



Child Care Planning Council of Ventura County
Community Outreach Committee
Meeting Minutes

Date: February 9, 2010
Time: 11:00 a.m. to 12:00 p.m.
5100 Adolfo Rd, (New Building) Conejo Room
Camarillo CA 93012

Committee Chairs: Karen Carr and Patty Contini

Members present:

Nancy Ballard	Adolescent Family Life/VCPH	Laurie Jordan	Rainbow Connection
Karen Carr	CDR-R & R	Betsy Quintero	CSUCI, EC Studies
Patricia Contini	VCOE/HECP		

Members absent:

Linda Bays	VCPH-Children First	Noemi Tomasetti	Hueneme/So.Oxnard NfL
Patricia Cervantes	Santa Clara Valley NfL		
Rachel Champagne	Child Development Inc		

Staff present:

Heather Johnson	Secretary	Wanda Runcie	Secretary
Carrie Murphy	VCOE/Pre-K Programs		

Guest present:

Tanya McMahan	Kathleen Murphy
Belia Soto	

1. Welcom and Introductions

Karen welcomed everyone and they introduced themselves

2. Approval of Agenda

Betsy Quintero moved to approve this agenda, seconded by Nancy Ballard, motion passed

3. Review of Provider Forum Event– March 6, 2010

- a. Revised brochure was distributed
- b. Review agenda for the event
 - Packets
 - Don Henneger's/Stan Mantooth's letter
 - CCPC staff will compose letter and send to CDR for approval and translation into Spanish

5100 Adolfo Rd ▪ Camarillo, CA 93012 ▪ (805) 437-1510 ▪ www.childcareplanningcouncil.org

Commitment to Quality Education for All



- Kathy Long's office will provide a proclamation
- VCAEYC will also provide a letter for the packets and CDR will translate into Spanish
 - There were no programs accredited in 2009, although the Military may have some, Kathleen will find out. If no accredited programs to recognize then she will highlight programs that are accredited-put include a list in the packets and talk about accreditation
- Feb. 20, need room set-ups and numbers of participants for each room
 - For profit vendors will be in the Camarillo Room and Associations will be in the Ventura Room, if there is overflow we can have tables for them in the hallway
 - Verify equipment needs for presenters - by Feb. 20
 - Presentations to be sent to us - by Feb. 20th
 - Vendors will be giving facility rules
 - Post workshops on monitors in lobby, Manny Ruiz to be given list of workshop and what rooms they are in by Feb. 25
- c. Set-up Friday, March 5 (night before) 3-7pm. There is one meeting in the Oxnard Room during this time.
 - Give aways tickets will be put on every chair
 - Tablecloths will be put on tables
 - Staff and volunteer assignments-most staff will be on site by 7:00 a.m.
 - They will get a packet to explain their duties
 - CDR staff will take care of registration 8-8:30 check in
 - Staff will be welcoming people as they arrive
 - Staff and volunteers will ask participants how the day went, as they are leaving
 - Help with clean up at the end of the event
 - Sign-up sheet was circulated for volunteers
 - Presenters will bring their own copies of handouts
 - Welcome starts at 8:30 am
 - Stan and Don will be introduced first.
 - Don to introduce Kathy Long, if she is able to attend (she will have 5 min.). If not, Don will talk about the proclamation and then thank Kathy
 - Jack or Karen can introduce keynote: Ronald Mah
 - Translation head sets to be gathered after keynote and then placed on rolling carts to move equipment to Board Room and then handed out again for Ronald Mah's next presentation
 - VCAEYC to talk about accreditation
 - Karen Carr will explain what is in the packets, housekeeping, maps and hall monitors. Remind that this is a no smoking facility and where emergency exits are
 - Jack or Tanya will conduct the raffle



- Transition sound (5 min. warning) - Karen will bring a triangle
- d. Anniversary cake will be cut and placed on plates and left on the counter for people to pick up before the closing comments of Ron Mah
- e. Extra meals will be given to custodial staff and any other left overs will be given to anyone who wants
- f. Provide an electronic copy to CCPC staff of event brochure to post on CCPC website and News Update

4. Review of Community Outreach Committee within the Strategic Plan

- Look at goals and objective in Strategic Plan then discuss at next meeting
- List of accomplishments was shared
- Will debrief about the Provider Forum at next meeting

5. Next Meeting/In-Kinds/Adjournment

*Tuesday, May 11, 2010
12:00 p.m. – 12:30 p.m.
5100 Adolfo Rd (New **Building**) Conejo Room
Camarillo, CA 93012*

