



**ECE CONFERENCE PLANNING COMMITTEE AGENDA**  
**Thursday, April 19, 3:00-5:00 PM; COE Educational Services Conference Room**

**Chair:** Michele Mosher (California Early Childhood Mentor Program)

**Members:** Janine Canada (Consultant), Maria Castro (Central CA MHS), Sandy Davie (SC Toddler Center), Irene Freiberg (Growing Years Preschool), Lorena Gonzalez (Head Start), Jean Gallegher-Heil (Cabrillo College), Karen Hamman (GoKids) and Cindy Torres-Rica (GoKids).

**Conference info and registration forms will be posted soon at [www.ececonference-santacruz.org](http://www.ececonference-santacruz.org)**

**I. Welcome and Introductions**

All present were welcomed. Introductions were not necessary.

**II. Presenters confirmed and contacted, exhibitor acceptance letter and Ad Report**

- 15 ads to be placed. Will be bringing in about \$1,000.
- 10 exhibitors planned. Majority non-profits, a couple of for profits.
- Janine to call all exhibitors to encourage them to come. Looks like we could use more shopping tables.
- All presenters in place except one that cancelled: Cirila Ramirez with the Math workshop.

**III. Volunteers**

- 18 volunteers in place now. Planning to have 21 volunteers.
- Registration and workshop support volunteers need to be very with-it.
- Cafeteria volunteers can be less so.
- Jean to send master list of volunteers to Miche. Miche will develop volunteer information packets.
- Janine to call all volunteers to remind them of their assignment and inform them of their roles.
- 2 early morning volunteers to stay and do pm volunteering as well.

**IV. Committee member roles on day of conference**

- Breakfast set-up and bring balloons - Karen
- Cafeteria décor and set-up – Irene with help from Freddy Chavez
- Road signs and balloons – Jean’s intern Stephanie (Miche to give her the map, Karen to give her balloons)
- Exhibits – Maria and Janine
- Facility – Jean and Madhu
- Food – Miche
- Direct volunteers after Jean leaves – Miche
- Keynote speech set-up (plants, laptop/projector) - Hiranya
- Video taping – Hiranya
- Headphones – Diane and Carole
- End of the day wrap-up – Hiranya
- Remind presenters that there is no clean-up crew at the end of the day.

**V. Emcees for opening and closing sessions.**

- Hiranya to Emcee opening and closing session: including housekeeping, conference reminders, introducing Julie and Michael.
- Hiranya to invite Michael to Speak briefly.

## **VI. Plans for closing session**

- Tea, coffee, refreshments.
- Head, heart, foot activity (or with blocks). Modify handout with simple instructions in English and Spanish. Include handout in packet. Miche to get handout and to give to Hiranya for translation.
- Announcement re: CCAEYC Local Affiliate Committee
- Hiranya to create numbering system (table tents with numbers and number cards) – find out how many tables so we know what number to go up to. Include notice about raffle prize on some of the numbers randomly.
- Reminder to meet with Cabrillo Instructor at end of day.

## **VII. Workshop rooms assigned? AV equipment reserved?**

- All rooms arranged/available
- Madhu has done walk through of majority of rooms. Jean to do walk through of the rest of the rooms.
- One large room (711) to be used for gross motor skill workshop.
- Have asked rooms to be open by 8:00am.
- Terese requested that cafeteria be open from 6:00-9:00pm the night before for set up.
- 12 Tables and 40 chairs for registration tables have been ordered.
- 3 tables to foyer of theater.
- Cafeteria to be open from 6:00 to 9:00pm on Friday evening.
- All room arrangements to be given to Janine to match up with workshops. Janine to give to Hiranya to insert into program.

## **VIII. AV issues**

- Contact for Nico in p.m. Working with theater staff (e.g., keeping lights on during keynote)

## **IX. Video Cyndi's workshop? Others?**

- Hiranya to video tape Cyndi's workshop
- Hiranya to choose another workshop to video and will also video tape snip-its throughout the day.
- Possibly have Santa Cruz Community Television to air.
- Share workshop videos through CDRC library.

## **X. Firm up morning and afternoon food, including purchasing and pick up of fruit, bagels and accompaniments, afternoon coffee/tea and cookies**

- Karen picking up oranges at Silver Spur in the morning
- Karen picking up bagels and cream cheese
- Miche will pick up cookies and tea/coffee for afternoon

## **XI. CCAEYC contribution**

Meeting next week of CCAEYC to vote on donation of \$525. Hiranya to report back

## **XII. Translator contract**

Contract has been executed and signed. Oscar to sign

## **XIII. Registration packets: Request to add brochure to packet; review certificate of attendance and conference evaluation.**

- Members reviewed and revised the certificate of attendance and conference evaluation.
  - Miche will finalize these documents for inclusion in the packets
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**XIV. Evaluation for coordinators. Schedule meeting in May (suggest Tu 5/8) to do reg packets and June evaluation meeting**

- Members will evaluate coordinators work. Miche has drafted an evaluation.

**XV. Adjourn**

**Next meeting: Date TBD, 3:00-5:00, COE Ed Services Conference Room.**

Final Program to designer by April 25th; Proof and print by May 4th. Stuff packets May DATE TBD