

## Health and Safety Fair Committee Meeting

**Meeting Minutes:** September 8, 2023 via Zoom

**Start time:** 1:02pm; **Adjourned:** 1:54pm

### 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, Alysia Ward, Divya Swaminathan, Dawn Headrick, Julie Boganwright, Carrie Wooldridge, Vijaya Velammakani, Rebekah Larson, Seema Endley, Grizelda Perez, Pierra Boardingham, Amber Allen, Amira Shaham-Albalancy, Susan Evans, Nora Levesque, Raji Kannampuz, Mary Weis, Deborah Cardenas, Carl McMurphy, Michael Gregorash, Sunita Rangarajan

### Agenda/Items Discussed:

1. Attendance taken of members present.
2. Welcome and approval of the April 14, 2023, meeting minutes.
3. The next Health and Safety Fair will be held on March 22, 2024, at the McKinney Conference Center.
4. Subcommittee Reports
  - **Research/Survey subcommittee** (Amira Albalancy) Amira is working with Gwyn Best on the survey. The plan is to keep doing what has been done in the past because it seems to work well.
  - **Prize subcommittee** (Susan Evans) – Overall there is not a lot of inventory left over from the 2023 HSF. There are 20 science bags, 30 first aid kits, one 3XL and one 4XL blue Health & Safety t-shirts, 38 black Wellness t-shirts (22 small, 8 medium, 8 large), and 32 blue Wellness t-shirts (20 small, 6 medium, 6 large). The HSF budget has \$2,000 allocated for prizes. Michael Gregorash informed the committee that the college has placed a cap on SAFAC funds earmarked for prizes and apparel with the Collin logo. The HSF will not be allowed to use SAFAC funds to purchase prizes with the Collin logo or other Collin branding. However, the funds may be used to purchase generic non-logo prizes and apparel. Apparel has not yet reached its cap, but approval for apparel with Collin branding/logo will likely be limited to events that involve outreach. The HSF has a strong outreach to the Collin County community, and therefore hopes to get approval for HSF branded t-shirts. The committee will seek approval ASAP, to determine the proportion of funds to appropriate to logoed t-shirts vs. non-logoed prizes. Susan is looking for volunteers to help with the prize committee.
  - **Volunteer subcommittee** (Julie Boganwright) – Email Julie if you want to be on the volunteer subcommittee. If you know any students who want to volunteer at the HSF, you can tell them to contact her.
  - **Vendor subcommittee** (Dawn Headrick) – Dawn will reach out to the same group of vendors that came to the fair last year. She will send “Save the date” reminders sometime in September. Most vendors do not commit until after the New Year. She is looking for more vendors, especially vendors that can do health screenings such as vision, hearing, BP, etc. The EMS student may be

able to help with simple screenings. Carl is working on the “big ticket” vendors like EMS, water-rescue, helicopter, etc.

- **Food subcommittee** (Robert Cravo for Rhonda Green) – \$3,000 is allocated for food. The HSF will place a pre-order with Collin Catering using the 2023 quantities as estimates.
  - **Public Relations subcommittee** (Grizelda Perez) – \$2,200 has been allocated for PR. Three additional banners may be purchased for the Celina, Wylie, and McKinney campuses. Pricing for mailed postcards will be cost-prohibitive. It was decided that the PR funds would be better spent advertising on various social media platforms. The committee will also distribute the existing pre-approved flyer (with new dates) in both printed and digital forms, both in English and Spanish languages. Grizelda will pitch to get a small blurb in Collin Connection for mailed distribution, but it may not fit criteria for inclusion. Dawn will reach out to her hospital contacts to see about placing large foam board versions of the flyer in hospital lobbies for outreach.
  - 3 banners (Celina, Wylie, McKinney welcome), flyers \$2200 allocated for PR
5. Treasurer’s Report (Seema Endley) – The HSF asked for and received \$7,200 from SAFAC. The HSF had \$208 of unspent funds in 2023 and this went back to SAFAC.

**Upcoming meeting:** Friday, November 3, 2023

Minutes taken by N. Marlo Ballard