



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 19, 2014, 3:00-5:00 PM
Cabrillo College, room 1508, Aptos, CA

AGENDA

Co-Chairs: Dana Cox, (SCCOE Early Start)

Members: Maria Castro (Central CA MHS), Irene Freiberg (First 5 Santa Cruz County), Jean Gallagher-Heil (Cabrillo College), Lorena Gonzalez (CFDP), Karen Hamman (PVUSD), Sandy Paiva (Cabrillo College), Meghan Reilly (CFDP), and Ashley Romele (PAMF)

Coordinator: Diane Oyler, CCPC

Time	Item	Facilitator
3:00	Welcome and Introductions.	Diane
3:05	Keynote Speaker and Conference Theme	All
3:20	Timeline for 2014 workshop requests and proposals	Diane
3:40	Save the Date	All
3:50	Presenters	Diane
4:00	Sponsors	Diane
4:20	Exhibitors	Diane
4:35	Facilities	Sandy/Jean
4:45	Lunch	All
4:50	Next Meeting	Diane
5:00	Adjourn	All

Next meeting: Thursday, April 16th from 3:00 to 5:00 pm at Cabrillo College, Aptos, CA

MARCH

Translation: Contact translators to save date: **3/24/14**

Presenters:

- Contact potential presenters with request and workshop form: **3/26/14**
- Presenters respond: **4/25/14**
- Follow up contacts: **4/30/14**
- Workshop proposals due by email: **5/3/14**

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: 4/21/14

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