-style-type: none"><li>• Coffee and Hot Tea for 200 people (vendors and volunteers)</li><li>• Sandwiches or salad options for lunch for 200 people (vendors and volunteers)</li><li>• Water bottles for 200 people (vendors and volunteers)</li></ul>
\$ 2.500.00	<b>Prizes</b> Personalized giveaways for those who complete the survey when leaving the Health and Safety Fair. Giveaways include items such as water bottles, T-shirts, first aid kits, safety whistles, etc.
\$ 7.500.00	Total Projected Cost

4. Subcommittee Reports
  - **Research/Survey subcommittee** (Amira Albalancy) – The HSF will keep the same survey. The committee would like to increase survey completion rates and will use QR codes displayed

around to fair to do so. Committee members will brainstorm additional ways of increasing survey completion over the coming months

- **Prize subcommittee** (Vijaya Velammakani) – T shirts and safety whistles were not approved by SAFAC, however, the committee has some leftover T shirts from last year. All attendees may receive a bag and a first aid kit. The committee will go ahead and order additional first aid kits since they were approved by SAFAC. Water bottles and T-shirts may be reserved for students who complete a survey. Vijaya indicated that additional volunteers will be needed to move prize items from the new dedicated storage space to the conference center.
- **Volunteer subcommittee** (Julie Boganwright) – The committee needs more laptop computers for check-in and surveys on the day of the fair. In the past nursing has provided about 5 laptops. Heather E. will see if the nursing department can assist HSF with additional laptops to borrow. The committee needs about 15 in total. Julie indicated that she needs volunteers to help set-up the day before and the morning of the HSF. Roberta has reserved the McKinney conference center all day on Thursday 3/27/25 and all day on Friday 3/28/25. Volunteers are needed to direct the vendors to their tables, assist them with set up and many miscellaneous tasks. Large vendors, such as Carter Blood Care may need to have a dedicated volunteer or volunteers.
- **Vendor subcommittee** (Dawn Headrick) – Dawn indicated the HSF had 100 + vendors last year. Additional volunteers are needed for the vendor subcommittee. Prior to the HSF, the work is mostly sending emails to vendors along with follow up. On the day of the event, the vendor and volunteer subcommittees members work together to assist and manage the vendors with their needs. Dawn will attempt to get a vision and hearing screening vendors.
- **Food subcommittee** (Rhonda Green) - Using last year's ordering trends, Rhonda will place a preliminary order with Collin Catering on Monday 9/16/24. This order will be smaller than the final order, as the HSF is only allowed to increase the number of items ordered, not decrease. Fewer vegan options will be ordered this year, since they were unpopular in 2024. After the initial order, Rhonda will work with Dawn to contact vendors for pre-orders. Once the pre-orders are received, Rhonda will refine the order with Collin Catering. The HSF will add bottled water to the meal. Coffee and tea may be available for purchase. Rotaract will offer additional beverages snacks, flavor packets for water for purchase, and the profits will go to a local charity.
- **Public Relations subcommittee** (Roberta Cravo for Grizelda Perez) – The HSF will use the same template for flyers because approval is not needed for date and location changes. The committee will likely use a social media advertising campaign again.

**Upcoming meeting:** Friday, November 1, 2024, at 1:30pm

Minutes taken by N. Marlo Ballard