



The Santa Cruz County Child Care Planning Council
El Consejo de Planeación de Cuidado Infantil del Condado de Santa Cruz
www.childcareplanning.org

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

Time	Item	Facilitator
3:00	Welcome and Introductions	Miche Mosher (Chair)
3:05	Committee member roles on day of conference	Miche
3:20	Workshop rooms assigned? AV equipment reserved?	Jean
3:25	Emcees for opening and closing sessions	Miche
3:40	Presenters confirmed and contacted Exhibitor acceptance letter	Janine
3:45	AV issues: Contact for Nico in p.m. Working with theater staff (e.g., keeping lights on during keynote)	Jean
4:00	Video Cyndi's workshop? Others?	Hiranya
4:10	Firm up morning and afternoon food, including purchasing and pick up of fruit, bagels and accompaniments, afternoon coffee/tea and cookies	Miche
4:25	CCAAYC contribution	Hiranya
4:30	Translator contract	Hiranya
4:35	Registration packets: Request to add brochure to packet; review certificate of attendance and conference evaluation.	Miche
4:50	Evaluation for coordinators. Schedule meeting in May (suggest Tu 5/8) to do reg packets and June evaluation meeting	Miche
5:00	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