

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

**Date:** Wednesday, August 8, 2019  
**Time:** 10am- 11:30am  
**Location:** Conference Room 2, 1430 Collier St, Austin, TX 78704

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

**On Phone:** Annie Powell

- 1. Welcome, Introductions & Announcements:** Members were welcomed and introduced themselves. There were no announcements.
- 2. Follow-Up Items from Previous Meeting:** Follow up items were discussed. The [info@ctaafsc.org](mailto:info@ctaafsc.org) address will be the main contact point for providing assistance on scholarship applications. Committee discussed website language and updating it for consistency and inclusion of people first, strength based, recovery focused verbiage. Topic will be on the agenda for the August Planning committee.
- 3. Responses from Award/Scholarship donors:** Lady Jane Acquah distributed a sheet with information from scholarship donors and their intentions for the funds. Reverend Ed Calahan on behalf of the RR Coleman-Calahan Lodging Scholarship; Michele Bibby for the Person in Mental Health Recovery Scholarship and Jerry Parker for The Wood Group Educational Scholarship were all contacted. Each of the funders was asked for background information, criteria for recipient selection and other pertinent information. [Lady Jane Acquah will follow up on whether specifics like ethnicity, whether there is a focus population, home area and lived experience will play a factor in selection.](#) The Austin Area Mental Health Consumers have yet to respond. [Michele Bibby will provide additional details on the intent of her scholarship.](#)
- 4. Strategies for seeking nominations:** Places such as schools and Goodwill training locations will receive information on scholarship applications.
- 5. Criteria for Selecting Award Winners:** [Lady Jane Acquah will get background information on the creation of the Coleman and Hopkins awards and the requirements.](#)
- 6. Selection of Award Nomination Judges:** Topic will be discussed during committee work day on September 12.
- 7. Selection of Scholarship Application Screeners:** Topic will be discussed during committee work day on September 12.
- 8. Review Rating Tool:** Topic will be discussed during committee work day on September 12.
- 9. Conflict of Interest:** Members of any of the CTAAFSC committee should neither nominate others or be nominated themselves.
- 10. Follow-up from 2018 nomination sheets:** Vicky Coffee and Michele Bibby will discuss at a later time.

## Follow-up Items

Lady Jane Acquah will follow up on whether specifics like ethnicity, whether there is a focus population, home area and lived experience will play a factor in selection.

Michele Bibby will provide additional details on the intent of her scholarship.

Lady Jane Acquah will get background information on the creation of the Coleman and Hopkins awards and the requirements.

Work Day: Thursday, September 12 at The Hogg Foundation / 9am-4pm

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