



**Education Committee Meeting
AGENDA**

Thursday, January 17th, 2013, 10:00 AM – 11:00 AM
Co-Chairs: Tish Tisherman and Nancy Schmidt

- I. Call to Order**
- II. Introductions**
- III. Revisions or Additions to the Agenda**
- IV. Annual Sustainable Santa Monica Student Poster Contest**
- V. Career Day (March 12th) Discussions & Planning**
 1. Overview of Program Goals and Program Plan
 2. Career Panels
 - A. Review Career Panel Coordinators
 - B. Contribute professionals for Career Panels
 - C. Review Guidelines for Career Panels (number and composition)
 - D. Panelist Preparation—prep materials and talking points
 - E. Job Readiness Workshops
 3. Job Fair: Reaching out to Employers
 4. Logistics at SAMOHI
 - A. Parking
 - B. Check-in and Refreshments
 - C. Lunch-time Career Fair Layout
 5. Outreach and Publicity
- VI. For the Good of the Order**

Adjourn

Next Meeting Date: Thursday, February 21st at 10:00 AM