

Planning and Hosting A **Health** and **Safety** Fair

Step 1: Securing Approvals from Gatekeepers

- August 4: Called and discussed health and safety fair concept with Nancy Evans, District 19 President. Nancy agreed to present this to the District 19 Executive Board.
- August 22: Discussed the concept at the Executive Board Meeting and was given permission to work with Ralph Noriega and the staff at the El Paso Community College Administrative Services Center (EPPCC ASC).
- August 31: We attended the Aging To Perfection Event at the El Paso Convention Center and made personal contacts with organization representatives.
- September 8: We met with Letty Jones, Administrative Associate, at the EPCC ASC. We explained our concept for the health and safety fair for our fall conference attendees. We were given permission to plan for booths at the north end of the main foyer. Booths, which needed electrical outlets, would be situated along the outer walls.
- September 9: Rosemary discussed the fair with Ralph Noriega, an assistant with Art Fierro, State House Representative.

Step 2: Contacting Organizations

- September 9: We split the list of organizations we would be contacting 7-7. Ron noted several organizations which would present safety oriented information on scams.
- September 12: We attended YMCA Health Fair and made contacts with organization representatives.
- September 12: We attended YRSEA Meeting and met the Federal Bureau of Investigation (FBI) Community Outreach Specialist, Grace Lino-Fernandez.
- September 15: Checked with Nancy Evans, District 19 President, and funds for water, snacks and certificates for organization participants were approved.

Rosemary: Organizations

- Alzheimer's Association
- Southwest Hearing Aid
- Desert Imaging (Veins)
- American Diabetes Association
- Lions Club (Vision)
- Spinal and Rehab Specialists (Balance)
- American Heart Association

Ron Organizations

- Better Business Bureau (Scams)
- Social Security Administration (Scams)
- Federal Bureau of Investigation (Scams)
- American Cancer Society
- YMCA Silver Sneakers
- EPCC Senior Program
- Texas Department of Family and Protective Services

Creating the Recognition Certificates

- Rosemary began the process to create recognition certificates as the organizations were being contacted.
- The certificates would be printed on cardstock and include black, blue and red inks.
- Each participant who participated in the fair would receive a personalized certificate signed by the district president and the event co-chairs.
- The certificates would be personally handed to each participant during the last hour of the fair.

Step 3: Verifying Participating Organizations

- September 10 – October 2: The co chairs began contacting the individuals in the selected organizations to verify participation. A combination of personal phone calls, text messaging and e-mail was used.
- Contacts with the Social Security Administration and various Diabetes organizations were not successful.
- Contacts with the other twelve organizations were positive and the organization participants were confirmed.
- October 3: An e-mail was sent out to all participants confirming participation and providing specific information about the setup time (7:30 AM), event time (8:00 – 10:00 AM) and our two audiences (100+ retired educators and EPCC staff. We requested that they confirm: number of tables (6'), chairs, electrical outlet access, and any special provisions. We also asked for the names of all individual participants who would be representing the organization.

Promoting the Health and Safety Fair

- August 22: Upon approval by the District 19 Executive Board, we asked the district president and local chapter presidents to begin promoting the Health and Safety Fair to their members. This would include through newsletters and at the September meetings.
- September 26: An e-mail was sent to the District 19 local chapters promoting the health fair which would be conducted between 8:00 AM and the start of the District 19 Fall Conference at 9:30 AM. A short information “blurb” was provided with location (main foyer), times, number of organizations featuring health and safety information and contact information of the fair co-chairs.
- October 13: A final information sheet with the names of the participating organizations was sent to district and local chapter officers.
- The Health and Safety Fair was featured on the District 19 Fall Conference Program.

Step 4: Finalizing the Organizations

- October 10: An Excel Chart was created with thirteen organizations and their needs in terms of tables, chairs, electrical outlets and special provisions.
- Over the next eight days, the specific needs were finalized and the names of the organization participants were verified.
- October 11: A request was received from Solstice at Rio Norte Senior Living Community to participate in the fair.
- October 13: The event co-chairs met with Lety Jones at EPCC ASC at 9:00 AM to verify the organizations and provide her with the chart detailing the specific needs and participants.
- October 17: A final e-mail went out to all organizations participating in the fair including specific information on the entry locations and access to the facility for setup.
- October 18: Solstice at Rio Norte Senior Living Community was contacted to participate in the fair.

