

Health and Safety Fair Committee Meeting

Meeting Minutes: January 14, 2022 via Zoom

Start time: 10:03 am; **Adjourned:** 11:10am

HSF Officers:

Chair: Roberta Cravo

Treasurer: Seema Endley

Vice Chair: Elaine Fanini

Secretary: Marlo Ballard

Members present: Roberta Cravo, Julie Boganwright, Robert Brown, Elaine Fanini, Sunita Rangarajan, Marlo Ballard, Jackie Langford, Alysia Ward, Carrie Wooldridge, Divya Swaminathan, Mary Weis, Raji Kannampuzha, Rhonda Green, Gwyn Best, Amber Allen, Dawn Headrick, Seema Endley, Pamela Dutro, Dianna Kollman, Amira Shaham-Albalancy, Deborah Cardenas, Ceilidh Charleston-Jennings, Amy Lenhart, Jeanine Glapion, Susan Evans

Agenda/Items Discussed:

1. Attendance taken of members present. See above.
2. Approval of the November 5, 2021 meeting minutes.
3. The infusion clinic has been re-located and will not interfere with the 2022 HSF.
4. The HSF venue is listed as one of the dates for the Collin vaccine clinic.
5. Subcommittee Reports
 - **Research/Survey subcommittee** (Amira Albalancy)– The new campuses need to be added to the survey. Amira will send the current version to Roberta for distribution and comments regarding possible modifications / additions of questions. Survey contact will be adjusted or removed now that Linda is no longer the chair. The survey will be digital (not paper), and laptops will be available. The survey will be given to vendors when they get their lunch. Students get prizes after filling out the survey.
 - **Food subcommittee** (Matthew Coulter) – Rhonda G. will consult with Matthew C. to coordinate food orders and they will let Roberta know relevant information (numbers/dates) for purchasing. \$2,250 is budgeted. The food will be a boxed lunch. Drinks will be bottled water. It was suggested that Michael contact student organizations to see if they would like offer other goodies such as cookies, sodas, coffee, etc.
 - **Volunteer subcommittee** (Julie Boganwright) – Nothing to report.
 - **Vendor subcommittee** (Dawn Headrick) – So far there are only have 29 confirmed vendors, however, historically many enroll closer to the date of the fair. Fewer vendors may allow the HSF to accomodate social distancing. Dawn will send vendor count to Matthew or Rhonda for food orders.
 - **Prize subcommittee** (Susan Evans) – We have two boxes of HSF t-shirts and one box of Wellness t-shirts. Susan E. said she received additional prizes from Connie Eubanks. Since funds are “use it or lose it”, the HSF intends to use the budgeted prize money to buy additional prizes, even if they aren’t distributed this year. The prize budget is \$1,560. Bags, hand sanitizer, water bottles, and first aid kits were suggested. Susan will meet with Seema and possibly Michael G. the prizes to discuss and order.

- **Public Relations subcommittee** (Heather Darrows) – Roberta received an email update from Heather D. The flyer and banner templates are done. The word “annual” was removed to reflect the fact that the HSF may not be held every year. Roberta showed each template. Template #1 was for use on banners. The HSF plans to buy 7 banners, one for each campus. Options for banners that do not require them to be re-purchased every year were discussed. Template #2 was for use on Cougarweb. Template # 3 was for flyers, but it was decided that it should be modified to look more like template #1. Robert also shared the press release to be posted on Cougarweb and possibly social media. Templates #1 and #2 were approved as-is. Template #3 was approved with modifications. The press release was approved. Michael G. would be contacted to order banners and flyers.
6. Treasurer’s Report – Seema Endley has taken over for Michael Gregorash. Seema suggested that HSF purchases for the 15th annual HSF happen quickly. Money can be redistributed as necessary. The HSF already has table tents, so the \$150 budgeted for table tents can be re-allocated. Monies in other categories may also be re-allocated as necessary.

Upcoming meeting: February 4, 2022 at 1:30pm.

Minutes taken by N. Marlo Ballard