**Professional Development and Planning Committee Meeting Notes**

**November 15, 2019**

Attendees

At Westfield South: Barbara Ebel (Co-Chair), Andy Lawrence (Co-Chair), Emma Wilson, Fetwi Gusba, Barbara Simons, Santha Bundy-Farah, Taddesse Tesemma, Alfredo Quiroga, Janice Peterson

By phone: Annie Welsh, Mikkia Cordle, Joyce Pinkney

Barbara Ebel welcomed meeting attendees. She asked for and received approval for the Meeting Notes form the Committee’s October 18 meeting.

The following items were discussed:

Conference Date and Location

* The Conference date and location have been set for April 18, 2020 at Montgomery College’s (MC) Takoma Park campus
	+ Andy Lawrence attended the November 13 Site Mentors Meeting and shared this information with them
* Barbara Ebel shared the draft of a new flyer to be distributed to all AELG faculty announcing the new Conference date and inviting the submittal of proposals
	+ The flyer will list Barbara and Andy as the points of contact for general information about the Conference and Janet Hughes (presentations) and Comfort Mingot (quick shares) as the individuals to whom proposals should be sent by January 17
	+ The flyer will be accompanied by the proposal application forms which Barbara will clear with Annie Welsh and Fetwi Gusba before their distribution
	+ The flyer will also identify that a Conference theme will be follow-up to the Fall In-service presentations on using online tools and resources in the classroom

Food Committee

* Barbara Simons presented a proposal for a pre-Conference lunch menu
* Because there is not a budget for the purchase of food, Barbara agreed that she and Raven Wilkins will work with Fetwi to develop of sign-up sheet for teachers to volunteer to bring in food items and plates/cups/napkins, etc. as well as to help with the set up prior to, and clean-up after, the lunch.

Opening Panel at the Conference

* Following lunch, the Conference will begin with a panel on the 2020 Census with four speakers: one representative each from federal, state and county governments and one representative from MC
	+ Each speaker will be asked to cover certain topics in a 5-minute presentation followed by questions from the audience
	+ Speakers will specifically be asked how the adult education community can help with outreach to our students
	+ Emma, Barbara, and Annie will identify potential speakers from each organization with a goal of receiving firm commitments to participate in the panel from all speakers by 12/31/19.
	+ Either Barbara or Andy will serve as the facilitator for the panel

Conference Website

* Taddesse Tesemma reported that he had begun to update the Conference’s website and will add the April 18 conference date
	+ He will contact Oksana Bolanos to tap into her experience with the website.

Next Committee Meeting

* The next Committee meeting will be Friday, 12/13, at 3:00 pm at the same locating and using the same phone number
	+ Andy will be unable to attend, and Barbara will find another Committee member to take meeting notes
* At this meeting, the Program Committee will present preliminary ideas for the Conference registration process and how the sessions following the panel will be set up (which will be the basis of the Conference’s agenda)