

Health and Safety Fair Committee Meeting

Meeting Minutes: November 3, 2023 via Zoom

Start time: 1:00pm; **Adjourned:** 2:05pm

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, Divya Swaminathan, Dawn Headrick, Julie Boganwright, Rebekah Larson, Seema Endley, Grizelda Perez, Pierra Boardingham, Amber Allen, Deborah Cardenas, Sunita Rangarajan, Leslie Guevara, Rhonda Green, Millicent Callant, Kelly Putnam

Agenda/Items Discussed:

1. Attendance taken of members present.
2. Welcome and approval of the September 8, 2023, meeting minutes.
3. Subcommittee Reports
 - **Research/Survey subcommittee** (Roberta Cravo for Amira Albalancy) Nothing to report.
 - **Prize subcommittee** (Roberta Cravo for Vijaya Velammakani) – Vijaya Velammakini has volunteered to take over the Prize Subcommittee. She is working with Susan Evans to assume the duties. Since the HSF cannot have any logo-based prizes due to the cap that Collin has placed, the committee decided on a new slogan for bags and T shirts: *Stay Safe + Be Healthy = Live Well*. Vijaya will get quotes for T shirts, bags, stress ball hearts, and first aid kits. The committee discussed that T shirt giveaways may be limited to participants that complete a survey. The committee also discussed ways to incentivize students to visit multiple booths. Students could be required to collect punches or stickers on cards in order to earn the HSF prizes.
 - **Volunteer subcommittee** (Julie Boganwright) – Julie indicated that she is happy to have as many volunteers as are willing to help, including students.
 - **Vendor subcommittee** (Dawn Headrick) – Dawn indicated that a total of 12 vendors have committed so far, which is more responses than she usually sees at this time of the year. Dawn is specifically looking for vendors that can do health screenings such as vision, hearing, etc. Millicent Callant volunteered to assist Dawn with contacts.
 - **Food subcommittee** (Rhonda Green) – Rhonda Green has placed a pre-order with Collin Catering using the 2023 food selections and quantities as estimates. The current cost is \$3,058. Rhonda indicated that the committee could increase the amount of food ordered if needed. The committee determined the order would be finalized by March 1, 2024, when the exact number of vendors is known. Millicent Callant volunteered to assist Rhonda on the food committee.
 - **Public Relations subcommittee** (Grizelda Perez) – The committee decided to include a paid social media campaign to help advertise 2024 HSF to the community. The cost for the paid social media campaign is \$280. Roberta will submit a “Project Request” and the social media ads will be created once the request is approved. The social media campaign will include about two weeks of targeted advertisement to people within certain zip codes. Grizelda will reach out to Michael G. to edit the HSF flyers for final approval. It is expected they will be ready for distribution by early January.

4. Treasurer's Report (Seema Endley) – NTR.

Upcoming meeting: January 12, 2024 at 1:00pm

Minutes taken by N. Marlo Ballard