**Boston Area Chapter of the Spelman Alumnae Association**

**3rd Annual Middle & High School Girls Conference**

**Planning Meeting**

**Thursday, March 12, 2009**

**6:30pm – 7:30pm**

**At-a-Glance**

* Ideas for a theme? Submit ideas to Payton.kisha@gmail.com
* Ideas for venues? Submit potential locations to mrscoxedm@gmail.com
* Next in-person meeting: mid-April (details to be determined)

**Agenda & Notes**

1. **Introductions – 3 Co-Chairs of the Conference**

**Laina Cox:** **mrscoxedm@gmail.com**

* Venue
* Program Registration (Outreach to Schools and Day of Event)

**Kisha Payton:** **payton.kisha@gmail.com**

* Panels & Workshops
* Publicity (External Community)

**Bianca Tabourn:** **bianca.tabourn@gmail.com**

* Sponsorships
* Keynote Speaker
1. **Conference History – See 2008 Proposal for more information**
	1. The conference has been hosted for 2 years and focused on middle and high school girls in Boston public schools
	2. 30 girls (15 middle, 15 high school) from 6 Boston Public Schools with a Spelman or Morehouse person as the point person at each school. The point person selected the girls and often took care of transportation
	3. Hosted by Boston Area Chapter of the Spelman Alumnae Association
	4. Based on a Rights of Passage curriculum for middle school girls created by Laina Cox, an administrator at McCormack Middle School
	5. Provided girls exposure to Spelman and professional women of color
2. **2009 Conference**
	1. Life Skills & Womanhood – after girls opened up last year during a mental health session, we decided to focus on the mind, body, spirit aspects of womanhood moving forward
	2. Theme - “Make Me Over” is the current suggestion based on Keyshia Cole’s album, but suggestions are still welcome to Kisha Payton (payton.kisha@gmail.com)
	3. In order to expand the conference decided to extend invitation outside Spelman Alumnae Association Members
3. **Conference Agenda**
	1. Saturday, June 6, 2009
	2. 9:00am to 3:00pm (At the meeting, there was a proposal to extend the time based on one of our high school participants who said she didn’t want the conference to end last year)
		1. Opening Session
		2. Panels/Workshops & Lunch
			1. Real Talk: Sisterhood and Sex
			2. Image & Self Esteem
			3. Mental Health
			4. Suggested that we add some goal setting aspect and include cyber bullying in image and self esteem section
		3. Keynote Speaker and Closing
		4. Opportunities Fair
			1. Organizations, colleges, related opportunities to the demographic for girls and their parents to walk through
			2. Possibly charge fee for tables
	3. Target 60 girls: 30 Middle School and 30 High School
		1. Middle & high school girls will each attend different sessions
		2. Girls will be broken into cohorts of 15 in order to create smaller groups to build trust and openness
		3. Therefore, 4 sessions will run simultaneously at any given time (2 middle school sessions and 2 high school sessions)
	4. Location TBD: College Campus or Downtown Location accessible by public transportation
		1. Harvard Grad School of Education is an option
		2. MIT
		3. Suffolk
		4. Law firm downtown
4. **Online Mentoring**
	1. The Spelman Chapter has always been interested in mentoring
	2. There has been informal big sister, little sister mentoring from the past two conferences
	3. Since there are only 60 spots, we’ll be setting up an online discussion forum off the chapter’s website for the other girls we’re unable to reach as well as for conference participants before and after
	4. Hopefully, we build up the number of girls and women on the forum to be a tangible example of the number of people we can reach, allowing us to secure sponsorship for this year and next
5. **Committees**
	1. Panels & Workshops
		1. Determine the specific topics of the workshops and find expert workshop presenters
		2. Determine logistics of panels (middle school vs. high school version)
		3. Brainstorm ideas with presenters to make sessions engaging and active
	2. Venue
		1. Secure venue
		2. Coordinate logistics of the venue (directions, signage, workshop coordination, audio/visual needs, etc.)
	3. Program Registration (Outreach to Schools and Onsite)
		1. Determine registration process & target schools, organizations, method of communication
		2. Communicate with schools
		3. Communicate with registered girls and parents
	4. Sponsorships
		1. Secure sponsorship for food, t-shirts, gift bags, etc.
		2. Determine appropriate branding/recognition opportunities for sponsorship
	5. Keynote Speaker
		1. Secure keynote speaker
		2. Coordinate keynote speaker’s arrival and appreciation gift
	6. Publicity (External Community)
		1. Raise awareness for conference through traditional media outlets (radio, that ensures community-wide branding and allows for easier sponsorships and partnerships in 2010
		2. Publicize online discussion forums, Facebook, & Myspace groups that build up numbers and active engagement to show our ability to reach a larger group (also ensuring easier partnerships and sponsorships for 2010)