
TUCSON PLANNING COUNCIL FOR THE HOMELESS

Education Committee

September 21, 2010 Minutes

Co-chairs: Elva DeLaTorre and Olivia Gutzman

| |
|--|
| Next Meeting: Tuesday, September 28, 2010 – 3:30-5:00 pm Holiday Inn Palo Verde, 4550 S. Palo Verde Road |
|--|

| |
|----------------------------------|
| Report to General Council |
|----------------------------------|

| |
|-------|
| ■ n/a |
|-------|

TOPICS DISCUSSED

- Minutes.** Minutes of the September 7th meeting were accepted by consensus.
- September 14th meeting.** Eric Cross, Olivia Gutzman, and Settle Madden met and proofread the conference program layout on September 14th at CODAC.
- Preparation.**
 - **Sponsorships.** Eric reported that total sponsorships to date are \$5,900.
 - **Audio Visual Equipment.** As of today, two projectors and two laptops of the total of five each projectors and laptops needed have been committed. The hotel had integrated screens in three conference rooms, and can provide screens for the other two rooms.
 - **Next step. a.)** Committee members will continue to seek the loan of AV equipment.
 - **b.)** Co-chairs will let loaners of laptops and projectors know to arrive no later than 8:00 a.m. on conference day.
 - **Program.** Settle reported that program has been uploaded to Allegra Printing. She will check the proof copy tomorrow.
 - **Sponsors/Speakers Thank You's.** Speaker “thank you” and sponsor certificate designs were distributed and accepted by consensus.
 - **Registration.** Participants reached consensus to open registration at-the-door.
 - **Next step.** Settle Madden will include opening of at-the-door registration in the TPCH weekly announcements.
 - **Speakers.** Settle noted that she will send follow-up emails to each speaker with notes as to the number of handouts to bring and equipment that will be available as well as time and room assignment.
 - **Resource Fair.** Settle will do the same type of email for the 18 current resource fair participants.
 - **Press releases.** Elva will contact Sharon Price regarding publicity.
 - **Volunteers.** Settle will resend the list of volunteers to the co-chairs and Elva will contact them.
- Next Meeting.** Tuesday, September 28th, 3:30-5:00 p.m., Holiday Inn Palo Verde, 4550 S. Palo Verde. There will be no minutes as this is a meeting to finalize the order for conference needs.

Submitted by Settle Madden

Attendance

| | | |
|------------------|-------|------------------------------|
| Eric Cross | CODAC | ecross@codac.org |
| Elva De La Torre | CPSA | elva.delatorre@cpsa-rbha.org |
| Olivia Gutzman | CPSA | olivia.gutzman@cpsa-rbha.org |