



MINUTES

Central Texas African American Family Support Conference Planning Committee Meeting

Date: Wednesday, May 15, 2019

Time: 11:30am -1pm

Location: Conference Room 3 / 1430 Collier Street, Austin, TX 78704

In Person: Michele Bibby, Stephany Bryan, Shannon Carr, Mallinee Diggs, Deborah Duncan, Jodie Eldridge, Kacey Hanson, Emmitt Hayes, Kimberly Holiday, Lee Moore, Naijean Onwere, Lisa Quinn, Ellen Richards, Kye Tavernier, Willie Williams

On Phone: Tracy Green, Sonya Hosey, Jacqueline Miller, Gerald Pennie, Debra Price, Falecia Rivers, Warren Stewart, Nell Watts

- 1. Welcome & Introductions:** Members introduced themselves. Willie Williams stated it was an honor to serve as the Planning Committee Chair as the conference enters its 20th year.
- 2. 2020 Conference Planning Agreement:** Willie Williams reported the updated agreement was listed on the conference website (<https://ctaafsc.com/planning-committee/> and will also be included in the email with May meeting minutes). The revised document expands and clarifies member roles, outlines responsibilities, and brings the committee together to stay focused on the conference's vision and mission. Members are encouraged to read and sign the document then return it via email to lisa.quinn@integralcare.org. Electronic signatures are acceptable.
- 3. 2020 Committee Responsibilities, Chair Nominations & Selection Process:** Members were requested to submit nominations through the online form for Chairs of the various sub-committees by 12pm on Friday, May 17. Once nominations have been collected, they will be entered into an electronic survey tool and distributed to the Planning Committee email list. Chairs will be selected by active Planning Committee members who have completed a Conference Planning Participation Agreement. Voting will remain open from end of day Friday, May 17th until end of day Wednesday, May 22nd. Afterwards, votes will be tallied and reviewed by Willie Williams and results announced on Friday, May 24th. Chair will be selected by simple majority vote. If there is not a nomination for a specific role, Willie Williams will work to recruit members to serve in leadership roles. Once Chairs are selected, they are welcome to select a co-chair. Willie Williams and Integral Care staff will work with Chairs to provide support and guidance.
- 4. Strengthening the Conference for 2020:** Willie Williams and Shannon Carr expressed a commitment to have people with lived experience be a part of the conference planning. One of the conference goals is to normalize mental illness and share common experiences. Ellen Richards discussed results of conference surveys and takeaway comments. This year there were additional ways to offer feedback including paper surveys at the conference, an online post-conference survey plus exhibitor and volunteer surveys.

5. **Program Update – Keynote Speaker ideas:** Willie Williams reported people have made suggestions for keynote speakers including King Davis, formerly of the Hogg Foundation and Althea Stewart, MD, President of the American Psychiatric Association. Additional suggestions at the meeting included Jenifer Lewis, actress on TV program Blackish; Taraji Henson, actress and founder of <https://borislhensonfoundation.org/>). Members agreed the keynote speaker should be able to draw a big audience to the event. Funding is needed to help fund the speaker fees. Emmitt Hayes suggested the creation of an elevator speech that members could use to bring up the topic to potential funders and then Integral Care staff could follow up with additional information. [Integral Care is revising the sponsorship packet and will develop an elevator speech.](#)
6. **Hiring Progress and Process:** Jodie Eldridge reported there have been 14 applicants to date for the Special Events Manager position. Phone interviews are being conducted and once candidates have been selected for in-person interviews, Vicky Coffee and Shannon Carr will be a part of the interview panel. Willie Williams will sit in on the final interview.
7. **Review Draft Conference Budget:** Ellen Richards and Jodie Eldridge reviewed a draft budget based on data from the 2019 conference. Increases of 3% for food and parking were included but remain unknown until the Austin City Council votes on the local budget. Increases to revenue from registration, funding and sponsorship are necessary for the 2020 conference. Integral Care’s monetary contribution of ~\$51,000 will remain constant if at all possible. Members suggested reaching out to local mental health hospitals to be vendors or contributors.
8. **Other Business:** There was no Other Business to discuss.

Note follow-up items are in blue text.