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| **Pre-Event(s) (Wednesday)** |
| **Time** | **Event** | **Location** | **Setup/Notes** | **Food/Beverage** | **Follow up** |
| Afternoon | **Optional: Recreational Activity** on PACTC members’ personal (vacation) time | TBD by hosting PACTC member | If the region has a unique activity (fair, walking trail, kayaking, etc., can be arranged accordingly) |  |  |
| 6:00 p.m. (or later if accommodating afternoon activity) | **Dinner** | TBD by hosting PACTC Member | Registration notes need to indicate meal is no-host (not included in PACTC Registration costs) | (Pre-arrange with restaurant; some prefer establishing limited menu, or stipulating how paid, voluntary/mandatory gratuity, etc.) |  |

**PACTC President** develops agenda, collaborating with host college. Article VI, 1. iii. (Program/Planning Committee suggests topics, Article VII, a.)

For lodging guidance, see, PACTC web info on SBCTC web page, regarding preparing for WACTC Meetings at Your Campus.

| **Day 1 (Thursday)** |
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| **Time** | **Agenda Item** | **Location** | **Setup/Notes** | **Food/Beverage** | **Follow up** |
| 30 minutes before start time |  |  | **Secretary** arranges name tents (prepared by Secretary) |  |  |
| 9:00-9:30 a.m. (can start earlier if agenda demands) | **Breakfast**(Invite hosting college’s president to share insights on what is important in an assistant or the president/ assistant relationship) | TBD by hosting college | Square | Full buffet, hot: Ex., eggs, bacon/sausage, potatoes, pastries, fruit, juices, coffee, tea, etc. | N/A |
| 9:30-9:45 a.m. | **Group Photo** | Outdoors, weather permitting (TBD by hosting PACTC member) | **POINTERS** (source Nigel Barker, photographer)* + Always consider the background of group shots to make sure they have appropriate context. An uncluttered background is ideal.
	+ Use camera’s panoramic setting for extra wide shots.
	+ Try zooming in rather than stepping in.
	+ Take both a fun and a serious shot. Take multiple shots.
	+ The best lighting tends to be in the **early morning** or **late afternoon**. Taking pictures in the shade is also better than in areas of direct sunlight. When shade is not available, use the “fill” flash to reduce severe shadows.
	+ Shoot without the flash to keep the mood in low light situations.
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| 9:45-10:00 a.m. | **Confirmation of Committee Assignments** |  | **President** and **secretary** work together to provide current listings to members present. Identify committee assignments no longer with PACTC, and assign new members to committees. |  | Requires web update with state board staff. after meeting. |
| 10:00-11:00 a.m. | **Committee Breakout Sessions** |  |  |  |  |
| 11:00-11:15 a.m. | **Break** |  |  |  |  |
| 11:15 a.m.-12:15 p.m. | **Featured Presenter/ Training or Workshop** | TBD between **President** and **Program Planning Committee** (collaborating with host college) |  |  |  |
| 12:15-1:15 p.m. | **Lunch** | TBD determined by hosting PACTC member |  |  |  |
| 1:15-3:15 p.m. | **Featured Presenter/ Training or Workshop** | To be determined between **President** and **Program Planning Committee** |  |  |  |
| 3:15-3:30 p.m. | **Break** |  |  |  |  |
| 3:30-4:30 p.m. | **Business Mtg., Part 1:**1. Approval of minutes from prior meeting **(Secretary** distributes ahead of meeting)
2. Treasurer’s Report
3. Committee Reports
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| 6:00-9:00 p.m. | **Dinner** (with or without WACTC/TACTC) |  |  |  |  |

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| **Day 2 (Friday)** |
| **Time** | **Event** | **Location** | **Setup** | **Food/Beverage** | **Follow-up** |
| 8:30-9:00 a.m. | **Breakfast** |  |  | Full buffet, hot: Ex., eggs, bacon/sausage, potatoes, pastries, fruit, juices, coffee, tea, etc. |  |
| 9:00-11:00 a.m. | **Business Mtg., Part 2:**1) New Business2) Sharing/ Announcements 3) Set location for next meeting4) **(spring only)** Gavel presentation to outgoing president; passing of functional gavel to incoming president5) **Election** (**spring only**, unless vacancy requires to complete term)6) **Assign mentors** to any new PACTC members7) **Roundtable Discussion** (open topics) |  |  |  | Elections or bylaws revisions need to be posted to web, working with SBCTC. |