



Child Care Planning Council of Ventura County

**Community Outreach Committee**

**AGENDA**

**Date: February 9, 2010**

**Time: 11:00 a.m. to 12:00 p.m.**

**Conference and Education Service Center (New Building),**

**5100 Adolfo Rd, Camarillo CA 93012**

**Conejo Room**

**Committee Chairs: Karen Carr and Patty Contini**

- 1. Welcom and Introductions**
- 2. Approval of Agenda**
- 3. Review of Provider Forum event– *March 6, 2010***
  - a. Brochure distribution (including electronic distribution)
  - b. Review agenda
  - c. Staff and volunteer assignments
    - Room, lunch, and hall monitors
  - d. Set-up March 5 (night before)
  - e. Registration
  - f. Packets
    - > Letters-Stan/Don (translation)
    - > VCAEYC letter
  - g. Verify equipment needs for presenters
  - h. Verify vendor needs (1 chair/table)
  - i. Vendor map
  - j. Resource table map
- 4. Review of Community Outreach committee within the Strategic Plan**
- 5. Next Meeting and In-Kinds**

*May 11, 2010, 11:00 a.m. – 12:00 p.m.*

*Conference and Education Service Center (New Building)*

*5100 Adolfo Rd., #218, Camarillo, CA 93012*

*Conejo Room*