

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

**Date:** Wednesday, August 21, 2019  
**Time:** 11:30am -1pm  
**Location:** Conference Room 3, 1430 Collier St, Austin, TX 78704

**In Person:** Lady Jane Acquah, Naijean Bernard, Michele Bibby, Shannon Carr Vicky Coffee, Mallinee Diggs, Marisol Fray, Janice Goodspeed, Emmitt Hayes, Felicia Mason-Edwards, Jacqueline Miller, Lisa Quinn, Ellen Richards, Kye Tavernier, Leonor Vargas, Willie Williams, Fabian Wood

**On Telephone:** Stephany Bryan, Kimberly Holiday, Sonya Hosey, Ulysses Moore, Falecia Rivers, Warren Stewart, Nell Watts

- 1. Welcome, Introductions & Announcements:** Willie Williams opened the meeting. Members introduced themselves.
- 2. Follow-up Items from July meeting:** Action items from July meeting were reviewed. Emmitt Hayes and Katie Conyers are developing a stewardship letter. Willie Williams reached out to NAMI Central Texas and the organization is supportive of the conference.
- 3. Language on the website: One or two words used to represent (MI, SUD, & IDD):** Lady Jane Acquah reported that wording on conference website is being reviewed. The phrase “persons with lived experience” is currently being used. It was suggested to have consistent phrasing on the conference website. Suggested description was “a person with lived experience with mental health, substance use, or intellectual and developmental disabilities experience.” The Awards & Scholarships subcommittee is meeting in September and will assist in determining language.
- 4. Tag line: “Celebrating our Legacy, Valuing the Present and Envisioning our Future”:** Willie Williams introduced the conference tagline and requested feedback. Members provided positive feedback saying it was inclusive, inviting and simple to understand.
- 5. Announce 2020 Logo by Brian "Bydeeman" Joseph:** Willie Williams reported local artist Brian Joseph is putting the finishing touches on a conference logo with tagline. He will give the finished artwork to Integral Care by the end of the summer. [Integral Care will update conference marketing materials once the logo is received.](#) Members discussed possibly selling logo merchandise at the conference and ways of thanking Mr. Joseph for his gift to the conference.
- 6. Committee Updates**
  - a. Program:** Shannon Carr reported the subcommittee will alternate locations between Integral Care and Travis County. King Davis, Ph.D. will be one of the conference keynote speakers. [Two other options are also being considered.](#) Speakers should be motivational, have lived experience, be empowering and have the ability to tie the conference together. [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. Spanish speakers are requested to participate in taping. [Integral Care staff will look for old video footage from past conference.](#)

- b. Outreach:** Kimberly Holiday reported the committee discussed getting the conference flyers translated into Spanish in an effort to be more culturally sensitive. Volunteers are needed to help distribute flyers. [Ms. Holiday will assist with the programming at KAZI and promoting different messages based on audience of radio programs.](#) Mallinee Diggs shared a list of 23 churches which have received conference flyers. Additional outreach to East Austin is needed as there is work to be done in promoting the Integral Care name change from Austin Travis County Mental Health Mental Retardation. [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.](#)
- c. Sustainability & Fundraising:** Emmitt Hayes reported the committee is working to get support from African American businesses and faith entities as well as doctors and community partners.
- d. Scholarships & Awards:** Vicky Coffee reported the subcommittee is having an all-day work session on September 12 at The Hogg Foundation. Language for webpage, awards and scholarships will be discussed as well as the rating forms, selection of winners to ensure non-bias and documentation of the process for future conferences. Lady Jane Acquah is reaching out to scholarship funders to ensure eligibility requirements are properly represented. [Members will work with the Outreach committee to help publicize awards and scholarships.](#)
- e. Ad hoc:** Willie Williams reported prior Planning Committee members are being considered as possible moderators, historians and remembrance givers. Committee is trying to keep the program local, engaging and historical.
- 7. Pre-conference fundraising:** Emmitt Hayes reported on the pre-conference reception that was discussed on a recent conference call. Members would each have to sell tickets and help cultivate relationships with potential sponsors. Reception would be two hours at the Carver Library, include food and beverages, conference videos, remarks by David Evans and Willie Williams. Singing, instrumental music and spoken word poetry were entertainment options. Other ideas included having onsite registration and tie in with the African American Quality of Life Commission. [Subcommittee members will bring back to September Planning committee with proposed budget and event logistics.](#)
- 8. Short Videos to Promote Call for Papers:** Lady Jane Acquah requested members participate in recording short videos to help promote the conference. [Lisa Quinn will send out an availability schedule.](#)
- 9. Youth Mental Health Symposium / February 8, 2020:** Ellen Richards complimented Vicky Coffee for her work connecting with the Boule group to help coordinate a youth symposium scheduled before the conference. The event will take place in February at St. Edward's University and will target youth aged 15-24.
- 10. Big Texas Rally for Recovery:** Willie Williams reported Joe Powell, Chair of recovery event, received a pdf version of the flyer for distribution. All new Peer Recovery Specialists will receive an email invitation to the conference.
- 11. Other Business:** Members encouraged each other to speak with person-first language regarding mental health.

## Follow Up Items

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.

## IMPORTANT DATES OF INTEREST:

### 2020 Conference Date/ Palmer Events Center

February 10, 2020 Set up  
February 11, 2020 Day 1  
February 12, 2020 Day 2

### Awards Committee

Second Thursday – September 12  
11:30am – 1pm at 1430 Collier

### Fundraising/Sustainability Committee

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

### Program Committee

Second Tuesday – September 10  
10:00 - Noon

### Outreach & Marketing Committee

Second Wednesday – September 11  
11:30 – 12:30