



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 Minutes
Thursday, September 26, 2013
Santa Cruz County Office of Education, Ocean/Pacific Rooms
3:00 – 5:00 pm

Members Present: Jean Gallagher-Heil (Cabrillo College), Lorena Gonzalez (Head Start), Karen Hamman (PVUSD), Sandy Pavia (Cabrillo College)

Members Absent: Dana Cox (Cabrillo College), Maria Castro (SCCOE/MHS), Irene Freiberg (Growing Years Preschool). **Michele Mosher** (CA Early Childhood Mentor Program).

Staff: Diane Oyler, Coordinator

I. Welcome and Introductions

- All members were welcomed to the meeting.
- Members will discuss final conference logistics and assemble conference packets at this meeting.

II. Final Program Review

- Members reviewed the final conference program.
- Members liked the formatting and had edited the program prior to printing.

III. Room Check. AV in Recital Hall.

- J. Gallagher reserved the recital hall. AV staff will be present the day of the conference.
- Recital Hall fee will bill the conference \$150.00.
- Will have volunteers at the door to assist conference participants locate their seats.
- J. Gallagher will reserve PowerPoint projector. D. Oyler will check in with J. Keyser for presentation support needed.
- J. Gallagher will reserve AV support for PowerPoint presentation.

IV. Lunch set up, Decoration and Location

- D. Oyler will send S. Paiva the table count information for breakfast and lunch.
- I. Freiberg will need to get into cafeteria early Saturday morning and will need volunteers to help set up and decorate the tables.

V. Confirm Breakfast and Lunch – Food Delivery

- Breakfast: Aussie Bite, coffee tea, cheese, boiled eggs and fruit.
- Lunch: Croissant sandwiches, fruit chips and salsa and water to drink.
- Will offer a vegetarian sandwich.
- M. Reilly will pick up sandwiches at Costco on Saturday morning.

VI. Name Badge and Evaluations Collection

- H. Paiva and volunteers will deliver evaluation collection boxes at 7:30 am.
- The committee agreed to use adhesive name badges this year. Conference attendees will decorate their name badge after they pick up the conference packets.
- Volunteers will remind presenters about the evaluation collection process and will collect the boxes at the end of the conference.

VII. Sheriff Communications

- S. Paiva has contacted the Cabrillo College Sheriff department to discuss opening the bathrooms and end of the day security.

VIII. Volunteers

- J. Gallagher reported she has 20 Cabrillo College student volunteers.
- L. Gonzalez will call volunteers the night before the conference.
- L. Gonzalez will meet with volunteers at recital hall to pick up shirts, packets review assignments and tasks.

IX. Opening Session

- O. Garcia has reviewed the opening session note and has made minor edits.
- M. Watkins will welcome conference attendee's.
- M. Meyer will introduce Voice and Vision recipient.
- J. Gallagher will introduce Early Educator recipient.

X. Exhibitor Report

- M. Reilly reported on the exhibitor count, number of tables that will be needed.
- Many exhibitors will offer free samples at the conference.
- There will be a free resource table during the opening session.

XI. Conference Signage Posting

- Member discussed where to strategically place conference signs at the conference.
- D. Cox agreed to bring the signs to the volunteer table the day of conference.
- L. Gonzalez agreed to bring the registration signs to the recital hall.

XII. Packet Stuffing

- Members collated and stuffed several hundreds of packets.

XIII. Adjournment

- Meeting was adjourned at 5:00 pm.

Next Meeting: Thursday, October 24, 2013 at 3:00 – 5:00 pm at Cabrillo College.
