

## **CCGA Conference Planning Meeting Notes, Wednesday, February 13th, 2019 6pm at The Hatchery**

9 people attended the meeting.

In attendance:

Gina Jamison, Kuumba Tre Am

Angela Taylor, Garfield Park Garden Network/Fulton Flower & Vegetable Garden

Mamie Gray, North Lawndale Greening Committee

Julie Samuels, CCGA Membership Comm.

JW Glass, Greenhouse Garden, CCGA Communications Comm.

Sam Taylor, Fulton Flower & Vegetable Garden

Pat Hart, Sherwood Peace Garden

Robert Hart, Paradise Garden and VA Garden

Lorraine Kells, CCGA Education Comm.;

Handouts:

- meeting agenda;
- meeting minutes from 1-24-2019 meeting;
- 3 handouts from the Hatchery;
- document from **Mamie G.** outlining registration table layout;

**NOTE** : All CCGA coordinating meeting minutes are available for you to review on the website. Look under the menu tree at 'Who We Are' and then 'CCGA Organization' and you will see links here for the coordinating committee documents.

### **Tour of The Hatchery**

At 6pm sharp **Mary Fran Riley** from **Accion** presented an overview of the new facility. She explained some of the history of how the facility came to be and of the supporting organizations. We also had a brief tour of both the **Accion** offices and some of the demonstration kitchen space on **The Hatchery** side of the building.

### **Call to Order**

Meeting started around 6:40pm with a call for a review of the agenda by **Gina Jamison**, who facilitated the meeting.

- Sam T. was enrolled as time-keeper and JW Glass as note-taker;
- there were no comments about the agenda;

## Conference Reports

### 1. Education Committee - Lorraine K.

- workshop room numbers will be determined soon;
- we will need projectors, Breakthrough has one, Lorraine will ask NeighborSpace to borrow one, we still need more, JW volunteered to check his office for one, otherwise we need rental pricing for these;
- the planned cooking demonstration is on hold, no word from the chef, Lorraine is still trying to contact;
- there was some general discussion of workshop rooms;
- we discussed having an **'IT Kit'** and being responsive to presenters who need help with their laptops, both using the projectors and accessing either the internal network or the Internet; it was suggested we have some surge protectors, extension cords, and video cables for the projectors;

#### **TO\_DO:**

- determine final number of projectors and get estimate for rental if needed;
- assemble IT Kit of extension cords, PC cables, surge suppressors, etc..;

### 2. Online Registration/Communications - JW Glass

- JW reported on current registration numbers and response to email sent on 2/8/2019;
- we confirmed maximum attendee numbers for workshops;
- we discussed the support team and how volunteers sign-up, no separate volunteer registration this year because of change to Google forms, there is only the main registration and an exhibitor registration, JW will monitor the number of registrants signing up for the support team such that we can hide that option when we have enough volunteers signed-up;
- JW asked for content for next email which would have to go out soon to encourage registration numbers, we discussed these story ideas:
  - feature the soil testing station;
  - links to 'warm-up' videos on climate change;
  - send photos of your garden in 2018 blurb;
- we discussed having an **'IT Kit'** and being responsive to presenters who need help with their laptops, both using the projectors and accessing either the internal network or the Internet; it

was suggested we have some surge protectors, extension cords, and video cables for the projectors;

**TO\_DO:**

- monitor number of registrants signing up for the support team and convey to planning team;
- monitor overall registration numbers;
- start to solicit stories for next email about the conference;

3. Onsite Registration Logistics, Cashier - Mamie Gray

- some general questions about attendee fees were answered;
- Mamie presented document about layout of registration tables and the function of each, a long general discussion ensued about that topic, use of wristbands, etc..;
- Mamie will get separate bundles of badges for prepaid, onsite payers, presenters and exhibitors says JW;
- we discussed supplies left over from last year;
- JW asked Angela T. if she had inquired about credit card readers yet as this was a bottleneck issue last year at registration;

**TO\_DO:**

- inquire about credit card readers for registration team;

4. Programs, Wrist Bands, Name Tags, Souvenir/Giveaway Item - skipped

- because of time we basically skipped this item;
- **however**, we did discuss sending an email to the 5 lists to brainstorm on a giveaway item as we may have some lead-time on getting the items produced;

**TO\_DO:**

- Send email to 5 lists to solicit ideas for a giveaway item;

5. Volunteers - skipped

- because of time we basically skipped this item but there was some discussion of volunteer handling in item 2.

6. Scholarships - skipped

- there will be no scholarships this year, or at least they are not anticipated at this point;

7. Exhibitors - Julie Samuels

- Julie presented overview of exhibitors signed-up so far;
- we discussed how exhibitors arrive and set-up;
- Julie asked others to consider other potential exhibitors and invite them or refer names to Julie;

**TO\_DO:**

- If anyone has any other potential exhibitor ideas then forward to Julie;

8. Food - Angela Taylor

- Angela reported on the buffet style menu;

9. Door Prizes, Table Centerpieces - Pat Hart

- Pat reported that door prizes were still being sourced
- discussion of door prizes for children;
- Pat indicated that the centerpieces growing the the Austin Greenhouse are looking great (!);

**Adjournment & Next CCGA Coordinating Meeting**

The next CCGA conference planning meeting is planned for Tuesday February 26th 2019 at 6:30pm with the location to be determined.

The meeting adjourned at around 8pm.

Notes submitted by JW Glass.

**NOTE** : You can reach any of the 5 CCGA committees via these email addresses:

[resources@chicagocommunitygardens.org](mailto:resources@chicagocommunitygardens.org)

[education@chicagocommunitygardens.org](mailto:education@chicagocommunitygardens.org)

[membership@chicagocommunitygardens.org](mailto:membership@chicagocommunitygardens.org)

[communications@chicagocommunitygardens.org](mailto:communications@chicagocommunitygardens.org)

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