

**2005 CCCSFAAA Spring Fling
Training Committee
Status Report 02/11/05**

1. Locate sites: The Board recommended 2 sites for South.
 - a. Steve: Northern site confirmed, San Joaquin Delta College, Thursday, March 24, 2005. Status: in the process of reserving rooms.
 - b. Sandra: Southern site, 1 site confirmed, College of the Canyons, dates subject to confirmation of 2nd site (March 31 or April 1)
 - c. Sandra: 2nd Southern site, in process of locating 2nd Southern site in order to confirm dates. Second site includes Orange Coast College (March 31 or April 1), or Riverside Community College (April 12, 13)

2. Notify membership:
 - a. Craig to send email to CCCSFAAA membership regarding location and dates as soon as they are confirmed.
 - b. Beth to help follow up with making registration available on the Website

3. Survey:
 - a. All to help draft survey of training needs, solicit sites and presenters
 - b. Disseminate survey
 - c. Assemble survey results

4. Registration:
 - a. Need to assemble volunteers to help with Registration and Payments using the website, and also at the site locations
 - b. Confirmations and payment receipts
 - c. Refunds
 - d. Determine cost for members, non-members
 - e. Coordination of payments with Treasurer, JoAnn Bernard.
 - f. Name badges
 - g. Directions to campuses
 - h. Help with signs to direct people from parking lot to meeting rooms

5. Vendors and Sponsors:
 - a. Craig to contact Toni DuBois on vendors and sponsors contact info from annual conference
 - b. Need to establish sponsorships and amounts and protocol (based on receiving payment first):
 - i. Tables (booths)
 - ii. Continental Breakfast
 - iii. Morning Break
 - iv. Lunch
 - v. Afternoon Break
 - c. Need to send out sponsorship opportunities
 - d. Need to acknowledge in program

- e. Need to acknowledge with big poster board signs (and easels)
- f. Need to coordinate payments with Treasurer

6. Program:

- a. Need to develop program sessions
 - i. Opening Session
 - ii. Closing Session
 - iii. Break out sessions:
 - 1. Information technology tract (MIS, Automation)
 - 2. Student Ambassador program (Craig)
 - 3. BFAP roundtable discussions?
- b. Need to get presenters
- c. Need to coordinate with President (Sandra keeping Susan updated)
- d. Program was posted to website last year, made available on-site.
- e. Coordinate Reimbursements

SAMPLE AGENDA (based on prior year)

8:00 to 9:00	Registration
9:00 to 10:00	Opening Session
10:00 to 10:15	Break
10:15 to 11:30	Interest Sessions A. B. C. D.
11:30 to 12:45	Lunch
12:45 to 2:00	Interest Sessions A. B. C. D.
2:00 to 2:15	Break
2:15 to 3:15	Closing Session, Federal Update