



**ECE CONFERENCE PLANNING COMMITTEE AGENDA**  
**Thursday, September 22, 2011, 3:00-5:00 PM**  
**Growing Years Preschool**

**Coordinator:** Diane Oyler (CCPC).

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

**Members:** Vicki Boriack (First 5), Maria Castro (Central CA MHS), Irene Freiberg (Growing Years Preschool), Jean Gallegher-Heil (Cabrillo College), Lorena Gonzalez (Head Start), Karen Hamman (PVUSD), Rob Mullen (Coast Community Preschool), Sandy Paiva (Cabrillo).

Time	Item	Facilitator
3:00	Welcome and Introductions	Michele Mosher
3:10	Final Program and packet assembly	Diane
	Review registration process	Diane
	Review supply list	Miche
3:40	Room check. AV in Recital Hall. AV in Rooms--videotaping	Sandy, Jean, Vicki
3:45	Lunch set up. No extra lunch tables. Central lights	All
3:50	Confirm breakfast and lunch food and coffee delivery	Karen, Lorena
3:55	Plan for collecting name badges and evaluations	All
4:00	Headsets	Maria
4:05	Volunteers	Jean
4:15	Curriculum swap plans	Rob, Irene
4:30	Exhibitor report	Diane
4:45	Set packet assembly time	All
5:00	Adjourn	
	<b>Evaluation meeting: October 27</b>	

**OCTOBER**

**Facility:**

- Room check by Cabrillo facilities and AV person early in week of conference
- Aptos: Cafeteria central lights: be sure custodian will turn on with special key (M&O will ask. 2007 Jose Ortiz was custodian: cell) 212-8454

**Food:** Call all food donors and suppliers to confirm #s, pick up and payment:

**Registration:** Assemble Registration Packets: week of conference

**Volunteers:** Call all volunteers to confirm: week of conference

**POST-CONFERENCE**

- Email evaluation to presenters early following week
- Compile presenter evaluations and send to committee before meeting
- Committee evaluation--conduct and record
- Pay all bills and create budget report
- Compile statistics for attendees
- Revise time line for next year
- Thank you to advertisers—send program
- Thanks to sponsors—send program
- Thanks to donors—send program
- Letter to Sentinel