



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 AGENDA
Thursday, April 18, 2013, 3:00-5:00 PM
Cabrillo College, room 1508 6500 Soquel Dr. Aptos

Coordinator: Diane Oyler, CCPC

Chair: Dana Cox (Early Start) and Sandy Paiva (Cabrillo College)

Members: Maria Castro (Central CA MHS), Irene Freiberg (First 5 Santa Cruz County), Jean Gallagher-Heil (Cabrillo College), Ofelia Garcia, (Cabrillo College), Lorena Gonzalez (Head Start), Karen Hamman (PVUSD), Meghan Reilly (SCCCC), Marci Solar (Coast Community Preschool)

Time	Item	Facilitator
3:00	Welcome and Introductions.	Dana and Sandy
3:10	Review time line	Diane
3:15	Save the Date	Diane
3:20	Workshops	Diane
4:10	Sponsors	Maria/Diane
4:15	Ads	Irene
4:20	Exhibitors	Meghan
4:30	Bags: what kind, color, how many	Diane
4:35	Lunch	Diane
4:45	Announcements	All
5:00	Adjourn	

APRIL

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

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

MAY

Workshops: Translations; workshops slotted into sessions

Facility: Reserve all workshop rooms with presenter AV needs in mind if Aptos campus

Food: Contact caterer and coffee providers to save date

Program: Put workshops into time slots

Publicity: STD flyer to Cabrillo by first or second week of May

- STD flyer mailed by third week of May
- Description of conference posted on CCPC website
- Contact CCAEYC web posting prior to mailing STD

Next meeting: May 16th at Cabrillo College, room 1521 Aptos, CA