

Los Padres Board Conference Review Meeting - Nov. 5, 2006 6:00pm, Jack's House (potluck dinner, too)

1) Reviewed results of survey from conference. In sum, 59 surveys were turned in (a very good number!), and there was a high degree of satisfaction. We discussed location, presenters and presentations, suggested topics, lunch, cost.

Biggest complaints: The morning coffee was taken away too soon and there wasn't any coffee with afternoon dessert.

Coordination Issues:

- The deadlines for registration must be more than a week – at least 10 days ahead of time. Include this on the pre-reg. form. Also, don't accept checks the day before the conference. Ingrid was receiving checks in the mail much too late.
- The SBCC staff was confused by the food tables, publisher tables, and mic all being on one map of the student center. We were short of the number of tables ordered. Next year Jack will bring some extras from Adult Ed on his car in case this happens again.
- Do we need a strand of presentations for seasoned teachers who've seen it all? Ask them what they want.
- Should we have "no lunch" as an option on the application?
- Most of us prefer no more than 5-6 concurrent sessions per time slot.

2) Changes for next year (based this year's experience and the above):

- 1) Send Call for Participation out beyond our chapter to the greater LA area.
- 2) Add to the Call for Participation the discounted presenter's rate (\$25?)
- 3) Get the schedule decided and up on the website earlier...2 weeks prior?
- 4) Create a list of hotels that will give the executive (discounted) rate for SBCC and provide this to participants. Could put this on the website!
- 5) Establish a cancellation policy: No refunds for cancellation after 10 days prior to the conference – i.e. no refunds after Oct. 2, 2007 for the 10/13 conference. Include this on the registration form.
- 6) Have members include their CATESOL member # on the pre-reg. form. Have them call (925) 253-8683 if they can't locate their number. (Put on form.)
- 7) Cap the number of publisher tables at 12.
- 8) Note that 200 is the max # of people who can sit for lunch.
- 9) Possibly change late registration fees to \$55
- 10) If it rains, Gaspar can/will clear out the chairs from the lounge to use for on-site registration.
- 11) We need to add 15-20 minutes to the end of the plenary.
- 12) We need a map for where to put signs, like the map for balloons.

- 13) We need more signs outside campus and along the edge of campus too.
- 14) The registration form and the info form need to have SBCC' s address on it. Put a map in the mailer on a separate paper people can take with them.
- 15) We had 60 balloons and need to double the number.
- 16) We need a knowledgeable person to stand at the membership table.
- 17) The 20 membership applications weren' t enough. More needed.
- 18) One new volunteer job to add: someone to take head counts at each session.
- 19) “ Soft” registration for SBCC folks?? *(Sorry, I don't know what this means. – BB)*

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