

Health and Safety Fair Committee Meeting

Meeting Minutes: November 5, 2021 via Zoom

Start time: 1:34 pm; Adjourned: 2:32 pm

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, Heather Darrow, Sunita Rangarajan, Marlo Ballard, Matthew Coulter, Jackie Langford, Alysia Ward, Carrie Wooldridge, Rebekah Larson, Divya Swaminathan, Mary Weis, Raji Kannampuzha, Rhonda Green, Gwyn Best, Yajaria Diaz, Amber Allen, Susan Evans, Dawn Headrick, Seema Endley, Pamela Dutro, Shari Rueles, Vijaya Velamakanni

Agenda/Items Discussed:

1. Attendance taken of members present. See above.
2. Approval of the September 10, 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 timeline for the infusion clinic has not changed, and it should be closing around December of 2021. It is not expected to interfere with the fair.
4. Subcommittee Reports
 - **Food subcommittee** (Matthew Coulter) – Matt is confirming the procedure for procuring food from Collin College catering services.
 - **Research/Survey subcommittee** (Amira Albalancy)– Amira sent Roberta an email update. The survey has already gone through many revisions and it is ready to go in it's current state. It is expected that the HSF will need 100 surveys.
 - **Volunteer subcommittee** (Julie Boganwright) – The majority of the work for the volunteer subcommittee occurs the day before and day of the fair. Julie will send Roberta a list of the volunteers. Matt Coulter confirmed that there is no contraindication to hosting a vaccine clinic. Jackie Langford is still working to schedule first responders. The flight medics with helicopter are planned, weather permitting.
 - **Vendor subcommittee** (Dawn Headrick) – Save the date emails have been sent to potential vendors. About 50% have expressed interest with many more expected in January. Carter blood care is confirmed but the mobile mammogram unit was booked and will not be able to come to the fair this year. Committee members brainstormed new vendors to contact. The committee was undecided whether to allow "Cycle Bar" to host a table, with the concern being that they might use the HSF as a tool to recruit new members.
 - **Prize subcommittee** (Susan Evans) – Susan Evans will take over this subcommittee and she will meet with Roberta to inventory the current prizes.
 - **Public Relations subcommittee** (Heather Darrows) – Heather is working with Michael Gregorash to look at the existing templates to see if we have a complete list of useable templates. Heather thought it would be a good idea to add a disclaimer to the existing templates, as HSF offerings may change from year to year.

5. Treasurer's Report – Seema Endley is taking over the job of treasurer from Michael Gregorash. Seema will meet with Michael for a handoff. It is expected that the HSF will not need as much money for prizes since the prizes purchased for the 2020 HSF are still available. The committee needs to decide what to do with excess funds allocated for fiscal year 2021-2022. The concern is that unused funds do not rollover, and if the money isn't spent it will be lost.

Upcoming meetings: January 14, 2022 in the morning and February 4, 2022 at 1:30pm.

Minutes taken by N. Marlo Ballard