

Health and Safety Fair Committee Meeting

Meeting Minutes: April 29, 2022 via Zoom

Start time: 1:33pm; **Adjourned:** 2:15pm

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, Divya Swaminathan, Raji Kannampuzha, Rhonda Green, Gwyn Best, Amber Allen, Dawn Headrick, Deborah Cardenas, Jeanine Glapion, Susan Evans, Josh Sorenson, Michael Gregorash, Matthew Coulter, Nora Levesque, Heather Darrow

Agenda/Items Discussed:

1. Attendance taken of members present. See above.
2. Approval of the January 14, 2021 meeting minutes.
3. The 15th Annual HSF was a success. The next Annual HSF will be March 17, 2023.
4. Subcommittee Reports
 - **Research/Survey subcommittee** (Amira Albalancy)– Roberta Cravo provided a report on behalf of Amira Albalancy. The 2022 HSF had half of the number of attendees as compared with the 2019 HSF, however, this was expected due to the lingering pandemic situation. Relevant statistics are as follows:
 - ✓ 52% of attendees were ages 18-30; only 9% > 60.
 - ✓ 87% of attendees were female.
 - ✓ 61% were Collin College students; 15% staff; 8% faculty; 8% Collin county residents.
 - ✓ 88% of the attendees came from the McKinney campus.
 - ✓ 74% of attendees came to “learn more”.
 - ✓ 87% of attendees learned about the fair from a Collin faculty member.
 - ✓ 97% indicated that they will likely use the information they received while attending the fair.
 - ✓ 98% rated the fair as good or very good.
 - ✓ There were 35 vendors (58 pre-pandemic) and the reduced number of vendors was expected due to the two-year hiatus and the lingering pandemic situation.
 - ✓ 100% of the vendors were satisfied with the event and 94% intend to return next year.
 - **Food subcommittee** (Matthew Coulter) – The food distribution went well. The amount ordered matched the amount that was consumed, with very little extra. All vendors were served.
 - **Volunteer subcommittee** (Julie Boganwright) – All volunteer efforts went well. It was noted that more help is needed at the beginning of the fair (set-up) as opposed to the end of the fair (clean-up). The balance of volunteers will be adjusted accordingly next year.
 - **Vendor subcommittee** (Dawn Headrick) – Vendor participation was considered to be a success. Carter Blood Care donation goals were met. The committee should consider having a dedicated

volunteer appointed to assist the large vendors, for example Carter Blood Care and the COVID vaccination clinic.

- **Prize subcommittee** (Susan Evans) – Prizes were a huge success. Students especially liked receiving the bags, condoms, stress ball and Chick-Fil-A cards. There are many prizes left over, including t shirts, which will be used for next year.
 - **Public Relations subcommittee** (Heather Darrows) – The PR banners were a great addition and helped to broadcast the fair to students at each campus. Next year the HSF will try to print and distribute flyers earlier. The goal is to have the flyers approved by November and printed and distributed by January. A Spanish version of the flyer may also be produced.
5. Treasurer's Report – Roberta gave the report on behalf of Seema Endley. There is some money left over that will be used for next year's fair. The Rotaract Club was able to raise \$120 for a women's shelter by selling healthy snacks and drinks.

Upcoming meeting: T.B.D. August or September, 2022

Minutes taken by N. Marlo Ballard