



Interagency Council of Brevard

Meeting Minutes

Date: June 10, 2015

Meeting held at: Brevard Public Schools, ESF

Attendees: Zoe Conover, Emily DeWoody, Jennifer Duros, Tricia Frame, Sherrie Fries, Kelly Gifford, Jack Giordano, Lori Goodwin, Robert Gramolini, LeeAnne Ireland, Terry Matson, Amelia McCullough, C.J. Miles, Karen Orosz, Rosemary Pardey, Laura Pichardo-Cruz, Tabitha Ramminger, Sharon Reed, Sandy Reid, Mariann Sampieri, Lynda Schuchert, Heather Theobald, Cindy Wickham, Marie Trieste, Mike Watson, Elaine Powers, Teresa Barrett, Jayne Catubig, Silvia Hierro, Sharon Shocklee, Diane Dickson, Jennifer Dossett, Darlene Ervin, and Rori Becker.

Minutes taken by: Emily DeWoody, Secretary

Welcome and Introduction: LeeAnne Ireland opened the meeting and followed with introductions.

Mission Statement: Read by Heather Theobald.

Reviewed last month's minutes: Cindy Wickham reviewed the May minutes.

Treasurer's Report: Terry Matson reported the current balance of \$2,616.19.

2016 START Conference Planning:

- Terry Matson reviewed the power point presentation.
- Date is set for February 20th, 8:00 AM-1:00 PM at Viera High School.
- Ashly McGrath, author of *UnabASHed by Disability*, will be the keynote speaker.
- Draft of a logo was presented and changes were suggested:
 - Change hurdles to stepping stones
 - Change "start" hurdle to a banner
 - START at the top, instead of the bottom
 - Remove EELP. Just have "early childhood"
 - Instead of markers for Elementary, Middle and High School, just have one for school and add housing, medical, etc.

- The Facebook page is set up.
- Each profit/non-profit is to provide one door prize worth \$25, instead of charging an entry fee.
- Save the date flyers will be printed, with a blurb about the sessions being offered.
- Tricia Frame suggested consideration of the topic when planning the location of the sessions. For example, have three sessions on early childhood topics, back-to-back in one room.
- Instead of giving out flash drives (as previously discussed), we will use Live Binder to upload the conference presentation materials and handouts for the participant's to access after the conference.
- Duties of Committees were reviewed:
 - Registration – Follow-up survey, Eventbrite registration for parents and teachers, goodie-bags, host registration tables for parents and teachers, name tags, and welcome people the morning of the conference.
 - Public Relations/Marketing - Printing (Met Life), send reminders to get the word out, Facebook, Edline, save the date cards, logo discussion on the draft presented.
 - Vendors/Agencies - The group will create a closed Facebook page to communicate and network.
 - Sessions - Making contact with possible presenters.
- The group agreed that it is important to get the information to parents with early childhood and elementary age children.
- Tabitha Ramminger and Silvia Hierro voiced that family and parent word of mouth and social media is important.
- Sherrie Fries suggested having teachers distribute information.
- The group discussed charging for profit vendors more than non-profit.
- Tricia Frame said that vendors may not be able to sell items at the conference.
- Tabitha Ramminger and Rori Becker discussed the Bright Feats Directory. It will go out to 100 Brevard County schools. We can put a “save the date” advertisement in Bright Feats at no cost. It will be distributed in August and in January. If the logo is not complete, the logo on the Facebook page can be used for the advertisement. On the logo, possibly change “Viera High School” to “Planning from Early Childhood to Post Secondary” or something that describes the conference. Mallory White has the original design that is on Facebook.
- We somehow need to target the Hispanic Community.
- Wrap Up:
 - Registration
 - To get the word out, we need to let people know that if you have a child with a disability, this is for you!
 - Question: Can you print nametags from Eventbrite?

- Question: When will registration be open and closed?
- Question: Is the PR/Marketing Committee collecting the door prize baskets/gift cards?
- C.J. Miles will contact SCAT for the bus schedule that day.
- Public Relations/Marketing
 - Save the date will go out in Bright Feats.
 - Flyers can go out with Bright Feats publications.
 - Will target private schools and teachers.
- Vendors/Agencies
 - Will look into having free finger printing and a robotics display at the conference. There is a possibility of attendees using their START ticket to get a lunch discount at a local restaurant following the conference.
- Sessions
 - Discussed possible facilitators for the sessions.

Announcements:

This is LeeAnne Ireland's last meeting. She is moving to North Carolina.

Next Meeting: September 9, 2015 at Career Source Brevard; 297 Barnes Blvd., Rockledge. Hosted by Community Legal Services of Mid-Florida.