



The Santa Cruz County Child Care Planning Council  
El Consejo de Planeación de Cuidado Infantil del Condado de Santa Cruz  
[www.childcareplanning.org](http://www.childcareplanning.org)

**ECE CONFERENCE PLANNING COMMITTEE AGENDA**  
**Thursday, March 15, 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).

**Announcement:** Conference info and registration forms are now posted at [www.ececonference-santacruz.org](http://www.ececonference-santacruz.org)

Time	Item	Facilitator
3:00	Welcome and Introductions Vicki Coffis leaving committee	Miche Mosher (Chair)
3:05	Update of workshops and presenters Decide on translation for workshops	Miche
3:35	Preliminary program and mailing	Miche
3:45	Handouts in reg packets.	
3:55	Room reservations; movement room	Jean
4:00	Provider appreciation gift—bags?	
4:10	Exhibitor report	Maria, Janine
4:15	Sponsorship and ads	Miche
4:25	Displays in theater lobby. Set up cafeteria Friday night?	Miche, Jean
4:35	Discuss closing activity/facilitator/raffle	Miche
4:45	Volunteer coordinator stipend	
5:00	Agenda items for next meeting: Emcees for opening; Morning and afternoon snacks. Contact for Nico in p.m. Evaluation for coordinators and conference  Adjourn	Miche

**Special Mailing meeting: March 29<sup>th</sup>**

**Next regular meeting: Thursday, April 19, 3:00-5:00, COE Ed Services Conference Room.**

Exhibits: Acceptance and details letter to exhibitors by end of March Maria, Janine

Facilities: Assign workshop rooms and AV equipment Janine

Presenters: Confirmation/information letter to presenters; send program Janine

Program: Preliminary Program (all info but room assignments) to designer by March 7; Proof and print by 3/22. Mail by March 28.