



ECE CONFERENCE PLANNING COMMITTEE MINUTES
Thursday, August 24, 2010, 3:00 - 5:00 PM
Growing Years

Chair: Michele Mosher (CA Early Childhood Mentor Program)

Coordinator: Karen Hamman (PVUSD.)

Members present: Maria Castro (Central CA MHS); Sonia Cervantes (Central CA MHS); Lorena Gonzalez (Head Start); Rob Mullen (Coastal Community Preschool); Mary Murillo (Community Bridges); Sandy Paiva (Cabrillo ECE)

Absent Members: Irene Freiberg (Growing Years Preschool); Jean Gallegher-Heil (Cabrillo College);

Staff: Diane Oyler, CCPC Coordinator

I. Facilities and AV

- Sandy provided Karen with a list of the current AV status of rooms for workshops. *She will check rooms over the next 2 weeks.*
- Harold Paiva will be the AV person.
- *Karen will communicate with Jose Luis on AV needs from Cabrillo and forward to Jean.*
- *Miche will check Cabrillo shed for parking signs. Rob will put them up the morning of the conference.*
- *Miche will investigate getting Cabrillo map for packets.*

II. Workshops

- *Karen will check the room list and then email presenters with time slots.*
- Maria confirmed with MHS about borrowing headsets.

III. Food

- We discussed who will obtain and bring which supplies.
- *Miche will create and send a detailed list.*
- Mary will check back with Pacific Coffee Roasting and ask Linda at Silver Spur for oranges.

IV. Conference Bags

- Karen has about 100 bags left over; Diane has about 90.
- *They will bring them to the next meeting.*
- *Karen will order 150 blue bags with the logo, etc.*

V. Opening Session

- Jean is waiting for confirmation from Angelica Renteria to emcee: do housekeeping, introductions, etc.
- Miche will email Carol and Diane, and ask for someone from CCPC to introduce Michael and ask about gift and/or certificate.

VI. Awards

- *Rob will notify Claudia about Early Educator award and request her presence at the opening session.*
- *Miche will notify Susan True by letter that she is the 2010 V&V awardees.*

- *Miche will get list of past winners and dates to publish in the program annually.*
- *Rob will purchase Annie Glass for two awards and get inscribed. He will ask Diane about former V&V award bowls.*
- *Miche will make certificates and purchase frames.*
- *After the conference, we will order two plaques with awardees for past years of Vision and Voice award, one for COE and one for Cabrillo. In August we should discuss a plaque for EE awardees, as well.*

VII. Conference Coordination

- *We will schedule a meeting between agencies in late October to discuss agency involvement in conference coordination.*

VIII. Mailing

- *We completed the mailing; Karen will take to Go Kids for bulk mail.*
- *Karen will do a separate mailing to center directors urging them to register groups of staff.*

XI. Program/Registration

- *Karen will work on the program. We will need to include a map and/or mark the path from the Recital Hall with balloons/signs.*
- *Karen will get the title of the opening from Jose Luis.*
- *Karen will work with Todd to get registration up on Go Kids site before mailing goes out.*
- *Miche will send Diane the info to post of CPC site.*

X. Volunteers

- *Miche and Jean will redo volunteer shifts letter and sign up sheet.*
- *Jean will obtain student volunteers.*
- *Miche will ask Irene about cafeteria set up.*

Next Meeting: Thursday September 29, 3-5 pm at Growing Years Preschool.
