

**Central Texas African American Family Support Conference  
Planning Committee Meeting**

**Date:** Wednesday July 17, 2019  
**Time:** 11:30am -1pm  
**Location:** Conference Room 3, 1430 Collier St, Austin, TX 78704

**Conference Call #: 877-226-9790**

**Access Code: 2887183#**

**All documents to support committee work may be found here: <https://ctaafsc.com/meetings/>**

**AGENDA**

- |   |                  |
|---|------------------|
| 1. Welcome, Introductions & Announcements   | Willie Williams  |
| 2. Follow-up Items from June Meeting  | Willie Williams  |
| 3. Keynote Speakers   | Willie Williams  |
| 4. Committee Updates  | Committee Chairs |
| a. Program  |                  |
| b. Outreach   |                  |
| c. Sustainability & Fundraising   |                  |
| d. Scholarships & Awards  |                  |
| e. Ad hoc (new)   |                  |
| 5. CTAAFSC Budget and Planning Timeline   | Ellen Richards   |
| 6. Other Business   | All              |
| a. Big Texas Rally for Recovery <a href="https://bigtexasrallyforrecovery.org/">https://bigtexasrallyforrecovery.org/</a> |                  |

**IMPORTANT DATES OF INTEREST:**

**2020 Conference Date/Location**

**Palmer Events Center**

February 10, 2020 Set up

February 11, 2020 Day 1

February 12, 2020 Day 2

**Planning Committee**

Third Wednesday - Aug. 21st  
11:30am – 1pm at 1430 Collier

**Fundraising/sustainability Committee**

Fourth Wednesday of Each Month  
12- 1 pm at 1430 Collier  
Next Meeting: July 24th

**Program Committee**

Second Tuesday of Each Month  
10:00 - Noon  
Next Meeting Aug. 13<sup>th</sup>

**Outreach & Marketing Committee**

Second Wednesday of Each Month  
11:30 – 12:30  
Next Meeting Aug. 14th

## Follow-up Items from Last Meeting

- 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.
- 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.
- 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.