

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

Date: Wednesday July 17, 2019

Time: 11:30am -1pm

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

In Person: Lady Jane Acquah, Mallinee Diggs, Deborah Duncan, Emmitt Hayes, Kimberley Holiday, Sonya Hosey, Ulysses Moore, Lisa Quinn, Ellen Richards, Falecia Rivers, Kye Tavernier, Willie Williams

On Telephone: Shannon Carr, Stephanie Harris, Kacey Hansen, Flora Releford, Nell Watts

- 1. Welcome, Introductions & Announcements:** Willie Williams opened the meeting and requested that attendees say their name before speaking. Members announced themselves in person and on the phone. Integral Care's new Special Events Manager Lady Jane Acquah introduced herself to the committee and provided a brief background. She is in the process of reaching out to members and looks forward to her role in the 2020 conference planning.
- 2. Follow-up Items from June Meeting:** [Willie Williams reported a stewardship letter is being created and the sponsorship package is being updated for easier review.](#) Each sub-committee has a timeline on the conference website which will be updated as items are completed. [Willie and Shannon Carr will reach out to NAMI.](#)
- 3. Keynote Speakers:** Willie Williams reported 4ABHN will sponsor two conference keynote speakers: Dr. King Davis and Altha Stewart, MD. Lady Jane Acquah played short video clips of potential additional speakers, all with lived experience: Mike Veny, Francine Ward, Jenifer Lewis and an audio clip of Latesha Higgs. Keris Myrick from SAMHSA is another possible speaker with lived experience. [Members not present at the meeting are encouraged to watch the videos \(https://ctaafsc.com/wp-content/uploads/2019/07/Keynote-Speakers-Ideas.pdf\)](https://ctaafsc.com/wp-content/uploads/2019/07/Keynote-Speakers-Ideas.pdf) and provide feedback to Lisa Quinn by Friday, July 26 so it can be shared with the Program Committee. Someone with lived experience is being sought for the keynote speaker; funding may play a role in selection of speaker. Members discussed the importance of being able to engage attendees at both the start and end of the conference so attendance remains constant throughout both days. Also of noted importance was the engagement of young African American men.

4. Committee Updates

Committee Chairs

- a. Program:** Shannon Carr thanked members for their input on behalf of the Program Committee. [Alternate suggestions for speakers are also welcome to be sent to the Program Committee.](#) Committee is working on conference outline and timeline. Call for Papers should be posted by the end of July and the vetting process will begin thereafter. Next meeting is on Tuesday, August 13.
- b. Outreach:** Kimberley Holiday reported the committee discussed ideas for potential areas for outreach, materials and options for having booths at other events to promote the conference. Meeting minutes are posted on the website. Ellen Richards distributed copies of draft conference flyers ([also posted to the website](#)). [Members are requested to send in comments on color, scheme, language or other suggestions to Lisa Quinn by Friday, July 26.](#)
- c. Sustainability & Fundraising:** Emmitt Hayes reported he met with co-chair Falecia Rivers to discuss next steps for committee. [Bullet points for discussing the conference are listed on the website and it is requested members begin incorporating the language when speaking about the conference.](#)
- d. Scholarships & Awards:** Ellen Richards reported the committee is finalizing a date to meet. Members interested in attending are requested to contact Lisa Quinn for details.

- e. **Ad hoc (new):** Willie Williams reported he and Marietta Noel have met to work on recognizing individuals who are historical building blocks of the conference.
5. **CTAAFSC Budget and Planning Timeline:** Ellen Richards shared [budget information](#) showing estimates for the 2020 conference. Also shared was a [timeline of tasks through the end of August](#). Information is posted on the website. The timeline will be updated and reposted to the website when dates change. Individual timelines have been created for each committee.
6. **Other Business:** Conference registration opens on August 29. Members desiring to change sub-committee membership are asked to email Lisa Quinn. Committee Agendas will include dates of other sub-committee meetings. KAZI radio is changing its business model including ad buys being required as part of appearances on shows. It was suggested that the conference recognize KAZI radio for their contributions of air time over the years. Award nominations will open in the fall. Dr. Octavio Martinez is being sent a letter on behalf of the conference recognizing his support for underwriting the keynote speakers. Members discussed the ideas of a pre-conference celebration or reception with the understanding that outside funding would need to be obtained.
- Big Texas Rally for Recovery (<https://bigtexasrallyforrecovery.org/>): Willie Williams reported the September conference is one of the largest recovery focused rallies in Texas. Committee will look into getting brochures distributed at the event.

Follow-up Items from July are Listed on Next Page

Follow-up Items

A stewardship letter is being created and the sponsorship package is being updated for easier review.

Willie Williams and Shannon Carr will reach out to NAMI.

Members are encouraged to watch the keynote speaker candidates' videos (<https://ctaafsc.com/wp-content/uploads/2019/07/Keynote-Speakers-Ideas.pdf>) and provide feedback to Lisa Quinn by Friday, July 26 so it can be shared with the Program Committee.

Alternate suggestions for speakers are also welcome to be sent to the Program Committee.

Members are requested to send in comments on color, scheme, language or other suggestions on the [draft brochures](#) to Lisa Quinn by Friday, July 26.

Members are requested to begin incorporating [elevator speech language](#) when speaking about the conference.