



Interagency Council of Brevard

Meeting Minutes

Date: September 9, 2015

Meeting held at: Career Source Brevard, Rockledge. Hosted by Community Legal Services of Mid-Florida.

Attendees: Teresa Barrett, Zoe Conover, Emily DeWoody, Diane Dickson, Tricia Frame, Kelly Gifford, Lori Goodwin, Terry Matson, David O'Brien, Karen Orosz, Rosemary Pardey, Laura Pichardo, Sharon Shocklee, Heather Theobald, Maria Trieste, Nancy Watkins, Jim Watson, Cindy Wickham, Tom Wilson, Jacqueline Yearby, Danielle Jones, Heidi Hyche, Selma Johnson, Elaine Powers, and Bill Pearlman.

Minutes taken by: Emily DeWoody, Secretary

Welcome and Introduction: Terry Matson opened the meeting and followed with introductions.

Reviewed last month's minutes: Emily DeWoody reviewed the June minutes.

Treasurer's Report: \$30 was spent on the START Conference Save the Date flyers. The current balance is \$2,586.10.

START Conference Planning:

- The Logo will remain the same and breakout sessions will be added to the flyer. Mallory White has been working on edits.
- Ashley McGrath, keynote speaker, will bring her books to sell at the conference.
- When people register for the conference on Eventbrite, they will be asked to select three topics of interest to them.
- We need to finalize information to print by January 21st.
- There are 20 rooms reserved, all in one wing, downstairs and upstairs. Each room will have a doc cam and projector. Tech support will be on site. Presenters need to bring their own computer, flash drive, copies of handouts, etc.
- Registration will go live on Eventbrite on October 30th and will close on February 12th.
- Cindy Wickham reports that the Eventbrite registration template is being set up.
- Everyone planning to attend (including facilitators and vendors) needs to register through Eventbrite.

- We can access the facility on Friday, February 19th after 3:30 PM.
- Dr. Blackburn and Dr. Bobersky are being asked to open the conference.
- The cafeteria and vendor tables will remain open during the sessions.
- Titusville BLAST will be asked if they would like to serve coffee at the conference.
- We will offer donated pizza at the end of the conference in the cafeteria during the closing and door prize drawings.
- Door prizes can be delivered to the ICB meeting on Jan. 3rd or to ESF by Feb. 1st.
- If an agency wants to donate bags or pens, that will count as their \$25 door prize donation.
- The Vendor committee will be in charge of donations and door prizes.
- Tom Wilson from MetLife offered to speak on the Able Act.
- Heidi Hyche volunteered to post START conference information on LiveBinder.

Breakout Sessions:

- Vendors/Sessions Committee
 - Each room will have a facilitator.
 - Tentative sessions: Early Childhood, ABC's of Behavior, Why should I Enroll with APD, Project Lifesaver, What is the McKay Scholarship, Graduation Options, Guardianship and Legal Issues, Preparing for Adulthood (BLAST and LEAP)
 - Jackie Yearby will supply a template from Beyond the Spectrum to create an agreement for vendors and speakers.
 - Vendors and speakers need to register on Eventbrite.
- Registration Committee
 - Members will bring samples of evaluation forms to the next ICB meeting to start creating an evaluation for the START Conference.
 - The Registration Committee will hand out door prize tickets as participants enter the cafeteria for the closing of the conference.
 - Terry Matson will ask Janean Knight to draw the door prize tickets and announce the winners.
 - As part of registration, there will be a statement on Eventbrite that indicates there will be a photographer taking photos at the conference.
- Marketing Committee
 - Will make printed copies to deliver to several locations.
 - Give all presenters and vendors flyers to hand out.

Next Meeting: October 14, 2015 at Brevard Achievement Center, 1845 Cogswell St., Rockledge. Hosted by Agency for Persons with Disabilities (APD), Linda Seegraves.