

**30th Annual Expanding Your Horizons Conference**  
**April 1, 2008 at UNMLA**  
**Planning Committee Agenda/Minutes**

**COMMITTEE MEMBERS & VOLUNTEERS:**

The list of Planning Committee volunteers to date are as follows:

<b>Name</b>	<b>Phone</b>	<b>MS</b>	<b>Fax</b>	<b>E-mail</b>
Lisa Colletti, Chair	7-9621	G740	5-4737	<a href="mailto:lcolletti@lanl.gov">lcolletti@lanl.gov</a>
Wendee Brunish, Fundraising	7-5724	F659	5-3681	<a href="mailto:wb@lanl.gov">wb@lanl.gov</a>
Jutta Kayser, Registration	5-3104	A249	7-7340	<a href="mailto:jkayser@lanl.gov">jkayser@lanl.gov</a>
Georgia Pedicini, Presenters, Demos	7-8117	T080	5-6333	<a href="mailto:gap@lanl.gov">gap@lanl.gov</a>
Scott Robbins, Teacher's Conference Chair	667 3639	M709	665 6871	<a href="mailto:srobbins@lanl.gov">srobbins@lanl.gov</a>
Barbara Devolder, Teacher's conference	667 8928	F699	665 7725	<a href="mailto:bgd@lanl.gov">bgd@lanl.gov</a>
Marilyn Minshall, Teacher's Conference/AAUW Contact?	672-3499	NA	NA	<a href="mailto:fsmine@losalamos-nm.com">fsmine@losalamos-nm.com</a>
Nina Weisse-Bernstein, Small Projects	665 7821	B244	665 4414	<a href="mailto:ninawb@lanl.gov">ninawb@lanl.gov</a>

**Needs:** Someone to help recruit and organize the "gophers".

**Need to have:** Folks to help Georgia with getting large scale demos organized. Possibly help for Registrar in the week prior to event.

**MEETING Dates and Times Set as of 12/11/08:**

- Semi-monthly on Wednesdays
- 12-1pm
- Otowi Side Room C
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We can schedule more dates if we need between 3/18 and 4/1....Better done later though. Last year we didn't really need them.

**Dates:**

- 1/7
- 1/21
- 2/4
- 2/18
- 3/4
- 3/18

**Decisions/ Activities that need to be done ASAP:**

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**Finalize Student Schedule** (note the teacher's conference organizers will make their own schedule)

Last Year's Schedule:

Registration	07:45-08:20am
Introduction	08:20-08:50am
Team Activity	09:00-10:15am
Workshop	10:25-11:25am
Lunch	11:35am-12:10pm
Keynote	12:10-12:40pm
Workshop	12:50-01:50pm
Science Demos	02:00-03:00pm

Proposed Schedule for this year:

Registration	8am-8:30 am
Introduction	08:30-09:00am
Team Activity	09:00-10:30am
Workshop	10:45-11:45am
Lunch	12 pm-12:40pm
Workshop	12:50-01:50pm
Science Demos	02:00-03:00pm

Comments:

- A) Eliminated the Keynote speaker. This routinely gets the most negative feedback for us. The girls really want hands on stuff.
- B) Removing the keynote speaker allows for a 40 min. lunch and I've added 15 minutes to the team activities as they tend to run a little short of time.
- C) Not sure we really need 30 minutes for Intro...especially since we talked about not having a color guard, but since I'm typically helping to trouble shoot walk in registrations at that time, I (Lisa) can't say what is really needed here. It does give extended time for those who are late to actually make it to the team activities...
- D) Workshops are still 1 hour with 10-15 minutes to get to and from the classes. Do we want longer?
- E) Demos? Do we want them to run concurrently with workshops in the afternoon so that girls who leave early can do them?

**Invitational flyer:** Jutta will need any information for the invitation flyers by 1/10 so that we can get them mailed by ~1/15.

**Publicity:** Lisa will work with Kim Thomas to see if we can get something on LINKS about needing volunteer. Also we need to put announcements out to the LANL student and postdoc

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groups. Georgia will put in a request with the LAHS parent group to notify them of the event during spring break and request volunteers.

**Moneys:** Lisa is working with the state organization to get more money for the event. ~20K was requested. We currently have \$14k in the external account if we have to pay for everything ourselves. LANL funds will be severely reduced over previous years and can no longer be used for food.