

Planning Committee Meeting
Friday, November 10, 2016 @ 10am
Breakthrough FamilyPlex
3219 W. Carroll Ave
Chicago, IL 60624

In Attendance: Angela Taylor, Gina Jamison, LaVerne Morris, Julie Samuels, Erik Hernandez

Next Meeting: To Report at the Coordinating Meeting 11/12/16

Site Visit - Breakthrough FamilyPlex w/ DeShawn(sp)

A suggestion was made to push the conference date

There is a 4-6 Grade Basketball League earlier in the day, Saturday March 4th, 2017 and the space will not be available until after 2:00 pm.

Proposed new date to March 25th, 2017

All will be prepped and ready that Friday before the day of the event.

Access to the space Friday evening after 8:30pm to drop off materials

Access to the space Saturday morning after 8:00 am to drop off materials and last minute preps.

Catering

Discussions continued directly with Angela and DeShawn to firm up details.

A/V

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Large Conference Room

Gymnasium will be used as the Large Conference Room. Floors will be covered with a Grey or Tan tarp. Can accommodate 250+ people in the space. PA system is available with 1 wireless microphone and a couple wired microphones (number not confirmed). Currently there are 17 banquet tables available and may be able to have more before the date of the event. Currently there are 15 long rectangular tables available and may be able to have more before the date of the event. There will be access to a Large Screen

Breakout Rooms

Six classroom style rooms are available and closely located on the second floor of the building. Can accommodate 35+ people in each room. Currently have 150 seats available and may be able to have more before the date of the event. (roughly 216 chairs will be needed).

Whiteboard, power cords/strips and wifi is available in each room. Will require follow up with Education Committee for additional room requirements. Restrooms are located on same floor. Elevator access available.

Parking

East Parking lot has 18 parking spaces

West Parking lot has 26 parking spaces

Street Parking available along Carroll and Sacramento

Option to rent (\$70.00/day) additional parking lot from Neighboring Church - 20 parking spaces

DeShawn seems very accommodating and flexible with the additional requests/inquiries proposed in the meeting. He offered to have the space be available to the CCGA team for breakdown and pickup as late as 5:00 pm.

Adjourned.