



ECE CONFERENCE PLANNING COMMITTEE
Wednesday, December 13, 3:00-5:00 PM
COE Educational Services Conference Room

MINUTES

Members in Attendance: Michele Mosher (California Early Childhood Mentor Program), Janine Canada (Consultant), Maria Castro (Central CA MHS), Vicki Coffis (Early Care and Education Teacher), Jean Gallegher-Heil (Cabrillo College) and Karen Hamman (GoKids).

I. Welcome and Introductions

Miche called the meeting to order at 3:10.

II. Discuss incentives for programs to send their staff

Members decided to create a special registration form for centers to get 10% off of total registration fees for their staff. Criteria for the discount include: that Centers must pay for their staff and must register by the early bird registration date. For staff that are CCAEYC members, the center will also receive the corresponding discount. Miche and Janine will create a new center registration form and will present it to the committee for review at the January meeting.

III. Discuss/identify keynote speakers.

Miche to contact Julie Edwards re: being keynote speaker. To offer a \$500 honorarium.

IV. Discuss closing activity/facilitator

Tabled until future meeting. Members liked the idea of doing some kind of creative project including song, music and arts/crafts.

V. Discuss class meeting (possibly to be held in a classroom).

Members decided to leave this to the Jean and Madhu of Cabrillo College to decide.

VI. Revisit thematic title for conference

Members reviewed the current draft title of the conference and made changes. Following is the latest version agreed upon: "*Building blocks for quality Early Care and Education*" and in Spanish: "*Bloques de construcción del cuidado y educación temprana de alta calidad.*" Hiranya will ask Ofelia Garcia to review the Spanish version and will find an icon depicting building blocks to use in program

VII. Discuss Exhibitor Tables, Cafeteria Displays and showcasing programs

Janine to assist Maria with Exhibitor table coordination. Tabled discussion to January meeting.

VIII. Identify workshops and presenters (including kinder teacher panel)

Janine to revise workshop form (will be distributed in email form only).

IX. Review conference planning timeline

Tabled until next meeting.

X. Set agenda for next meeting.

- Discuss prices for exhibitor tables
- Discuss cafeteria displays and showcasing of programs

Next meeting: Thursday, January 18, 3:00-5:00, COE Ed Services Conference Room