

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

Date: Wednesday, October 9, 2019

Time: 11:30am -12:30pm

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

In Person: Lady Jane Acquah, Lisa Quinn, Falecia Rivers

On Phone: None

1. **Welcome & Introductions:** Members greeted each other.
2. **Follow-up from the previous meeting:** Lady Jane Acquah reviewed the follow-up items from the September meeting. Flyers and posters will be distributed closer to event date. [Lady Jane will be sending out electronic brochures to contacts.](#) Wording on the Awards & Scholarship documents and website language is being reviewed and will be updated soon.
3. **Facebook Group:** Lady Jane reviewed a handout on social media outreach. A Facebook group on the Integral Care page has been created. [All committee members will be encouraged to join the group and share the information with their contacts.](#)
4. **Video Shoot for Church Announcements:** [Videos will be taped in the near future with Reverend Horton and his wife, Shalonda. Church secretaries will be contacted at various locations to help distribute the information either electronically or in the church bulletin.](#) It will be requested for distribution every other week starting in late October and members can help promote conference.
5. **Media Sponsorship Recording:** Lady Jane reported the wording and scripts are ready and will be recorded soon with Kimberly Holiday. KAZI will be recognized as a media sponsor at the conference and in the program. [Volunteers to call into radio shows will be needed at future dates.](#)

Follow Up From October Meeting

Lady Jane will be sending out electronic brochures to contacts.

All committee members will be encouraged to join the Facebook group and share the information with their contacts.

Church secretaries will be contacted at various locations to help distribute conference information either electronically or in the church bulletin.

Volunteers to call into radio shows will be needed at future dates.