

CCGA Coordinating Meeting  
Thursday December 12, 2019,  
6:00 PM - 8:00 PM  
Center for Green Technology

Present at the meeting were: Julie Samuels, Kimberly George, Mamie Gray, JW Glass, Lorraine Kells, Gina Jamison and Angela Taylor (by telephone)

1. Welcome & Call to Order The meeting started at 6:48. Kimberly took notes and Gina was the timekeeper. We reviewed the agenda and previous meeting minutes (posted on CCGA website). Julie motioned that the minutes from the November 2019 meeting be approved. Lorraine seconded the motion. Minutes were approved.

## 2. 2020 Conference Discussion

### Members reported on possible venues/dates:

Lorraine and Gina reported on:

Truman College - Pros: "Nice", "Updated AV", Available 3/28/20; convenient public transportation

Cons: Maximum classroom capacity is 35 people per room  
(pictures, floor plans and cost sheet were shared)

McAuliff Grammar School - 1841 N. Springfield, Chicago-

Pros: space includes: Kitchen, auditorium, youth garden, cafeteria, classrooms, Principal is very supportive of gardening and can offer the space for \$0

Cons: Cafeteria is large and acoustics are very poor; Some classrooms have children's size chairs/desks, It is not easily accessible to public transportation  
(pictures and floor plan were shared)

Whitney Young High School, 241 S. Laughlin

Pros: Centrally located venue, convenient to public transportation, available on 3/21/20, great lighting, well furnished classrooms, cafeteria tables will not need table-clothes/ center-pieces, majority of conference can take place on one floor  
(pictures, floor plan and cost sheet were shared)

Update on other identified venues:

IIT - Not available in March

Marshall - Not a good set up

Lincoln Park Zoo - Not available on dates needed

Hatchery - Not enough classroom space

Austin Town Hall - Not a good layout for conference/break out rooms

Garfield Park Conservatory - Not a good layout for conference/ break out rooms

Institute for Cultural Affairs - Lovely venue to consider in future years

After discussion and numbers crushing session to estimate cost (see Mamie's spreadsheet) members voted unanimously to select Whitney Young as conference venue. Conference date is 3/21/20. Lorraine will follow up to obtain estimate from WY. Truman college was selected as an alternate location if needed.

Members discussed conference theme - and decided on "Connections through Gardening; Plants, People and the Environment"

Education Committee members reported on workshop preparation - The Request For Workshop Presenters document was submitted with minor changes from previous year. J.W. stressed the importance of recognizing conference presenters and providing conference admission and meals for two presenters per workshop (additional presenters will pay \$25)

The following deadlines were established for the Request for Presenters:

- 12/31/19 "Save the Date" cards created and distributed
- 1/3/20 "Request for Presenters" distributed and shared via e-mail and social media
- 1/17/20 Deadline to submit "Request for Presenter" form
- \_\_\_\_\_ Presenters notified
- 3/21/20 - Conference Date

3. CCGA Membership Discussion - Tabled until next meeting

4. Sponsorship Discussion - A draft of Sponsor Solicitation Request letter was distributed to members.

5. Brief Committee Reports

**Resources Committee -**

**Finance Committee -** NS will move from PublicGood to GoFundMe. Angela Taylor via telephone requested that funds for conference venue (up to \$5,000) and funds for conference meals be approved. Committee approved this request.

**Membership Committee -**

**Communication Committee -** Updated CCGA members that ongoing monthly meeting dates will become consistent (i.e. 3rd Tuesday or 4th Monday of the month). Results of survey of best day of the week and week of the month will be reported at January 2020 meeting

**Education -** New BUGS Class report is tabled until meeting.

6. Next Meeting Date and Adjourn- The next meeting date will be shared with members upon results of current meeting date survey

Meeting adjourned at 8:30 p.m.

Respectfully submitted on 12/11/19 by Kimberly George