



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**  
**Wednesday, March 18, 2015, 3:00-5:00 PM**  
**Cabrillo College, Room 1521, Aptos, CA**

**AGENDA**

**Co-Chairs** Sandy Paiva (Cabrillo College)

**Members:** Amy Bosso (CKC), Jonnie Cardinale, (Spring Hill Elementary), Maria Castro (Central CA MHS), Irene Freiberg (First 5 Santa Cruz County), Vanessa Garcia (Child Care Consultant), Ofelia Garcia (Cabrillo College), Jean Gallagher-Heil (Cabrillo College), Karen Hamman (PVUSD), Meghan Reilly (CFDP), Ashley Romele, (PAMF)

**Coordinator:** Diane Oyler, CCPC

Time	Item	Facilitator
3:00	Welcome and Introductions.	Diane
3:05	Keynote Speaker and Conference Theme	Diane
3:20	Timeline for 2015 workshop requests and proposals	Diane
3:40	Save the Date & Program Development	All
4:00	Facilities	Diane
4:00	Exhibitors & Ads	All
4:10	Spanish Interpreter and Equipment	Diane
4:20	Lunch	All
4:30	Committee Responsibilities	All
5:00	Adjourn	All

**MARCH**

**Translation:** Contact translators to save date: 3/6/15

**Presenters:**

- Contact potential presenters with request and workshop form: 3/27/15
- Presenters respond: 4/24/15
- Follow up contacts: 4/29/15
- Workshop proposals due by email: 5/2/15

**April**

**Facility:** Reserve all workshop rooms with presenter AV needs in mind if Aptos campus (not until May, after forms are received)

**Presenters:**

- Finalize workshops in committee meeting
- Decide on workshops for translation
- Create email list and send acceptance emails to presenters

**Program:** Design Save the Date flyer or postcard: 4/19/15

**Registration:** Decide on registration date, procedures for groups, etc.