

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

Date: Wednesday, September 18, 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

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| 1. Welcome, Introductions & Announcements | Willie Williams |
| 2. Committee Updates | Committee Chairs |
| <ul style="list-style-type: none"> a. Program b. Outreach c. Sustainability & Fundraising d. Scholarships & Awards e. Ad hoc (Willie Williams) | |
| 3. Brian Joseph Memorial Painting Presentation | Willie Williams and Ellen Richards |
| 4. New Artwork and Usage | Lady Jane Acquah |
| 5. Update on Wellness Symposium | Vicky Coffee and Ellen Richards |
| 6. Request Volunteers to Work with Organizers of Symposium | Vicky Coffee and Ellen Richards |
| 7. Update on Keynote Speakers | Shannon Carr and Sonya Hosey |
| 8. Pre-Conference Reception Discussion | Emmitt Hayes |
| 9. Social Media Usage | Lady Jane Acquah |
| 10. Awards: Additional recognition / recognizing the hard work of people over 20 years | Vicky Coffee & Lady Jane Acquah |
| 11. Video Shoot for Outreach | Lady Jane Acquah |
| 12. People First Language | Ellen Richards |
| 13. Other Business | All |

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 – October 16
11:30am – 1pm at 1430 Collier

Fundraising/sustainability Committee

Fourth Wednesday – September 25
12- 1 pm at 1430 Collier

Program Committee

Second Tuesday – October 8
10:00 - Noon

Outreach & Marketing Committee

Second Wednesday October 9
11:30 – 12:30

Follow Up Items from August Meeting

Integral Care will update conference marketing materials once the logo is received from Brian Joseph.

The Call for Papers and Call for Posters will be out on the website by the end of August.

Lady Jane Acquah requested assistance from members to participate in short videos to help publicize the conference and increase paid attendance.

Lisa Quinn will send a list of available times for recording videos.

Integral Care staff will look for old video footage from past conference.

Kimberley Holiday will assist with the programming at KAZI and promoting different messages based on audience of radio programs.

The Black Ministers Union is meeting in Austin in August. Felisha Mason-Edwards, Michele Bibby, Kimberly Holiday and Mallinee Diggs will plan to attend as representatives of the conference committee.

Members will work with the Outreach committee to help publicize awards and scholarships.

Subcommittee members will bring back to September Planning committee with proposed budget and event logistics.

Lisa Quinn will send out an availability schedule for videotaping.