



Central Texas African American Family Support Conference Planning Committee Meeting Minutes

Date: Wednesday June 19, 2019

Time: 11:30am -1pm

Location: Conference Room 3, 1430 Collier St, Austin, TX 78704

In Person: Stephany Bryan, Vicky Coffee, Katie Conyers, Stephanie Harris, Sonia Hartman, Emmitt Hayes, Ulysses Moore, Lisa Quinn, Ellen Richards, Kye Tavernier, Willie Williams

On Telephone: Michele Bibby, Shannon Carr, Kacey Hansen, Sonya Hosey, Debra Price, Flora Releford, Falecia Rivers, Shechem Sauls, Warren Stewart, Leonor Vargas, Nell Watts

- 1. Welcome, Introductions & Announcements:** Willie Williams opened the meeting and spoke briefly of the importance of Juneteenth. Members introduced themselves in person and over the phone.
- 2. Planning Agreements Update:** [Ellen Richards requested those who haven't previously signed the Conference Planning Participation Agreement to please review, sign and return to Lisa Quinn.](#)
- 3. Committee Updates:** Members updated on subcommittee progress. Emmitt Hayes reported the Sustainability Committee is in process of scheduling a meeting and welcomed others to join the committee. Debra Price reported the Outreach Committee will meet soon. Vicky Coffee and Michele Bibby are representing the Awards Committee. They will meet soon to discuss recruiting community nominations of noteworthy individuals. Kye Tavernier represents the Logistics Committee and will meet with the Special Events Manager once the position has been filled. Willie Williams reported on an ad hoc committee consisting of himself and Marietta Noel. They will focus on honoring key people who helped with the conference inception and growth. Members discussed finding a keynote speaker; someone who will represent the core of the conference. [Willie Williams will reach out to NAMI for help in identifying a list of presenters.](#) It was suggested to have the speaker be a person with lived experience who understands the local community.
- 4. Program Committee Update:** Shannon Carr reported the committee will meet on Tuesday, July 9 at 10am in Conference Room 3 of 1430 Collier Street. All are welcome to attend and participate. Meeting will focus on the distribution of the Call for Papers and Poster Sessions. Members offered suggestions for session topics including: the effects on mental wellness due to the re-gentrification of East Austin; new strategies for the homeless shelter; the school to prison pipeline; how homelessness is impacting Central Austin; the over-representation of African Americans at state hospitals in Central Texas; the role that eviction plays in homelessness; difficulty of accessing services for transition age youth; and a presentation on Intellectual Developmental Disabilities. Additional suggestions were to include the faith based community. Kye suggested, based on a recent conference she attended, to consider dividing up the sessions into categories such as how to access resources and inspiring hope. Committee also discussed the idea of having popular presentations from previous conferences be repeated for 2020.

5. **Sponsor Packet and Elevator Speech:** Emmitt Hayes discussed the elevator speech. He requested members review the information and start incorporating the language into any communications pertaining to the conference. The information is still in draft form so comments and feedback are welcome. The sponsor information outlines the differentiation between exhibitors and sponsors. A stewardship letter for long-term support among sponsors will be sent out in the coming weeks. It was suggested to change the yellow font on the sponsorship packet to a different color for easier viewing when printed in black toner. Questions regarding additional sponsorship levels such as Signature Sponsor and sponsorship of a specific portion of the conference can be referred to Integral Care. All information is now listed on the website for easy retrieval and review. Contact List Quinn if documents need to be emailed.

6. **Update on Hiring Staff and CTAAFSC Planning Timeline:** Ellen Richards reported a candidate is going through the standard background check process and hopefully starting soon. She thanked the committee members who participated in the selection process: Shannon Carr, Vicky Coffee, Falecia Rivers, and Willie Williams. Ellen described the Planning Timeline as an internal tool to help Staff stay on track with various deadlines. Document will be updated as tasks are completed. Suggestions include color coding deadlines that have an unchangeable date and adding sub-committee deadlines to document on different tabs to help make the document more user friendly for committee members.

7. **Other Business:** Leonor Vargas reported AISD will continue to assist with support and marketing. Stephanie Harris reported an interest in the Sustainability Committee and Leonor was interested in Outreach.

Follow-up Items from June are on the next page

Follow-up Items

Members who haven't previously signed the [Conference Planning Participation Agreement](#) are requested to please review, sign and return to [Lisa Quinn](#).

Willie Williams will reach out to NAMI for help in identifying a list of presenters.

Members are requested review the Sponsor Packet and Elevator Speech and start incorporating the language into any communications pertaining to the conference.

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