Step 5: Coordinating the Event Setup

- October 19: Met with Michelle Houston Taylor, Director of the EPCC Marketing and Community Relations Department, and EPCC staff who were setting up the tables and chairs in the Main Foyer at 3:00 PM.
- Fourteen “booths” were setup with three adjacent to the south wall and one along the north wall. The other ten were arranged in the form of a rectangle in the center of the foyer. There were three along the south and north sides with two at the east and west ends. Access was from the east and west ends with the tables facing inward.
- A placard with the name of the organization was taped to the assigned table and space.

The Day of the Event

- We arrived at 7:20 AM and welcomed organization participants as they arrived to setup between 7:30 – 8:00 AM.
- The American Heart Association representative had called the day before and apologized that no one would be able to participate from their organization. The table was used for snacks and waters for the participants.
- Thirteen organizations provided testing (vision and balance) plus essential information for the retired educators attending the conference. Some EPCC staff members also visited the booths.
- The event closed down between 10:00 – 10:30 AM.

Step 6: Follow Up with Images

- Ron Leiman took photographs throughout the event.
- October 21-24: The images were downloaded and charted noting the organizations.
- October 25: An Thank You was emailed to organization participants which included a Word Document:
D19JOY=AHYH&SFair102022Images.docx 4708K .
- There was at least one image of each organization that included the organization participants and often retired educators.
- The subsequent development of this power point was noted.

Rosemary Leiman checks in the participants verifying any additional needs.



Images of the District 19 Health and Safety Fair

Organization participants arrive early to set up in the EPCC Foyer.



District 19 Registration Area adjacent to the foyer.

Registration for members of the El Paso Retired Teachers Association (EPRTA), El Paso Lower Valley Retired Teachers Association (EPLVRTA) and Ysleta Retired School Employees Association would officially begin at 9:00 AM.



Thirteen booths were setup by the 8:00 AM Start.



Readiness Is All



Waiting...Waiting...and the Fair Begins!



Balance Evaluation and Lots of Great Information.



Better Business Bureau and the YMCA



Family and Protective Services; Spine and Rehab Specialists



El Paso Community College Adult Learning Program; Alzheimer's Association on left. Silver Sneakers and YMCA Seniors on right.



Members Seeking Valuable Information



Questions and Answers



Federal Bureau of Investigation (FBI)



Balance Machines and Current Scam Tips



And then the District 19 Fall Conference began at 10 AM.



JOY = A HEALTHIER YOU

District 19 Health and Safety Fair

El Paso Community College Administrative Services Center

9050 Viscount 79925

8:00 – 10:00 AM in the Main Foyer

Alzheimer's Association
American Cancer Society
American Heart Association
Better Business Bureau (Scams)
Desert Imaging
El Paso Community College (Adult Classes)
Federal Bureau of Investigation (Scams)
Lion's Club (Vision)
Silver Sneakers
Southwest Hearing Aid
Spinal and Rehab Specialists (Balance)
Texas Family and Protective Services
YMCA

Please join us for valuable information on health services, health screenings, fitness opportunities and the latest information on scams impacting older adults.

