

Health and Safety Fair Committee Meeting

Meeting Minutes: November 1, 2024, via Zoom

Start time: 1:34pm; **Adjourned:** 2:11pm

HSF Officers:

Chair: Roberta Cravo

Vice Chair: Elaine Fanini

Treasurer: Seema Endley

Secretary: Marlo Ballard

Members present: Roberta Cravo, Elaine Fanini, Marlo Ballard, Rebekah Larson, Mary Weis, Bilal Abu Barker, Nadia Bilal, Carrie Wooldridge, Nadia Bilal, Kimberly Forcum, Divya Swaminathan, Julie Boganwright, Kristina Wood, Alysia Osario, Kelly Putnam, Susan Evans, Deborah Cardenas, Heather Evarts, Gwen Best, Alysia Ward, Grizelda Perez, Amber Allen, Sunita Rangarajan, Millicent Callant, Nora Levesque, Vijaya Velamakani, Pierra Bordingham

Agenda/Items Discussed:

1. Attendance taken of members present.
2. Welcome and approval of the September 13, 2024, meeting minutes.
3. Roberta Cravo announced that Kristina Wood will replace Marlo Ballard as secretary of the HSF.
4. Subcommittee Reports
 - **Research/Survey subcommittee** (Roberta Cravo for Amira Albalancy) – Amira will be stepping down as the chair of the Research/Survey committee. Roberta asked the HSF committee members to think about filling the position.
 - **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 items should arrive in the next few weeks. The prize committee will also be able to give out T shirts and water bottles leftover from last year's fair.
 - **Volunteer subcommittee** (Julie Boganwright) – Julie asked the committee to refer any students who need service-learning hours so she can put them to work.
 - **Vendor subcommittee** (Dawn Headrick) – Dawn has already received 20 vendor registration forms and 11 lunch reservations. She is currently looking for an eye care vendor. She will send out another round of emails/reminders to vendors in December.
 - **Food subcommittee** (Roberta Cravo for Rhonda Green) – The food committee has put in the recommended order. It can be changed/adjusted up to 10 days before the HSF. ROTARACT may offer healthy snacks, flavorings for water, and maybe hot coffee and tea
 - **Public Relations subcommittee** (Grizelda Perez) – The templates for flyers and banners are the same but updated with the Collin 40th 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.
5. **Treasurer's Report** (Roberta Cravo for Seema Endley) - Everything has been ordered and will be paid for upon receipt of goods/services.

Upcoming meeting: Friday, January 31, 2025, at 1:30pm

Minutes taken by N. Marlo Ballard