

Health and Safety Fair Committee Meeting

Meeting Minutes: September 10, 2021 via Zoom

Start time: 1:30 pm; Adjourned: 2:19pm

HSF Officers:

Chair: Roberta Cravo

Treasurer: Michael Gregorash

Vice Chair: Elaine Fanini

Secretary: Marlo Ballard

Members present: Roberta Cravo, Amy Lanhart, Julie Boganwright, Deborah Cardenas, Robert Brown, Elaine Fanini, Heather Darrow, Sunita Rangarajan, Seema Endly, Vijaya Velammakani, Marlo Ballard, Matthew Coulter, Jackie Langford, Josh Sorenson, Nora Levesque, Alysia Ward, Carrie Wooldridge, Rebekah Larson, Divya, Amardeep Gill, Pamela Dutro, Mary Weis, Raji Kannampuzha

Agenda/Items Discussed:

1. Attendance taken of members present. See above.
2. Approval of the April 23, 2021 meeting minutes.
3. **The 15th Health and Safety Fair Spectacular** will be held on March 18, 2022 at the McKinney Campus Conference Center. The infusion clinic should end in mid-December of 2021 and should not interfere with the fair. The availability of the conference center will be re-assessed at the November HSF meeting.
4. Treasurer's Report - Seema volunteered to be treasurer if Michael no longer wants to do it.
5. Subcommittee Reports
 - **Food subcommittee** (Matthew Coulter) – Most of the work for the food committee members is on the day of the committee. The food is intended for the vendors, but “leftovers” may offered to students and committee members. Matthew will clarify where the money for the food will be sourced from. Collin catering has the first right to refuse, so unless they do not want to cater the event they will be providing the food.
 - **Research/Survey subcommittee** (Amira Albalancy)– NTR. This committee is for collecting data regarding the fair vendors and attendees. Only one or two volunteers are typically needed for this subcommittee.
 - **Volunteer subcommittee** (Julie Boganwright) – The majority of the work for the volunteer subcommittee occurs the day before and day of the fair. The HSF relies on many student volunteers as well as committee members. It mostly involves set-up of tables, people to direct flow, distribution of prizes.
 - **Vendor subcommittee** (Dawn Headrick) – Recruiting vendors for the tables.
 - **Prize subcommittee** (Shayla Andrews) – Roberta C. will contact Shayla to see if she wants to continue in her role as the chair of this committee. This subcommittee will likely be able to use the prizes that were never used for the cancelled 2020 HSF.
 - **Public Relations subcommittee** (Heather Darrows) – The HSF has existing flyer templates that are already approved and can likely be used for the 2022 flyers.
6. Roberta Cravo mentioned the possibility of having a Covid-19 vaccination clinic at the fair. Matthew Coulter will look into the logistics of including a vaccination clinic at the fair.

7. Jackie Langford will work within the volunteer subcommittee to procure and arrange for some of the big HSF attractions, possibly to include emergency vehicles, helicopter, syndavers and/or tours of the Health Science Building.
8. The email for the HSF is hsf@collin.edu

Next meeting: November 5, 2021 at 1:30pm

Minutes taken by N. Marlo Ballard