



ECE CONFERENCE PLANNING COMMITTEE
Thursday, September 7, 1:00-3:00 PM
COE Educational Services Conference Room

MINUTES

Members in attendance: Michele Mosher (Committee Chair, California Early Childhood Mentor Program), Irene Freiberg (Growing Years Preschool), Jean Gallegher-Heil (Cabrillo College), Karen Hamman (GoKids) and Sita Moon (COE Child Dev. Programs).

Community members in attendance: Nancy K. Brown

I. Welcome and Introductions

Chair Miche Mosher welcomed everyone to the meeting. All present introduced themselves.

II. Discuss roll of CCAEYC.

- Miche and Nancy gave a brief history of CCAEYC participation in the local ECE conference. 20% of all CAEYC's membership dues for this area had been accruing for 13 years. These membership dues are meant to be in exchange for professional development services provided. Through the efforts of Nancy and others, a board was developed to provide for the dissemination of such services. However, the local board did not receive a lot of support from the California AEYC and many challenges and issues surfaced such as the south part of region feeling underserved. Then the chapter dissolved and a new board was formed, located in the southern part of the region. It has been some time since the current board has sponsored any professional development activities in North County.
- The group agreed we would like to retain the CCAEYC sponsorship of the conference.
- Hiranya will talk with Monterey and Santa Clara County Child Care Planning Councils regarding their relationships with CCAEYC.
- Hiranya and Miche will contact Pat Hendrickson of CCAEYC and attend a meeting of their board. Nancy suggested bringing CCAYEC members along.

III. Identify coordinator, review scope of work and RFQ for coordinator. Discuss Coordinator recruitment plan.

- Committee decided to have co-coordinators – Miche will continue with the help of a new coordinator to be mentored for the purposes of taking over the job next year. The contract will be split between them.
- Hiranya will develop a list of qualifications/skills and abilities to be disseminated along with the job description. We are looking for someone with experience coordinating events and a background in ECE. Candidates will be asked to submit something in writing prior to interviews.
- Interview committee: Irene, Miche and Hiranya. Hiranya to put together Request for Qualifications (including scope of work) and send to prospective candidates.

- Hiranya to double check on need for a contract versus a Temporary Service Agreement (based on employment of coordinator candidates).
- Hiranya to schedule interviews with prospective co-coordinators in early October.

IV. Review last year's conference budget and draft budget for this year. Set contract amount for coordinator position.

- Committee reviewed last year's budget including total expenditures and remaining funds in the amount of almost \$4,000.
- Committee agreed to increase funds for two coordinator positions not to exceed a total of \$4,000 (\$2,000 each).
- Hiranya and Miche will submit a request for funds for the conference to First 5 Santa Cruz County and to CCAEYC (possibly request \$1,500 for Provider Appreciation gifts)

V. Review Partner Agency Scopes of Work.

Committee members discussed roles and responsibilities and decided that developing official scopes of work via Memorandums of Understanding was unnecessary. These minutes will serve to designate and inform new members of the roles that each agency will play in the planning and coordination of the conference. Basic planning and administrative work is also often done in group by all agency representatives at the regular meetings.

PACE (Irene) – Setting up the cafeteria and educational display. Bringing in donations.

Cabrillo (Jean and other Cabrillo Staff) – Arranging facilities, reserving and checking the theater and rooms ahead of time, recruiting students, recruiting presenters, volunteer coordination and AV coordination. Oversight of unit-bearing coursework through Cabrillo's ECE Dept.

CDRC (Diane) – Coordination of translation equipment (equipment from MHS).

Child Care Planning Council (Hiranya and Sita) – Program design, printing and bulk mailing, coordination of provider appreciation and raffle, budget monitoring, agendas, minutes and meeting reminders for planning committee.

COE/MHS (Maria) – Exhibitor coordination and set up.

GoKids (Karen Hamman) – Providing presenters, recruiting participants and paying for their attendance, donating prizes/materials, advertisement, food set up, outreach to providers to serve on planning committee (Karen will ask some of the providers in her agency if they are interested).

Family Child Care Association (Lynne LeRose) – Shopping for food.

Simcha (Ali Spickler) – Website development.

Need presenter assistants (greeters/runners) - especially for those who come for the afternoon session. Discuss who will coordinate this at next meeting.

VI. Discuss conference schedule, keynote speech and conference theme.

Tabled until next meeting.

Jean to reserve theater from 7:30-11:00.

VII. Set agenda for next meeting.

- Introduce new coordinator
- Name the conference
- Discuss keynote speech
- Conference Schedule
- Tiered sponsorship structure (HB to bring a sample)
- Advertisement space in program
- Tie-in with Kinder Teachers
- Ways of showcasing programs

Next meeting: the meeting scheduled for Thursday, September 21 has been cancelled. The next meeting will be Thursday, October 26, 3:00-5:00, COE Ed Services Conference Room
