

**Central Texas African American Family Support Conference
Program Committee Meeting Agenda**

Date: Tuesday, October 8, 2019

Time: 10am -12pm

Location: Travis County / 502 East Highland Blvd / Across from ACC at Highland Mall / in front of Habitat Suites / Middle row of buildings / Door #: 502 106B

In-Person: Lady Jane Acquah, Shannon Carr, Mallinee Diggs, Lisa Quinn

On Phone: Stephanie Bryan, Vicky Carr, Jodie Eldridge, Edwin Evans, Sonya Hosey

- 1. Welcome, Introductions & Announcements:** Members introduced themselves and thanked Mallinee for the treats.
- 2. Follow-up from Previous Meeting:** Shannon Carr reviewed the follow-up items from the September meeting.
- 3. Update on Keynote/Guest Speakers:** Vicky Carr reported on a call with Dr. Altha Stewart. Dr. Stewart is very excited to be a part of the conference. [Lady Jane Acquah will connect with the Hogg Foundation about payment and reimbursement details for both Dr. Stewart and Dr. King Davis.](#) The specifics for possible special guest Le'Andria Johnson were discussed. She has requested an \$8k contract plus first-class travel for herself and coach accommodations for three staff. Additional requests include per diem for her staff and hotel accommodations for 4 people. Members discussed charging a separate fee for her portion of the event and the logistics of vacating the hall before her arrival. All attendees would need a wrist band for re-entry into hall. Possible short entertainment option while hall is being cleared.
- 4. Program Layout:** Members discussed logistics of the conference. [Integral Care staff is working on inviting city officials.](#) [Mallinee Diggs will contact Reverend Hendrix regarding Moment of Silence.](#) [Shannon Carr will contact Sharon Taylor about performing Lift Every Voice and Sing.](#) Pertaining to the workshops, some of the sessions will be from past presenters. Dr. Davis is moderating the panel of prior conference organizers and will also conduct a workshop. [Shannon Carr is working on contacting a newsperson for Legacy Luncheon.](#) [Shannon Carr will work on re-working the first-day timeline in order to accommodate the 4ABHN reception.](#) She has contacted Rep. Coleman's office regarding the second-day luncheon. [Lady Jane Acquah will contact Richard Hopkins to see if he has someone in mind for the guest presenter for the first-day luncheon.](#) Members discussed keeping registration open even if target numbers have been reached for the second day due to a high no-show rate. Conference will end with closing remarks by Willie Williams and David Evans.
- 5. Other Discussion Items:** Vicky Coffee discussed logistics for the 4ABHN event taking place after the first day of the conference. Members discussed options for the 30 minute setup time needed for event. Suggestions included a door prize and having exhibitors give out passport tickets to those stopping by the booth for another prize. Other suggestions were having only three afternoon sessions so two rooms would be available for the 4ABHN conference set up, scavenger hunt, VIP exhibitors upstairs, changing end time on Tuesday, and providing light snacks downstairs. Logistics are still being developed and will focus on keeping people engaged during the transition time. Focus on the event will be on networking, fellowship, talking and food.

Follow Up From October Meeting

Lady Jane Acquah will connect with the Hogg Foundation about payment and reimbursement details for both Dr. Stewart and Dr. King Davis.

Integral Care staff is working on inviting city officials.

Mallinee Diggs will contact Reverend Hendrix regarding Moment of Silence.

Shannon Carr will contact Sharon Taylor about performing Lift Every Voice and Sing.

Shannon Carr is working on contacting a newsperson for Legacy Luncheon.

Shannon Carr will work on re-timing the first-day timeline in order to accommodate the 4ABHN reception.

Lady Jane Acquah will contact Richard Hopkins to see if he has someone in mind for the guest presenter for the second-day luncheon.