

Health and Safety Fair Committee Meeting

Meeting Minutes: January 12, 2024 via Zoom

Start time: 1:00pm; **Adjourned:** 2:36pm

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, Dawn Headrick, Julie Boganwright, Rebekah Larson, Grizelda Perez, Pierra Boardingham, Amber Allen, Deborah Cardenas, Sunita Rangarajan, Rhonda Green, Kelly Putnam, Mary Weis, Carl McMurphy, Bilal Abu Barker, Carrie Wooldridge, Nadia Bilal, Alysia Osorio, Amira Shaham-Albalancy, Kimberly Forcum, Vijaya Velamakanni, Susan Richards, Raji Kannampuzha, Susan Evans, Alysia Ward, Nora Levesque, Leslie Guevara, Millicent Callant

Agenda/Items Discussed:

1. Attendance taken of members present.
2. Welcome and approval of the November 3, 2023, meeting minutes.
3. Subcommittee Reports
 - **Research/Survey subcommittee** (Amira Albalancy) There are two surveys. The QR code survey is for attendees and the hard copy survey is for the vendors. 200 survey copies will be printed for the vendors.
 - **Prize subcommittee** (Vijaya Velammakani) – The committee has \$1900 allocated for prizes. Since the last meeting, the committee learned that it cannot customize any prizes, even if text does not reference Collin College or the HSF. The committee decided to order 250 plain zippered tote bags to give to all HSF attendees. The committee decided to purchase 150 plain first aid kit pouches and 100 – 125 water bottles to give to attendees that complete surveys. The assortment of prizes left over from the 2023 HSF will also be given to attendees who complete surveys.
 - **Volunteer subcommittee** (Julie Boganwright) – Julie reminded committee members that all volunteer work is completed the day before and day of the HSF. She is still accepting volunteers (including students) and encouraged any interested committee members to reach out to her. Julie indicated that she would coordinate with nursing staff to borrow for computers for surveys.
 - **Vendor subcommittee** (Dawn Headrick) – Dawn indicated that vendor enrollment is strong at 34 confirmed vendors and that a total of 60 are expected ahead of the March 1 due date. Dawn hopes to get some new vendors, including hearing and CV screening vendors. Dawn will reach out to Michael Gregorash to downsize the number of table tents printed for vendor tables.
 - **Large item vendors** (Carl McMurphy) – Helicopters, air evac and AMR have all been confirmed. Requests have been sent to Wylie water rescue, the McKinney fire department and the Collin County sheriff's office and the committee is waiting for replies. The location for the large item vendors was discussed and the final location is to be determined based on space, weather, etc.
 - **Food subcommittee** (Rhonda Green) – The current vendor head count is 148 with 200 projected. In addition to this, the committee would like to provide food for the large-scale vendors. As such, the committee decided to cut the budget for coffee, tea and water and re-allocate the funds to

purchase 42 additional food items (sandwiches and salad boxes) from Collin Catering. This will be in addition to the 185 food items already ordered. The Rotaract club will add water, coffee, and tea to items they're already selling, and the vendors can purchase beverages and snacks from Rotaract. The proceeds from Rotaract sales benefit various local charities. Rhonda Green requested additional volunteers for the food committee on the day of the HSF. The logistics of serving the meals was discussed. Vendors will be able to list their top lunch preferences and be served accordingly. Dawn will adjust her floorplan to make a logical flow for serving the meals.

- **Public Relations subcommittee** (Grizelda Perez) – The committee is having a paid social media campaign to help advertise 2024 HSF to the community. The social media ads will target people ages 18-65+ in Collin County zip codes. The committee decided to include photographs in the social media ad. The ads will link to the HSF news press release. There is \$1900 left for PR which will be put towards the printing of flyers and maybe banners. Grizelda will reach out to Michael Gregorash regarding the flyer printing.

4. Treasurer's Report (Roberta Cravo for Seema Endley) – NTR. Budget is on track.

Upcoming meeting: February 23, 2024 at 1:00pm

Minutes taken by N. Marlo Ballard