

**Central Texas African American Family Support Conference
Awards & Scholarships Committee Meeting Minutes**

Date: Wednesday, July 24, 2019

Time: 10:30 – 11:30am

Location: Conference Room 2, 1430 Collier St, Austin, TX 78704

In Person: Lady Jane Acquah, Michele Bibby, Vicky Coffee, Lisa Quinn

On Phone: Stephany Bryan

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

- 1. Brief Welcome by Chair and Introductions of Members:** Participants introduced themselves. Lady Jane Acquah stated she is working on updating information on the conference website.
- 2. Scholarship Application Criteria Development:** Committee discussed the application and selection processes for awards and scholarships. [Lady Jane will reach out to current funders for clarification on topics such as self-nomination of applicants, financial need playing a factor in selection, transportation needs, Travis County residency and other specifications as may be appropriate to the funder, award or scholarship, and the recipient.](#) Meeting the criteria and intent of the donors is of importance to the committee. The idea of each scholarship having different criteria was discussed.
- 3. Online Scholarship Application Development:** Committee discussed ways to enhance the generic application on the conference website. The need for additional descriptions on the intent of the scholarships and awards will be worked on via Lady Jane's outreach to funders. [Website should offer the phone number or email address of Integral Care Staff who can provide assistance with completing the application, if needed.](#) It was suggested to separate each scholarship nomination into a different page so it can reflect the criteria specific to each funder. Removal of the top paragraph on the scholarship page was discussed. Discussion of website language to focus on the African American aim and impact of recipients is important in determining the specifics how the final selections are made.
- 4. Wording for Award Nominations:** Committee discussed changing some verbiage throughout the website to convey people first and honoring language. [Topic will be on the August Planning Committee agenda.](#)
- 5. Awards & Scholarship Suggestions from 2019 Conference:** Handouts showing suggested awards and scholarship nominations collected at the 2019 conference were shared (and are posted on the website). [Vicky and Michele will reach out to people who nominated others for awards or scholarships.](#) The Outreach Committee may be asked for assistance in publicizing the available awards and scholarships.
- 6. Previous Recipients Spreadsheet:** A spreadsheet showing recipients of the various awards and scholarships was distributed. [Lisa will share the selection rating scale from previous conferences.](#)
- 7. Establish Monthly Meeting Date:** Committee selected the second Thursday of each month from 10-11:30am to meet (in Conference Room 2 of 1430 Collier Street).