



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
Wednesday June 25, 2014, 3:00-5:00 PM
Cabrillo College Room 1508, 6500 Soquel Dr., Aptos

Coordinator: Diane Oyler, CCPC

Chair: Sandy Paiva (Cabrillo College)

Members: Amy Bosso (Campus Kids Connection), Jonnie Cardinale (Coast Community Preschool), Maria Castro (Central CA MHS), Irene Freiberg (First 5 Santa Cruz County), Ofelia Garcia (Cabrillo College), Jean Gallagher-Heil (Cabrillo College), Lorena Gonzalez (Head Start), Karen Hamman (PVUSD), Meghan Reilly (SCCCC) and Ashley Romele, (PAMF)

Time	Item	Facilitator
3:00	Welcome and Introductions.	Diane
3:10	Keynote Speaker	Diane
3:25	Workshops	Diane
3:40	Sponsors	Diane
3:50	Purchasing Process for Conference Items	Diane
4:00	Exhibitors & Ads	Meghan & Irene
4:15	Voice & Vision and Early Educator Awards	All
4:30	Program	Ofelia
4:45	Announcements:	All
5:00	Adjourn	

June

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

- Description of conference posted on CCPC website
- Contact CCAEYC web posting prior to mailing STD

JUNE/JULY

- **Ads:** Send letter soliciting ads. Follow up with calls.
- **Awards:** Notify winners by letter; ask for short bio facts for intro
- **Bags or other gift:** Decide on design; place order
- **Evaluation:** Discuss evaluation for coordinators and conference
- **Exhibits:** Contact potential exhibitors
- **Facilities/AV:** Hire AV person
- **Food:** Get donations for breakfast foods; Choose lunch menu. Contact caterer
- **Presenters/facilities:** Assign workshop rooms and AV equipment
- **Program:** Preliminary Program (all info but room assignments) to designer by 10 weeks before conference: **8/8/14**

- **Translation:** Reserve MHS headsets
- **Welcome and Closing:** Decide what and who. Write notes for emcee.

Next meeting: July 23rd location to be determined.