



ECE CONFERENCE PLANNING COMMITTEE MINUTES
Thursday, March 15, 3:00-5:00 PM; COE Educational Services Conference Room

Members in Attendance: 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 Michele Mosher (California Early Childhood Mentor Program).

Conference info and registration forms will be posted soon at www.ececonference-santacruz.org

I. Welcome and Introductions

Miche called meeting to order at 3:08. All present introduced themselves. Miche announced that Vicki Coffis will be leaving the committee.

II. Update of workshops and presenters

Members reviewed the list of confirmed workshops and presenters. Some changes were made regarding times and presenters which will be reflected in the preliminary program.

III. Decide on translation for workshops

Miche suggested a number of workshops to be considered for simultaneous translation services. Members reviewed workshops in light of need for translation and determined which ones would be translated. The results of these decisions will be reflected in the preliminary program and are designated by a grey box I think Suzan may have a different idea and title written in English and Spanish.

IV. Preliminary program and mailing

Members viewed the preliminary program which is still being finalized. Miche, Janine and Hiranya are currently working with Suzan Mark, COE Graphic Design consultant, to finalize the document. The preliminary program is slated to be mailed out by March 30th.

V. Handouts in registration packets.

We decided to include two NAEYC position statements (Standards and English Language learners) in the final registration packet. Someone was going to research the position statements on prep for Kinder

VI. Room reservations; movement room Jean

Jean is currently working on finalizing room arrangements and will pursue securing a room for the movement workshop. Jean will report back to the committee on her progress next month.

VII. Provider appreciation gift—bags?

- HB to email CAEYC re: cost of bags given out at CAEYC conference.
- Members chose blue and white as the color scheme for the bags.
- Members decided to call the conference the “Central Coast Early Care and Education Conference, 2007” which will be imprinted on the conference bags. Will put this on the program also
- If there’s room to also put this year’s conference title as a subtitle on the bag, we will (“Building Blocks for Quality Care and Education”).

VIII. Exhibitor report

Janine has mailed letters and forms to last year’s exhibitors

IX. Sponsorship and ads

An ad solicitation letter and form has been mailed out to approximately 40 local businesses and agencies. Ad space can be purchased for \$35 to \$85 dollars based on the size of the ad. Miche, Janine and Hiranya decided that last year’s ‘sponsors’ who gave \$150 or less and did not participate in the conference planning could instead purchase ad space this year, but would not be listed as conference supporters. Only sponsors and agencies helping to develop and deliver the conference will be listed on the program.

X. Displays in theater lobby. Set up cafeteria Friday night?

Irene will arrive at the cafeteria on Friday night at 6:00 PM along with Lorena Gonzalez (and other Head Start Staff?) to set up with cafeteria and display if Jean can assure that the cafeteria is open for them at this time.

XI. Discuss closing activity/facilitator/raffle

Members decided to call it a drawing as tickets won’t actually be sold and therefore no permission from the state is necessary. Some ideas for drawing prizes include: copies of Linda Brault’s book “Children with Challenging Behaviors” and Janis Keyser’s book “From Parents to Partners”. In addition, Janine will ask exhibitors to donate something for the drawing.

XII. Volunteer coordinator stipend

Members discussed whether or not to give a stipend to the volunteer coordinator. Members decided that in lieu of a stipend, we would offer one free additional conference entrance to the volunteer coordinator for their time.

XIII. Agenda items for next meeting:

- Emcees for opening;
- Morning and afternoon snacks.
- Contact for Nico in p.m.
- Evaluation for coordinators and conference
- Theater lights for keynote
- CCAEYC contribution

XIV. Adjourn

The meeting was adjourned at 5:00 PM.

Special Mailing meeting: March 29th, 3:00-5:00PM, COE Board Room Decide on bag order.

Next regular meeting: Thursday, April 19, 3:00-5:00, COE Ed Services Conference Room.

MARCH

Evaluation: Discuss evaluation process for coordinators and conference	All
Exhibits: Acceptance and details letter to exhibitors by end of March	Maria
Facilities: Assign workshop rooms and AV equipment	Janine
Presenters: Confirmation/information letter to presenters; send program	Janine
Program: Preliminary Program (all info but room assignments) to designer by March 7; Proof and print by 3/22. Mail by March 28	