



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**  
**Thursday, September 17, 2009, 3:00 - 5:00 PM**  
**Growing Years Preschool at St. Stephen's, Santa Cruz, CA**

**MINUTES**

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

**Members present:** Stephanie Conroy (Cabrillo College), Irene Freiberg (Growing Years Preschool), Lorena Gonzalez (Head Start), Karen Hamman (GoKids), Rob Mullen (Coast Community Preschool).

**Staff:** Diane Oyler, CCPC

**Absent Members:** Maria Castro (Central CA MHS), Jean Gallagher-Heil, (Cabrillo College)

**I. Welcome. Any Additions to the Agenda?**

**II. Budget/Reimbursements**

- An update was shared with committee members on the transfer of financial duties between SCCOE and Go Kids.
- Currently both agencies are absorbing conference costs until after the conference – at which time costs will be reimbursed.

**III. CCAEYC Sponsorship**

- Diane gave an update to the committee regarding CCAEYC chapter financial support for the conference. The chapter agreed to fund the conference at the same dollar level as last year.
- Diane will attend the next CCAEYC quarterly meeting and encouraged other committee members do the same.
- Irene suggested taking the number of CCAEYC members from Santa Cruz County.
- CCAEYC information table was suggested – Diane will follow up with gathering membership information – to place in conference packets.

**IV. Registration**

- It's slow going at this point
- Miche will send a letter to her Directors email list, and Diane and Karen will forward to CDE Subsidized Consortium and Monterey Co. LPC.
- Large CDE programs need a system to ensure that early education staff attends the conference — for example: agencies can collect a check for the fee and return it to those who attend, but cash for those who don't.
- A “problem table” will be available for attendees who may need a refund – Lorena will man this table. A print out of registered conference attendees will be available for her.
- Miche will email Karen the registration spread sheet used last year.
- Todd is sending registered attendees a confirmation notice.

## **V. Final Program**

- Corrections are being made this week.
- Room assignments and presenters parking process have been sent to workshop presenters.
- Logistics concerning parking are currently being ironed out.

## **VI. Committee Roles the Day of the Conference**

- Set up will start at 7 am
- Registration will be from 8:00 – 8:30 am.
- The passing out head sets will begin at 8:30 am. - Maria Castro will coordinate.
- Registration tables signs will be made and posted
- Parking signs will be placed outside the Mello Center; there will be a specific parking signs for volunteers and exhibitors at the WHS lot.

### **Key Note Speaker**

- AV will be organized and set up coordination has been arranged for 7:00 am
- Head sets distributed at 8:30 am.
- Awards will be given by Larry Drury – Co-Vice-Chair of CCPC.
- Need a photographer for the day – Miche will secure one.

## **VII. Breakfast Plan**

- Breakfast Pick up – Elizabeth Chavez, SPIN, will pick up pan dulce at D’La Colmena the morning of the conference.
- Diane will pick up the coffee and tea items from Bagel Cafe
- Half and Half is needed - 4 half gallons and 1 gallon of soy milk.
- Diane will email Karen the addresses of vendors.
- Diane shared – that Driscoll’s will donate five crates of strawberries – Lorena will pick up the strawberries and wash them and deliver them to the conference. Diane or Christina will deliver bowls, or Diane will coordinate bowl pick up.

## **VIII. Lunch Menu, Service, Clean-Up (Janitor?)**

- D’ La Colmena will deliver lunch at 11:30 am; Diane will follow up on delivery time.
  - Lorena said that Head Start has additional tables available for the conference and can be borrowed the day of the conference.
  - Lorena will bring the lemonade dispenser.
  - Lorena will bring apples for lunch.
  - Chips and salsa was discussed and will be included on lunch menu.
  - Salsa will be ordered for lunch – Diane will confirm if set up includes: plates forks, napkins. **Get extra salsa.**
  - Need to supply salsa servers’ day of the conference.
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## **IX. Evaluations**

- Irene shared the PACE evaluation with committee members. It was suggested not to offer the evaluations for each workshop but to offer one conference evaluation instead.
- Irene suggested that there be a mechanism to gather feed back.
- Evaluations will include open ended questions on the overall conference experience - evaluations will be included in packets and collected in two boxes at the end, one at the Cabrillo meeting room and the other at the exit door of the center..

## **X. Ads**

- Karen shared the number of ads she collected up to date – 8 plus 2 other = 10 in all.
- Diane shared that Palace Arts & Office Supply and Kaleidoscope will place a business card ad in the program.

## **XI. Exhibits**

- Need to develop lunch set up for them.
- Need tables for Exhibitors
- Karen reviewed the number of exhibitors – 11 in all.

## **XII. Volunteers**

- Jean is working on scheduling the volunteers and organizing them – need fewer volunteers this year.
- Tee shirts will be printed tomorrow, Barrios Unidos is the vendor, and the shirts will be purple with white text.

## **XIII. Packet Contents**

- Conference Evaluations
- CCAEYC membership information
- Programs
- Attendance certificate
- CCPC brochure
- Growing Up in Santa Cruz will send book marks to include in packets.
- Room information will be discussed during housekeeping

### **Conference Bags**

- They will be distributed opened flat from boxes at the conference.

## **XIV. Date to Assemble Packets at COE**

- Stuffing Date Wednesday, October 7<sup>th</sup> from 3:00 – 5:00 pm at SCCOE
- Diane will reserve a room at COE

Conference evaluation meeting is set on October 22<sup>nd</sup> at St Stephens at 3:00 pm

**Next Meeting: Thursday October 22, 2009, at St. Stephen's, Santa Cruz, CA**

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