

## Education Committee Meeting Proposed Agenda for December 10, 2017

Welcome and Introductions 9:00am

Proposed Agenda with Additions or Deletions (call for motion)

Review Committee Purpose and overview of procedure – Lorraine, 9:10

This group sponsors ad-hoc educational sessions events & workshops sponsored by or coordinated through CCGA aimed at educating and enlightening community gardeners.

Consider reaching a quorum of 4 with 7 members. Without this we cannot realize a motion as completed business- call for motion if possible)

Report on Minutes of Ad Hoc Planning Committee meeting 11/28 and notes on 12/5 - Cordia

Action Items of Previous/Today's Business

- Workshop RFP for Spring Conference – all What is new 1) RFP 2) # of workshops

The RFP is more in keeping with standard practice for workshop proposals for conferences. **The Education Committee intends to bring CCGA in alignment with this practice and establish a more inclusive method of seeking diverse and creative workshops. We are not suggesting the subjects specifically but have presented guidelines within which any number of proposals may be submitted. We have been used to a handful of people seeking workshop titles from a handful of people. The Education Committee wants to move away from a "list" format.**

**The RFP is NOT asking anyone who receives it to come with a topic in a few very general areas. We are providing the RFP to the entire CCGA mailing list. Anyone receiving the RFP, that includes Committee Chairs, may do one of three things:**

- **Download the pdf, print the RFP, and send it via regular mail to a person, an association, or an organization which/who may be interested in proposing a Workshop for the CCGA 5th Annual Spring Conference.**
- **Download the pdf as a file, attach with a cover email to a person, an association or an organization which/who may be interested in proposing a Workshop for the CCGA 5th Annual Spring Conference.**
  - **Forward the email with the RFP already attached.**
  - **Complete the RFP yourself.**

**This year we are seeking 6 (5 classrooms and one possible outdoor area) workshops to be presented in each session. Six workshops is more than last year so repeating them gives better coverage, so folks won't be dizzy with choices. Last year we had only 4 in each session although not each one was repeated, and**

for 2013 there were 8 different workshops. **Because this RFP may reach folks unfamiliar with CCGA, it gives a bit of background history of CCGA. The Guidelines help a potential presenter shape their workshop to our audience of community gardeners and names parameters to attract qualified presenters.** The RFP in no way limits proposals. We allow that may need additional contact with presenters, which the Education Committee will undertake when the need arises.

Proposals received by the deadline will be put into a folder and prepared for evaluation. Some sorting will be necessary and the committee will evaluate. If there are knock-out proposals that lack some information, that can be a phone call. If there are knock-out proposals that arrive after the deadline, the Education Committee can ask for re-submission for a later date to be presented as a stand-alone workshop or in companion with a distribution or meeting.

The only thing that has changed is the timeline. I had hoped we would be able to present the draft of the RFP for comment at the co-ordinating committee meeting, but because Breanne left for her honeymoon 12/2 and would not be returning until 12/19, we had to complete the RFP and decided to send it to committee chairs for any changes. That was sent 12/2. Another email was sent out 12/7.

With Erik in attendance at the Ed. Com meeting, we determined we could not delay beyond 12/10 to send out the RFP, and so again we ask that today we get a vote and send this out.

- Discussion of Workshop Theme – all  
Proposed themes that have been suggested:
  - ❖ Gardeners Restore our World
  - ❖ We garden today for tomorrow's promise
  - ❖ Gardeners Green our World
  - ❖ **Gardeners Grow Communities** Motions for New Business
- Discussion of Story Corps partnership - accept/ define/ work - Lorraine
- Recruitment of new Education committee members and volunteers for conference - all
- Evaluate RFP; possibly calendar future workshops – all
- Election of Chair – all

Set next meeting date after Jan. 9 when proposals are due. Google doodle