**Professional Development and Planning Committee Meeting Notes**

**March 6, 2019**

Attendees

At Westfield South: Barbara Ebel (Co-Chair), Andy Lawrence (Co-Chair), Taddesse Tesemma, Janice Peterson, Joyce Pinkney

By phone: Annie Welsh, Fetwi Gusba, Barbara Simons, Janet Hughes, Caroline Botsford, Maggie Bruno

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

Conference Census Panel

* Barbara announced that she had gotten commitments from three panelist to participate:
	+ Fernando Armstrong or Thomas Coogan, U.S. Census Bureau
	+ Shaw Ellis, 2020 Census Manager, Montgomery County Government
	+ Gloria Bonilla, Associate Director of Community Engagement, Montgomery College
* The Committee agreed that these three highly qualified Census experts would make an excellent panel and that there was not a need to pursue a fourth member as originally planned
* Barbara stated that she had drafted some questions for Panel members to focus their remarks on and that she and Andy Lawrence would work together to create a draft version to share with the Committee for input and revision and review by Emma Wilson prior to sending them to the Panelists
* The Committee members agreed that each panel member would be sent a different subset of questions so that their presentations would be less likely to overlap

Presentation Proposals

* Janet Hughes reported that she had received three proposals, and the Committee agreed to extend the proposal deadline to Monday, March 23
* By separate email, Comfort Mingot indicated that she had not received any quick share proposals, but Fetwi Gusba indicated that he was aware of at least two that were being prepared
* Annie Welsh indicated that Alex Galen had volunteered to make a presentation in the event that not enough proposals were received

Conference Registration

* Annie and Fetwi indicated that over 50 teachers had already registered for the conference, and the Committee agreed to extend the registration deadline to Monday, March 23
* Fetwi said that he would get the list of registrants to Andy and Barbara so that they would know who has volunteered to help out at the Conference and what potluck items can be expected for the pre-Conference lunch
	+ There was a brief discussion on how name tags for conference attendees would be produced, and it was tentatively decided that Fetwi and Simon Lee would work on this
	+ There was also a brief discussion of what kind of giveaway items would be provided to attendees when they registered, as well as tokens of appreciation for Panel members, and it was agreed that Barbara and Maggie Bruno would talk to Emma about this next week.
	+ Barbara and Andy volunteered to provide the prizes for early bird proposals and Conference-wide raffle to be held at the end of the meeting

Conference Logistics

* Committee members briefly discussed the logistics for being ready for the day of the Conference, including holding a session with Kimberly Robinson to be sure that all prerequisite steps had been taken
	+ Pack-up day for conference materials will be Wednesday, April 15, at Westfield South, with materials that need to be sent to MC Takoma due to the Committee by April 10
* Caroline Botsford reported that four exhibitors have asked to have a display table at the Conference
	+ Annie volunteered to work with Caroline to follow up with other potential exhibitors in order to stimulate additional interest
* The Committee agreed to reduce the amount of paper needed for the Conference by posting all presentations on the Conference website but not providing paper copies to attendees
* In addition, the Committee agreed that evaluations of the Conference by attendees will be done online via the website and that the link to the evaluation form would be provided to attendees prior to and during the Conference
	+ Further, reminders will be sent to those who volunteered to provide a potluck dish on April 15
	+ At the luncheon itself, there will be a box for donations by those luncheon attendees who could not bring a dish themselves to defray the costs of the utensils, bottled water and soda, and other donated items

Next Meeting

* It was decided that the Committee’s next meeting will be at noon on Friday, March 27 (the time change was made to accommodate the schedule of Committee members who also planned to attend a social justice workshop beginning at 2:00 pm at MC Rockville)