



ECE Conference Minutes
Thursday, October 24, 2013
Cabrillo College Rm. 1508
3:00 – 5:00 pm

Members Present: Maria Castro (SCCOE/MHS), Dana Cox (Cabrillo College), Irene Freiberg (First 5 Santa Cruz County), Jean Gallagher Heil (Cabrillo College), Ofelia Garcia (Cabrillo College), Lorena Gonzalez (Head Start), Karen Hamman (PVUSD), Sandy Pavia (Cabrillo College), Meghan Reilly (CFDP/SCCCC)

Members Absent:

Staff: Diane Oyler, Coordinator

I. Welcome and Introductions

- All members were welcomed to the meeting.
- Members were curious about who Dr. Roberto Dansie was, she was a very informative speaker at Barbara Riverwoman's workshop.

II. Members read ECE conference evaluations. Below are member observations and recommendations to improve next year's conference:

J. Gallagher:

- Volunteers were grateful that they were able to attend the conference. Volunteers reported need to know who to report to at the various tasks stations.
- Need tasks descriptions for each station.
- She recommended increasing the registration fee due to facilities rental fees.
- Create a site map for volunteers to show where to post conference and directional signs.
- Food was a nice change, good protein change.
- Try to keep the workshop selection varied, organize workshops so they are accessible a couple of times during the day.
- Thank you to all a fantastic day!

L. Gonzalez:

- I liked getting the volunteer names a week before the conference.
- Change construction of the signs to tri-pod style.
- I liked the lunch this year.
- Some workshops had low attendance, evaluate how to increase enrollment numbers.
- Looks like Spanish workshops were well attended. Need more workshops in Spanish next year.
- The conference ran pretty smooth.

I. Freiberg :

- Need to open the cafeteria first thing in the morning so tables and decorations can be set up. This year security wasn't there until later in the morning.
- Needed more chairs for the cafeteria, we were short this year.
- Bathrooms were messy, need to remind attendee's to put paper towels in trash cans during opening session.
- Workshop attendance was small in room 1521. I recommend not using room 1521 next year. Walking across the street may deter participants from attending workshops.

O. Garcia:

- Next year ask presenters to end the workshops earlier in room 1508, so they have plenty of time to can clean up.
- Music from Jazzercise was a little loud, it interfered with other workshops.
- I suggest they have 15 minutes after lunch in the cafeteria to energize everyone before they attend the afternoon workshops.
- Ofelia will assist with the program layout next year.

S. Paiva:

- The turkey sandwiches were very good, and ham was second choice. Skip the beef next year.
- Need to have people on both sides of the tables to serve lunch.
- Presenters need their presentation on a zip drive, no need to bring lap tops next year because all rooms have computers.
- If presenters bring their own lap tops, they will need to bring a connecting cord for the projector.
- Google presenters had issues hooking up because their server wouldn't recognize them. Will need to remind them of this next year.

D. Cox:

- Sandwich spreads should be on a separate table. They slowed down the lunch lines.
- Need announce that seconds are available once everyone has been served.
- Remember to ask exhibitors to serve themselves lunch, before the morning workshops end.

M. Reilly:

- I need to pick up lunch earlier and take someone with me.
- I'll ask Kaplan and Lakeshore for pens for the resource table next year.
- Will invite RAFT to exhibit next year.
- Search for more resources from businesses that support education like Staples, Dollar Tree, and Target.

M. Castro:

- PowerPoint screen in the recital hall was too small; it was hard to see/read the PowerPoint. Look for a larger screen next year.
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- Develop a presentation pointers page to share with keynote speakers regarding PowerPoint's. Include fewer words and more pictures and to have some information in Spanish.
- If awardees are bilingual ask them to read a portion of their presentation in Spanish.
- On the program awards page, include who Cap Pack was and why he is being honored.
- Program layout, include map of Cabrillo College on the back and identify where the 300, 1500 and recital hall are located, using arrows or other shapes.
- Was there a PSA this year announcing the conference? Send a PSA next year.
- Is there a plan to submit an article on the Voice & Vision and Early Educator winners this year?

III. Conference Recommendations for 2014

- The committee would like to have an article in the newspaper about Michele and Francesca's awards.
- D. Oyler will contact Kaplan, Discount Supplies, and Lakeshore for funding cycle information to secure additional funding next year.
- Consider increasing the registration fee to cover increasing facilities costs.
- Ask F5 Monterey Co. and Target, Surf City, to sponsor the conference next year.
- Look for more for profit exhibitors.
- Increase program advertising next year.

Signage:

- Change conference signage next year to include tri-pod signs.
- S. Pavia and D. Oyler will research posting a banner on Cabrillo's overhead walkway.
- Look into the cost of balloons to attach to tri-pod signs.

Registration:

- Have plenty of extra conference folders on hand.
- Ensure the OMS registration confirmation is working. Develop confirmation process for those who don't use OMS to register for conference.
- Have detailed instructions for volunteers at registration tables.
- Post experienced conference members at the on-site registration table.

Advertisement:

- Send PSA for next year to all types of media, newspapers, radio, etc.

Lunch:

- Have music playing during lunch.
- Make seconds announcement.
- Have seating available at the recital hall in the morning.

Workshops:

- Have more make n take type workshops next year.
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- Post conference workshop handouts on the CCPC web site. Along with presenter contact information.
- Offer more Mixteco workshops. Natalia Cruz, language specialist, was an informative panelist. See if she could present next year.
- CPIN PLF Large Motor Movement and Skills workshop was very popular.
- Offer more science and gardening workshops.
- Offer a workshop that merges theory with practice.
- Guide the attendance to assist in filling up the workshops. Offer the some workshops in two sessions, so more people will have access to them.
- Ask the Spanish interpreter not to move around because reception is lost.
- In presenters letter include information on farmers market and parking locations.
- Offer conference information on CCPC web site where the public can get workshop handouts and announcements.

IV. Presenter evaluations

- Presenters were pleased with the organization of the conference and the support they received.
- Many had good attendance and felt the conference was well organized.
- Some requested help setting up and breaking down the classrooms.
- Some classrooms were locked and no one was available to open the rooms.

V. Conference statistics (# of pre-reg. on site, etc.) Preliminary figures were shared:

- Early registration was 191
- Volunteers – 20
- On site registration – 9

VI. Income and expenses (so far)

- Expenses and deposits are still being calculated will have full report in January.
- There were more group registrants this year.
- Group registration revenue was larger this year.

X. Adjournment

- Meeting date, fourth, Wednesday, January 22nd.
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