

## Annual Conference Planning Committee Volunteer Responsibilities

### About the Committee

The Committee meets six times per year in Sacramento (typically on CASH Days, the 4<sup>th</sup> Wednesday of the month). Each year, the Committee strives to build on the success of the previous year's Conference. Participation is open to all members.

The Vice Chair of CASH serves as the Chair of the Annual Conference Planning Committee. Concurrent Sessions at the Conference are categorized by school facilities industry topics known as Strands. Each Strand has a corresponding Subcommittee, led by two Co-Chairs (one public sector member and one private sector member, appointed by the Committee Chair). Each Strand Subcommittee is tasked with selecting the sessions received through the proposal process. The current Strands are:

- Fiscal Management (FM)
- Maintenance & Operations (MO)
- Planning and Program Management (PPM)
- School Architecture (SA)
- School Construction (SC)
- Roundtable Discussions

Subcommittee Co-Chairs and Members serve as liaisons between CASH Staff and session moderators and speakers throughout the planning process.

CASH Staff is responsible for coordinating the planning process, including but not limited to: distributing meeting notices and agendas, collecting session proposals, preparing the printed Conference Brochure in Fall, and handling the onsite logistics of the Conference.

### Strand Subcommittee Co-Chair Requirements and Responsibilities

Each Co-Chair serves one term of two consecutive years. At the end of their term, Co-Chairs may reapply for the next term. Responsibilities include:

- Attending Committee meetings in Sacramento.
- Leading the Strand's proposal review process with the subcommittee members to determine the final topics and moderators for the Conference program, and bring forth their recommendations to the Committee for consensus.
- Regularly communicating with CASH Staff throughout the planning process.
- Effectively communicating Conference Policies and Deadlines during the planning process to moderators and speakers and assist CASH Staff with implementation.
- Serving as a liaison between moderators, speakers and CASH staff.

### Strand Subcommittee Member Requirements and Responsibilities

Subcommittee meetings are coordinated by the Strand Co-Chairs, members are expected to:

- Provide input on topics for the Conference.
- Collaborate to review session proposals.
- Attend Committee meetings in Sacramento (encouraged, but not required).

### Applying to Serve as a Co-Chair or Subcommittee Member

Each Spring a Call for Strand Co-Chairs and Subcommittee Members is emailed to the CASH Membership.



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SCHOOL HOUSING<sup>SM</sup>

## Annual Conference Planning Committee 2019-20 Strand Subcommittee Co-Chairs and Openings

### Committee Chair

Jeff Becker  
Fresno County Supt. of Schools

### Fiscal Management

*Open Seat*  
Public Sector

*Open Seat*  
Private Sector

### Maintenance and Operations

Dennis Ziegler  
Lake Elsinore USD

Julie Strauss  
HMC Architects

### Planning and Program Management

Julie Boesch  
Maple Elem. SD

*Open Seat*  
Private Sector

### Roundtables

Dan Zaich  
San Rafael City Elem. SD

Jessika Johnson  
Dannis Woliver Kelley

### School Architecture

*Open Seat*  
Public Sector

Lisa Ryker  
WLC Architects

### School Construction

Maria Campos  
Chico USD

Megan Macy  
Lozano Smith

### Golf Tournament

Vince Madsen  
East Whittier SD

Andrea Knight  
RMA Group



## Annual Conference Planning Committee Meetings

*Please note: This calendar is tentative and subject to change.  
The final version will be distributed as part of the May 2019 meeting packet.*

Date	Audience
CASH Day Wednesday, March 27, 2019 12:15 – 1:30 p.m. Sacramento	Entire Committee
CASH Day (tentative) Wednesday, May 22, 2019 12:15 – 1:30 p.m. Sacramento	Entire Committee
CASH Day (tentative) Wednesday, June 26, 2019 12:15 – 1:30 p.m. Sacramento	Strand Co-Chairs
CASH Day (tentative) Wednesday, July 24, 2019 12:15 – 1:30 p.m. Sacramento	Strand Co-Chairs
CASH Day (tentative) Wednesday, August 28, 2019 12:15 – 1:30 p.m. Sacramento	Entire Committee
CASH Day (tentative) Wednesday, January 22, 2020 12:15 – 1:30 p.m. Sacramento	Entire Committee

*Note: CASH Day is typically the 4<sup>th</sup> Wednesday of each month.  
Annual Conference Planning Committee Meetings immediately follow the Monthly Update Meeting.  
All meeting dates, times and locations are subject to change and will be emailed in advance.*