

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

Date: Wednesday, October 16, 2019

Time: 11:30am -1pm

Location: Conference Room 3, 1430 Collier St, Austin, TX 78704

In Person: Lady Jane Acquah, Michele Bibby, Vickie Black, Mallinee Diggs, Deborah Duncan, Emmitt Hayes, Ulysses Moore, Estephanie Olivares, Margaret Payne, Lisa Quinn, Ellen Richards, Falecia Rivers, Leonor Vargas, Willie Williams, Fabian Wood

On Phone: Stephany Bryan, Shannon Carr, Vicky Coffee, Kacey Hanson, Annie Powell, Kye Tavernier

1. Welcome, Introductions & Announcements: Willie Williams opening the meeting and members introduced themselves.

2. Committee Updates

- a. Program:** Shannon Carr reported contracts are being processed for the keynote speeches by King Davis and Altha Stewart plus special guest, Le'Andria Johnson. Program timeline is being developed. Workshops for engaging, powerful, and recovery-focused themes are being sought. [Shannon Carr and Sonya Hosey will send Integral Care staff a draft program to help with logistics of having local dignitaries at the event. Ellen Richards is working on getting proclamations from the City of Austin, Travis County and the State of Texas.](#)
- b. Outreach:** Lady Jane Acquah reported the Outreach Committee is working on emails and flyers to be emailed out to advertise the conference. Committee member videos promoting the conference continue to be shared. Reverend and Mrs. Horton will tape a video to be distributed to various churches. [Lady Jane Acquah and Kimberly Holiday will record the radio announcements for the conference. Lady Jane will work on locating video footage from earlier conferences and will contact photographer Ron Collins to see if he has any material to share from earlier conferences. Leonor Vargas will assist with getting AISD to put conference information on their social media platforms and sending out press releases.](#)
- c. Sustainability & Fundraising:** Emmitt Hayes reported the committee is formalizing solicitation letters for the pre-conference reception which will be held on January 14 at the Carver Museum. The reception is part of a long term fundraising event for the conference. All levels of help are needed and the next sub-committee meeting will focus on assigning contacts for members to call and invite to the event. Mallinee Diggs reported a \$350 pledge from Precinct 1. Tickets are a donation of \$35 each; with a goal of 15 members to get donations for 10 tickets each; totaling \$5250. Sponsorships are being sought for the \$400 museum fee, plus in-kind donations for the food and photography. [Integral Care will draft a document to share with in-kind donors. Members are encouraged to help spread the word about the event and help get people to attend.](#) A sample ticket was displayed and will be finalized at the next sub-committee meeting.
- d. Scholarships & Awards:** Vicky Coffee reported the committee worked hard to complete the revisions/edits for each of the awards and scholarships. Language was re-worked for consistency. Each scholarship will have its own page on the conference website. [Members will contact the Outreach committee to help with spreading the word to possible candidates.](#) The next sub-committee meeting will focus on the rating forms for the awards and scholarships.

- e. **Ad hoc:** Willie Williams reported Mariette Noel is working with individuals who helped start the conference to have them attend and be recognized as part of the Legacy lunch and panel discussion.
- 3. **Information on Facebook Group:** Lady Jane Acquah shared information about joining a conference Facebook page connected to Integral Care. [Members were walked through the joining process and are encouraged to join and share the information with their social media contacts.](#)
- 4. **Youth Wellness Symposium Update:** Vicky Coffee and Fabian Wood attended the youth symposium planning meeting. Discussion topics included finalizing the name of the conference, opening events, entertainment and wellness activities. Event will take place on February 8, 2020 at St. Edward's University with two sets of breakout sessions aimed at families and youth. Attendance of approximately 250 youth aged 14-25 is being sought. Nicole Cross from Spectrum News will be the emcee. Committee members offered workshop suggestions of Tyler Campbell (son of Earl Campbell), educator Bavu Blakes, anxiety, spoken word, and dating. A possible poster session could be re-shown at CTAAFSC.
- 5. **Other Business:** Willie Williams reminded members to check the conference website for updates on agendas and minutes plus other meeting materials.

Follow-up Items from Last Meeting

[Shannon Carr and Sonya Hosey will send Integral Care staff a draft program to help with logistics of having local dignitaries at the event.](#)

[Ellen Richards is working on getting proclamations from the City of Austin, Travis County and the State of Texas.](#)

[Lady Jane Acquah and Kimberly Holiday will record the radio announcements for the conference.](#)

[Lady Jane will work on locating video footage from earlier conferences and will contact photographer Ron Collins to see if he has any material to share from earlier conferences.](#)

[Leonor Vargas will assist with getting AISD to put conference information on their social media platforms and sending out press releases.](#)

[Integral Care will draft a document to share with in-kind donors.](#)

[Members are encouraged to help spread the word about the pre-conference reception and help get people to attend.](#)

[Scholarships & Awards subcommittee members will contact the Outreach committee to help with spreading the word to possible candidates.](#)

[Members are encouraged to join the conference Facebook page and share the information with their social media contacts.](#)