

## Health and Safety Fair Committee Meeting

**Meeting Minutes:** February 23, 2024 via Zoom

**Start time:** 1:00pm; **Adjourned:** 1:45pm

### 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, Rebekah Larson, Grizelda Perez, Pierra Boardingham, Deborah Cardenas, Rhonda Green, Mary Weis, Bilal Abu Barker, Carrie Wooldridge, Nadia Bilal, Amira Shaham-Albalancy, Kimberly Forcum, Vijaya Velamakanni, Nora Levesque, Millicent Callant, Divya

### Agenda/Items Discussed:

1. Attendance taken of members present.
2. Welcome and approval of the January 12, 2024, meeting minutes.
3. Subcommittee Reports
  - **Research/Survey subcommittee** (Amira Albalancy) The QR code survey for the attendee survey is created and functional.
  - **Prize subcommittee** (Vijaya Velammakani) – Prizes have been ordered and should arrive in about one week. The committee ordered 250 plain white zippered tote bags with blue straps to give to all HSF attendees. The tote bags do not have any logo or text and will be filled with first aid kits. This prize will be given to all HSF fair attendees (while quantities last). 125 water bottles were ordered and these, along with some lunch bags, will be given to attendees that also complete surveys.
  - **Volunteer subcommittee** (Roberta Cravo for Julie Boganwright) – Julie will be sending out an email to HSF member to recruit volunteers for HSF set-up, event-day volunteers, and take-down. Dedicated volunteers are needed to help with the CPR booth. Any faculty who knows of students needing service hours are encouraged to have them reach out to Julie.
  - **Vendor subcommittee** (Dawn Headrick) – The HSF has met its goal of 60 vendors. This year we will have multiple screening vendors, including CV screening, hearing screening, vision screening, and CPR. The head count for lunch is 205. Roberta will be getting the tablecloths and will contact Dawn when they're ready to pick up. Carl McMurphy has confirmed the Frisco, McKinney, and Wylie Fire Departments. He is still waiting to hear back from the McKinney PD and the Collin County Sheriff's office.
  - **Food subcommittee** (Rhonda Green) The number of meals ordered was increased to 227 meals. The logistics of food choices and distribution of food were discussed. The Rotaract club will sell water, tea, and snacks for the benefit of local charities.
  - **Public Relations subcommittee** (Grizelda Perez) – The social media ads will begin on March 8 on Facebook, Instagram, and LinkedIn. The ads will link to the HSF news press release. The banners and flyers were ordered and have arrived. There are 250 English and 250 Spanish flyers. Stickers to update the banner dates have also arrived. Roberta requested help from the committee to

identify the faculty/staff members responsible for student engagement at each campus, so that she knows who to send the banners and flyers to.

4. Treasurer's Report (Roberta Cravo for Seema Endley) – The HSF budget is on target. Some items have cost less than expected, so there may be extra funds leftover. Currently there appears to be about \$400 left in the budget. The committee may use the leftover funds to order prizes will logos for next year's HSF. The HSF will request money for the 2025 HSF once SAFAC sends its annual email to the committee chairpersons.

**Upcoming meeting:** April 19, 2024 at 1:00pm

Minutes taken by N. Marlo Ballard