EPCC Adm Serv Bldg

Main Foyer

Oct. 20
2022

Front Doors Front Doors

JOY = A HEALTHIER YOU
Health and Safety Fair

TRTA District 19
Fall Conference

El Paso
Community College
Circular Logo

EPCC
Adult Prog

Alzheimers
Association

Desert
Imaging

Heart
Association

Spine and
Rehab Spec

Family &
Prot Serv

Fed Bureau
Investigation

Better
Business B

Lions
Visioin

Solstice de
Rio Norte

Amer Cancer
Society

Southwest
Hearing

Silver
Sneakers

YMCA
Seniors

Mural Back Wall

JOY = A HEALTHIER YOU
TRTA District 19
Health & Safety Fair

Thursday, October 20, 2022
 EPPC Admin Services Center

SETUP EVENT
 7:30 AM 8-10 AM

SPACE	TABLE	CHAIR	ELECPLUG	SPECIAL	INDIVIDUALS
Alzheimer's Association	1	2	0	0	Maria L. Lamas and Maria De La Rosa
American Cancer Society	1	2	0	0	Patsy Dunem and Araceli Herrera
American Heart Association	1	2	0	0	Eva Olivas and TBA
Better Business Bureau	1	2	Yes	0	Annabel Mendez and Yvette Ramirez
Desert Imaging	1	1	0	0	Shane Griffith
El Paso Community College	1	2	0	0	Carol Attel and Norma Curiel
Federal Bureau of Investigation	1	2	0	0	Janette Harper and TBA
Lions Club	1	2	0	0	Susan Driscoll and Mark Almklov
Silver Sneakers	1	2	0	Next to Y	Kathy Sarver and TBA
Southwest Hearing Aid	1	1	Yes	0	Cecilia Reyes
Spinal and Rehab Specialists	1	2	Yes	Machine	Adrian De Luna and Chris McMillan
Texas Family and Protective Services	1	3	0	0	Grace Ortiz, Erick Ortiz and Christine Hinojos
YMCA	1		0	Next to SS	TBA and TBA

TEXAS RETIRED TEACHERS ASSOCIATION
DISTRICT 19

CERTIFICATE OF APPRECIATION

This certificate is presented to

Eva Olivas

*For outstanding participation and lasting contributions to District 19
Joy+ A Healthier You Health & Safety Fair*

Nancy Evans

TRTA DISTRICT 19 PRESIDENT

October 20, 2022

DATE



Rosemary Seaman

DISTRICT 19 HEALTH CHAIR

Ros Linsen

TRTA HEALTH & SAFETY
SPECIAL COMMITTEE CHAIR

Excursion at TRTA 2024 State Convention

Organizing, Conducting and Coordinating a Health and Safety Fair

Presenters: Ron Leiman (D19) and Verna Mitchell (D10)

The TRTA Health and Safety Special Committee (H&SSC) will present information for districts and local chapters on providing health and safety programs for their members.

Ron will present information on organizing a fair using multiple community organizations. Verna will present information on coordinating a fair with a medical organization.

Planning and Hosting a Health and Safety Fair

Two individuals planned and coordinated the fair for District 19.

Rosemary Leiman was the Health Chair. She had previously coordinated a health fair the YRSEA local unit. She has extensive experience in conducting school events and programs as a student activities director and school administrator. She had coordinated multiple career day fairs, pageants and graduation events.

Ron Leiman was the Safety Chair. He has experience in conducting events and programs as an athletic director. He had been the director of the State Wrestling Tournament in 1993 and multiple athletic equipment fairs.

Planning and Hosting a Health and Safety Fair

Ron Leiman had recently been named the chair of the TRTA Health and Safety Special Committee. He believed that a health and safety fair could be organized at the district level and be a pre event for the annual fall conference. He asked Rosemary to become involved as a co-chair and that they would follow her organizational pattern from the YRSEA event.

The site for the fall conference had been determined months earlier. The conference would be held at the El Paso Community College Administration Building in El Paso. The banquet room had been selected for conference. Space existed inside that room as well as in an adjacent hallway and the entrance foyer.

Questions and Answers from the Excursion

The final part of the excursion was answering questions from members of the audience.

Verna answered specific questions about the booths at the church site and at the school site. She mentioned the booth on breast cancer provided important information for males and females.

A very popular activity was line dancing both as a demonstration and for audience involvement.

Ron mentioned that the giveaways provided were free screenings and one day passes.

Questions and Answers from the Excursion

Perhaps the question most repeated was how was the committee created that organized the fair.

District 10 has a Health and Safety Committee that has a newsletter and coordinates programs and fairs throughout the district. Individuals outside the committee are recruited on a as needed basis,

Ron's response to the question to have a small group of trusted individuals to handle specific skill sets. The creation of the certificates was one of Rosemary's skills. The photography of the event and eventual use of the images was one of Ron's skills. Splitting responsibilities and trusting in following through is essential for success.

Ideas for a Successful Health Fair

Start small. Have a single booth and activity available 45 minutes before the meeting starts. It could be tied that month's health observance such a heart month in February. It could be it an information booth sponsored by Better Business Bureau on local business scams.

Co-sponsor an event with another organization. Coordinate an activity with a Silver Sneakers partner.

Participate in someone else's fair. Set up a table at a fair and promote health and safety initiatives for retirees.

Find out who knows who and develop a network.

Ron Leiman
TRTA Health and Safety Special Committee
Chair 2022-24

ronleiman2@gmail.com

Feel free to contact me if you have questions about the power point or health and safety issues.