

Minutes – Program Planning

Date and Time: 01.14.25

Location: Teams

Items of discussion:

Catalog Creating Committee: Brianna and Saidah

- Share Input and Ask Questions

WUFOO Form Committee: Kristin, Djimon and Sharon

- Share Input and Ask Questions

Decide on which programs to remove from OKCAF options.

- Group decided and updated the catalog and wufoo form accordingly.

Do we want to remove any other options, or move those to a “schedule locally” section.

- Moved a few options that could be very multiple age groups to a specific target audience as needed

Set deadlines:

When will we release the catalog? Jan 17th

When do we want to send out the WuFoo form? Jan 17th

When do we want all responses? Jan 31st

When do we want to have the big scheduling day? Feb 5th

Scheduling Committee: Brianna, Sharon, Ryn and Danielle

Marketing Committee: Daniel and Djimon

Brianna will send out the link when the catalog is finished. Everyone please review as possible on Thursday afternoon. Daniel will send out the documents on Friday.

Daniel and Djimon will work to make sure we have the documentation on hand that we need from everyone.