



**ECE CONFERENCE PLANNING COMMITTEE**  
**Thursday, June 26, 2008, 3:00-5:00 PM**  
**COE Student Services Conference Room**

**MINUTES**

**Chair:** Michele Mosher (California Early Childhood Mentor Program, Conference Co-coordinator)

**Members present:** Janine Canada (Conference Co-coordinator), Maria Castro (Central CA MHS), Jean Gallegher-Heil (Cabrillo College), Alma Martinez (First 5 Santa Cruz County), Diane Oyler (CCPC), Claudia Vestal (Cabrillo Family Child Care Network).

**Absent:** Jennifer Lusk (Campus Kids Connection), Karen Hamman (Go Kids) Irene Freiberg, (Growing Years Preschool)

**Staff:** Diane Oyler, CCPC Coordinator

**I. Welcome and Introductions.**

Miche called the meeting to order at 3:05. All present were welcomed and introduced themselves.

**Announcements and Quick Questions**

- July 17<sup>th</sup> is the date of next meeting. It was decided that the ECE committee would meet on third Thursday of each month .
- Madhu will bring newspaper for her yoga class at the conference.
- Add Claudia V. to committee on the CCPC web site.

**II. Report on Workshops**

- Suzan Marks will design this years program.
- Plan B for printing if COE is unavailable will be Kinko's.

**Sponsor Category:**

- Conference sponsors contributed a significant amount of money this year.
- Collaborator agencies were identified they will send providers to the conference they are, ECE department, Mentor Program, Central Coast Migrant Head Start, Go Kids, Santa Cruz County Head Start, CDRC, SCCOE, Hosted by Cabrillo College
- Jean mentioned that committee members would be identified by the agencies they are representing, such as, Claudia represents Casa Pequena, FCCH Association

**Collaborators Definitions are:**

- Contributed donation to the conference.
- An agency who will send a staff person to sit on ECE committee.
- Agencies who grant credit for attending the conference.
- In kind contributions donated by an agency.

### **How to indicate the Spanish speaking workshops on program?**

- By translating workshop information into Spanish
- Lorena suggested that we include a symbol to indicate a Spanish workshop.

Possible symbols to indicate Spanish language workshop:

- B = Bilingual place a circle around each letter.
- E = English
- S = Spanish
- Headset symbol
- It was suggested to include age indicator after the presenters name we would like to put appropriate age group the curriculum is intended for. Maria suggested using (0-2), (3-5), (6-13) yrs.

### **III. Exhibitors: Ads**

- Janine shared the exhibitor letter and forms mailed earlier this week. Ask the committee to review the list and make suggestions as to who was missing from the list. Claudia suggested we include League of Women Voters. Diane will invite Palace Arts. Maria suggested that we invite vendors who dropped out last year.
- It was suggested inviting school age vendors this year.
- Maria suggested Discount School Supplies and Lakeshore.
- Claudia suggested inviting the Unions.
- Janine will contact Jeanie, Santa Cruz City Libraries, outreach coordinator and Live Oak Family Resource Center. Raising A Reader coordinator, Jennifer will be contacted by Janine.
- Lorena volunteered to contact CSUMB, and Pacific Oaks representatives and invite them to host an outreach table.

#### **Cost of Program ads:**

- Miche shared the list of agencies that bought ads last year.
- It was agreed that the cost to place an ad will increase this year.
- Janine will ask SBDC, El Pajaro CDC to place an ad.
- Non-Profit rate for advertisers? \$10.00 off of each rate.

### **IV. Lunch and Breakfast**

- 5 Star Catering will provide lunch this year at the cost of approximately \$7.00 per person.
- Menu will consist of a burrito, apples, salsa, tortilla chips, drinks and a cookies from Pacific Cookie Company. Miche will follow up and confirm catering.
- Jean will reserve rooms at Cabrillo College for conference.
- Karen will pick up bagels for breakfast. .

### **V. Conference Attendance Documentation**

- Miche asked committee members about the new attendance form to document Providers participation at the conference. Providers will be required to get the presenters signature.
  - Alma will contact Monterey County, CARES program for documentation requirements which will be included in the attendance form.
-

## **VI. Conference Bags**

- Committee agreed to purchase totes this year for attendees.
- Committee agreed to change the color – white with red trim.
- This years choice will two tone totes of white mesh, with red trim, blue lettering. Each bag will say *Central Coast Early Childhood Education Conference* in large letters with the CCPC logo.
- The committee agreed upon conference name, *Voices and Votes for Children Candidates Speak Out for Children's Issues.*

## **VII. Election of CCPC Vision Award Decision**

Claudia shared next steps:

- To notify nominee, Julie Olsen Edwards, and invite her to attend the conference
- Maria suggested Annie Glass, Brinks as possible award vendors.
- The budget is \$ 200.00 for Vision and \$50.00 for Educator Awards  
“The Voice and Vision for Children Julie Olsen Edwards 2008.”
- Janine and Diane will visit Annie Glass and look for possible award.

### **Early Educator Award**

- Conference committee received 6 nominations for Early Educator award.
- Committee considered extending the nomination deadline.
- Jean suggested that changing the timeline next year will allow for more nomination responses from child care community.

## **VIII. Report on Curriculum Fair**

Rob shared via email that the Fair was successful and suggested that CCPC make it an annual event.

## **X. Next months agenda items:**

- Opening and closing sessions
- Outreach process
- Budget Update

## **XI. Adjourn**

Meeting Adjourned at 5:00 pm.

**Next meeting: Thursday July 17, 2008 3-5 p.m. COE**

---