**Professional Development and Planning Committee Meeting Notes**

**January 31, 2019**

Attendees

At Westfield South: Barbara Ebel (Co-Chair), Andy Lawrence (Co-Chair), Fetwi Gusba, Taddesse Tesemma, Janice Peterson, Sunaina Boveja

By phone: Annie Welsh, Barbara Simons, Janet Hughes, Comfort Mingot, Caroline Botsford, Maggie Bruno

Barbara Ebel welcomed meeting attendees, and the following items were discussed:

Conference Census Panel

* Barbara reported that she had lined up a representative from both the Federal and State of Maryland governments to participate at the Conferences opening panel discussion on the 2020 Census. She will run both names by Emma Wilson before extending them a formal invitation to participate.
* As agreed at a previous Committee meeting, representatives from Montgomery County and Montgomery College will be invited to be on the panel as well. Barbara will check with Emma to see if she has identified candidates for the panel from each organization.

Food Committee

* It was agreed by the Committee that Conference attendees will be invited to bring a potluck dish to the Conference to share for a pre-Conference lunch. Attendees will be asked what kind of dish they plan to bring as part of the registration form which will be sent out in early March.
	+ Barbara will purchase a few additional food items to be sure that there is an adequate array of meal choices for all attendees.
	+ Andy Lawrence will purchase bottled water and soft drinks for attendees.
* Maggie Bruno stated that there were some left over utensils and money from last year’s conference and that she would share this information with Barbara and Andy
	+ Maggie also she was willing to help plan for the potluck even though she wasn’t sure that she’d be able to attend the Conference

Conference Announcement Flyer and Request for Presentation and Quick Share Proposals

* Barbara has prepared an updated conference announcement flyer along with updated request forms for Presentations and for Quick Shares
	+ The flyer and proposal request forms will indicate that they should be emailed directly to Janet and Comfort (rather than submitted through the Conference’s website) by February 28, 2020.
* Barbara will provide these three files to Fetwi Gusba and Annie Welsh for distribution to AELG staff on Monday.
* There was a brief discussion on how this information might be provided to AELG faculty who are not teaching this term. Fetwi and Annie will discuss this further and consult with Emma Wilson as needed.

Vendor Outreach

* Earlier in January, Annie provided Barbara and Annie a list of vendors who were invited to attend the Fall In-Service conference so that they could also be invited to the Spring Conference.
	+ Annie will provide the invitation email used by for past Spring Conferences so that they can be adapted for transmittal by Barbara and Andy.
	+ Caroline Botsford volunteered to help Barbara and Andy with the logistics of communicating with vendors, determining who is coming, getting them registered and preparing their name tags, and ascertaining what their display needs are based on the materials they plan to bring.

Logistics Committee

* The volunteer chair of the Logistics Committee is no longer available to take on this position.
* Barbara, Maggie and Sunaina Boveja agreed that they would develop a checklist for the logistical issues that need to be handled for the conference (e.g., assigning presenters to meeting rooms and ensuring that all related needs—flipcharts, markers, copies of presentations, etc.—are met; development of the conference program; name tags for vendors, presenters, and attendees)
	+ They will recruit other Committee members or AELG faculty and/or staff members as needed to ensure that the day of the Conference runs smoothly.

Sharing Sessions

* It was agreed to have Sharing Sessions as part of the Conference’s breakout sessions.
* Committee members were asked to reply by February 7 whether any of the topics of last year’s sharing sessions should be changed and/or whether any other topics should be added.
	+ Last year’s sessions were: technology, resources, GED, and ESOL for the American Workplace.

Conference Website

* Taddesse Tesemma continues to update the conference website and will include new information decided upon at this meeting.
	+ He welcomes suggestions and ideas from Committee members on things that should be added or deleted from the website.

Next Committee Meeting

* The next Committee meeting will be Friday, 3/6, at 3:00 pm at the same locating and using the same phone number.