



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
Thursday, August 20, 2009, 3:00 - 5:00 PM
Growing Years Preschool at St. Stephen's

MINUTES

Chair: Michele Mosher (CA Early Childhood Mentor Program, Conference Co-coordinator)

Members present:, Stephanie Conroy, (Cabrillo College), Irene Freiberg, (PACE), Karen Hamman, (Go Kids), Jean Gallegher-Heil (Cabrillo College), Lorena Gonzalez (Head Start), Rob Mullen (Coast Community Preschool), Diane Oyler, CCPC Coordinator.

Absent Members: Maria Castro (Central CA MHS)

I. Site Visits:

- A visit to Watsonville High School was conducted by coordinator's to assess the capacity of the cafeteria for the conference.
- Parking was identified for conference attendees, exhibitors and volunteers.
- Tables and signage was discussed and decided upon.

II. Registration of the Web

- Registration will be available via Go Kids Inc. and CCPC web sites.
- Go Kids web master is developing the registration page, and CCPC will create a link to it.

III. Payment: Mary Tascano

- Mary has confirmed conference training availability, and payment for Mary's services was agreed upon.

IV. CCAEYC

- Contact has been made via email to President of the CCAEYC, to this date have not received a response regarding the next quarterly meeting.
- It was suggested that Diane contact the State CCAEYC to possible get a response.
- It was noted that the CCAEYC is going through a transition period, creating some difficulty in communication.

V. Bag Order

- A copy of the ChicoBags ordered for the conference was shared with committee members.
- The bags are expected to arrive weeks before the conference.

VI. Breakfast Plan

- Cost for Bagel Café to provide coffee, tea and serving items at the conference was shared and adjustments were made to the number of servings the day of the conference.
- A review of the costs of pastry and possibly requesting a donation of strawberries from local growers was discussed.
- Follow up with local vendors is required and will be completed by September meeting.

VII. AV Personnel

- It was reported that Cabrillo College will provide an AV technician the day of the conference for the cost of \$200. per day.
- An AV technician will be provided by the Mello Center the day of the conference, the cost is included in the rental fee.

VIII. Opening Session

- Larry Drury has agreed to emcee the opening session.

IX. Awards

- The Early Educator recipient has been selected and contacted via formal letter. She was provided with award information to ensure her attendance the day of the conference.
- Vision and Voice Award: two candidates were tied in voting by the CCPC, which granted the ECE Conference Committee discretion to decide whether or not to honor both candidates this year. Conference committee members decided not to set the precedent of having two awardees, and chose to honor Kathy Lathrop this year
- Type of awards and purchasing of awards were discussed and finalized.

X. NCR Evaluations

- It was decided that Irene would format the evaluations using a template she acquired from PACE conference.

XI. Attendance Documentation Certificates

- Documentation certificates are in the development process.

X. Exhibits and Ads

- Karen is coordinating the exhibitors and ads
- It was noted that Lakeshore Educational Materials will attend the conference this year.

XI. Volunteers

- It was suggested the committee create identifiable shirts for volunteers to wear the day of the conference.
- Committee members agreed to create extra large purple shirts imprinted with the same CCPC logo used on conference bags.
- Miche will follow up with locating local tee shirt vendors.
- Volunteer recruitment continues for all shifts

Next Meeting: Thursday September 17, 2009, at St. Stephen's, Santa Cruz, CA
