

Health and Safety Fair Committee Meeting

Meeting Minutes: April 19, 2024 via Zoom

Start time: 1:00pm; **Adjourned:** 2:27pm

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, Rebekah Larson, Grizelda Perez, Pierra Boardingham, Rhonda Green, Carrie Wooldridge, Kimberly Forcum, Divya Swaminathan, Alysia Osorio, Gwyn Best, Amber Allen, Veronica Lee, Kim Forcum, Sunita Rangarajan, Julie Boganwright, Susan Evans, Alysia Ward, Seema Endley, Nadia Bilal, Abu Bakr Bilal

Agenda/Items Discussed:

1. Attendance taken of members present.
2. Welcome and approval of the February 23, 2024, meeting minutes.
3. Subcommittee Reports
 - **Research/Survey subcommittee** (Roberta Cravo for Amira Albalancy) - Only 79 attendees completed a survey. Reasons for the low survey completion rate were possibly identified. The primary reason was thought to be a lack of laptop computers. Even though the survey can be completed via QR code link, not all attendees will/can use the QR code. The HSF gets many surveys completed via on-site laptops at the HSF entry area. Next year the HSF will attempt to secure 10 total laptop computers for survey completion. Another reason may have been a lack of direction, motivation, and/or incentive to complete the survey. It was suggested to switch to a scantron-like paper survey. The vendors' responses were robust and overall they were very pleased with the HSF. The survey results for both attendees and vendors are attached.
 - **Prize subcommittee** (Roberta Cravo for Vijaya Velamakanni) – The HSF gave away 250 bags and first aid kits by 12:30pm. The most popular prizes were T shirts and lunch bags. The water bottles weren't very popular so the leftover will be used for the 2025 HSF. The Maker Space may be creating a sticker for the water bottles to make them more desirable. For next year, the HSF will order more T shirts, bags and (metal) first aid kits. The HSF intends to purchase items early this year so that we can put logos on prize items. We may also award sticker or stamps for the booths that attendees visit and tie this to earning prizes. The HSF may award gift cards (purchased or donated) for additional prize incentives.
 - **Volunteer subcommittee** (Roberta Cravo for Julie Boganwright) – Julie would like to have more volunteers for the 2025 HSF. Roberta hopes to get more volunteers by requiring all HSA committee members to serve on at least one subcommittee.
 - **Vendor subcommittee** (Roberta Cravo for Dawn Headrick) – Dawn has already emailed the vendors to thank them for attending the HSF. She relayed that the HSF would like to see them return in 2025. Dawn is aware that some vendors left early and she will reach out to them to see why. There was some frustration about vendors who confirmed and then didn't show, such as the eye screening vendor. The HSF will continue to try to attract special vendors, such as hearing

screenings, and “drunk goggles”. Carter Blood collected 24 pints of blood. Roberta said all of the “big ticket” vendors such as police and fire showed and there were no issues. Next year the HSF might try to have a food bank feature and possibly tie this to outreach as an incentive via social media advertising.

- **Food subcommittee** (Rhonda Green) – All of the meal options were consumed except for the vegetarian meals. Rhonda suggested ordering fewer vegetarian options next year. The committee will work on a better food distribution system for next year, and will need more volunteers and carts to do so. Rhonda also suggested serving water with the meals.
 - **Public Relations subcommittee** (Grizelda Perez) – Metrics (impressions, etc.) indicated that the social media campaign was successful. The cost per result was \$ 0.29 or \$279.97 total. This is considered to be a good outcome for a two-week campaign with one add. It was suggested to tweak next year’s message to increase interest. For example, the social media campaign could highlight the vendors, especially the special vendors such as police and fire rescue. Roberta plans to order one more banner for CHEC. Next year the HSF will have more English flyers and fewer Spanish flyers. Since most attendees heard about the fair from faculty, the HSF will encourage more faculty to get the word out.
4. Treasurer’s Report (Roberta Cravo and Seema Endley) – Collin Catering gave the HSF a large and unexpected discount on catering, and in addition to this the prizes did not cost as much as expected. The HSF ended up with \$1,500 leftover in the budget. Roberta used this money to place an order for about 100 T shirts with the HSF logo. There is about \$400 left after the T shirts purchase. The HSF is asking for \$7,500.00 via SAFAC funds for 2025 HSF

The next HSF will be at the McKinney conference center on March 28, 2025.

Upcoming meeting: None scheduled.

Minutes taken by N. Marlo Ballard