

## **Health & Wellness Fair Committee Report to ITAC Steering Committee**

**November 1<sup>st</sup>, 2023**

**Submitted by Committee Chairs, Alli Pelletreau & Sarah Sterlace**

### Urgent new matters:

Venue/date cannot be confirmed until early 2024.

### Matters that require the attention of and/or action by the board:

Budget – the cost for the Health & Wellness Fair (HWF) should be covered by sponsorships and donations. There is some money left in the Holland Account from 2020 that we can use. There is no budget item in the DFC budget for HWF – apart from general items like posters, publicity etc (not necessarily specific to HWF). Steering committee to approve using Holland Funds including new and old sponsorships.

Insurance – ITAC may need to purchase an insurance rider specific for this event. John Wolski and Alli Pelletreau are working on the details for this. Steering committee to approve once prices are obtained.

### Updates:

Preferred dates: March 16<sup>th</sup> or 23<sup>rd</sup> (16<sup>th</sup> preferred). Back up dates: April 20/27<sup>th</sup>

Location: High School – gymnasiums, cafeteria, auditorium, hallways (with access to bathrooms)

Time 10am-1pm

Ideas for sponsorships, donations, activities, vendors are being discussed at length. Goal is to have 50-100 vendors present. The committee will be sending out letters and emails to past and new collaborators as soon as possible.

May use the Feb/March Billboard to promote the event. Also looking at bags/tshirts to hand out with sponsor names.