



ECE Conference Minutes
Thursday, August 22, 2013
Cabrillo College Rm. 1508
3:00 – 5:00 pm

Members Present: Dana Cox (Cabrillo College), Irene Freiberg (First 5 Santa Cruz County), Jean Gallagher Heil (Cabrillo College), Ofelia Garcia (Cabrillo College), Lorena Gonzalez (Head Start), Sandy Paiva (Cabrillo College), Meghan Reilly (CFDP/SCCCC).

Members Absent: Maria Castro (SCCOE/MHS), Karen Hamman (PVUSD), and Marci Solar (Coastal Community Preschool).

Staff: Diane Oyler, Coordinator

- I. Welcome and Introductions
 - All members were welcomed to the meeting.
- II. Workshop Review and Changes
 - D. Oyler reported that W. Gold had canceled (2) workshops.
 - Added two new workshops in the second session on Communicating from Strength Based Perspective and Positive Discipline Resources.
- III. Welcome and Closing
 - Members discussed possible emcee candidates for the opening session.
 - D. Oyler will contact recommended candidates.
 - D. Oyler confirmed that M. Watkins and M. James will conduct the welcome during opening session.
 - Members selected who will introduce Voice and Vision of the Year.
 - Members selected who will introduce the Early Educator of the Year.
- IV. Preliminary Program Development
 - D. Oyler reported the conference registration form was translated.
 - Asked members to review draft preliminary program.
 - Will set up conference registration page on line at SCCOE/OMS.
 - Will contact state funded programs and non profit centers about conference registration availability on SCCOE/OMS.
 - Will send preliminary program to SCCOE departments and Special Ed.
- V. Facilities
 - J. Gallagher submitted forms to reserve the recital hall. Facility rental fee will run Between \$170.00 to 270.00. Fee will pay for door monitor and AV staff.
 - S. Paiva and D. Oyler will meet in September to identify rooms for conference presenters.
 - S. Paiva will have cafeteria key the Friday before the conference.
 - S. Paiva will check in with Sheriff about bathroom availability and keys.

- VI. Table Count
 - Cabrillo College members will order tables for cafeteria and recital hall
 - Will need a ball park figure and the number of exhibitor tables.

- VII. Evaluation Review
 - D. Oyler will send last year conference evaluation to members for suggestions and input.

- VIII. Exhibitors
 - D. Oyler will send D. Cox the conference ad and sponsorship form letter.
 - M. Reilly is coordinating the exhibitor's piece; has contacted businesses and agencies on last year's exhibitor list.

- IX. Name Badges
 - D. Oyler suggested using adhesive name badges this year. It would save time and money.
 - Members agreed to use adhesive name badges, but suggested having them on a separate table with colored Sharpies; conference attendees can decorate them.

- X. Adjournment
 - Meeting was adjourned at 5:00 pm.

Next Meeting: Thursday, September 26, 2013, at COE 3:00 – 5:00 pm.
