

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

**Date:** Wednesday, September 18, 2019

**Time:** 11:30am -1pm

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

**In Person:** Lady Jane Acquah, Michelle Bibby, Vicky Coffee, Mallinee Diggs, Deborah Duncan, Sonia Hartman, Emmitt Hayes, Kimberly Holiday, Ulysses Moore, Margaret Payne, Lisa Quinn, Ellen Richards, Maya Smart, Kye Tavernier, Leonor Vargas, Willie Williams

**On Phone:** Sonya Hosey, Joy Miller, Falecia Rivers

**1. Welcome, Introductions & Announcements:** Members introduced themselves and were welcomed by Willie Williams.

**2. Committee Updates**

- a. Program:** Sonya Hosey reported there are two candidates for the keynote speaker on the second day of conference: actress Jennifer Lewis and gospel singer Le'Andria Johnson. [Deborah Duncan and Lady Jane Acquah will be contacting Le'Andria to discuss contract specifics then a decision will be made by the Program Committee.](#)
- b. Outreach:** Kimberly Holiday reported the committee met on the previous week and discussed how to reach the target audience for attendees. A sponsorship plan is being discussed with KAZI radio. Lady Jane Acquah has been sending out electronic flyers and will distribute hard copies as the conference nears. [Leonor Vargas stated AISD will help distribute \(and translate, if needed\) the flyers among the various campuses. Superintendent Cruz and the school equity officer have offered to film videos to promote the conference.](#)
- c. Sustainability & Fundraising:** Emmitt Hayes reported supporter solicitations were discussed at the last meeting. The pre-conference reception details are being developed. The challenge for the reception is to avoid contacting conference sponsors. Up to 150 people can attend if the event is held at the Carver Library. A majority of members voted move forward with the reception and charge \$35 for the tickets to be sold to organizations and community members.
- d. Scholarships & Awards:** Vicky Coffee stated the committee had a work day which focused on re-writing the descriptions for all the awards and scholarships so the information is clear and concise. [Information will be finalized by October and there will be a separate link for each award.](#) Committee will work with the Outreach committee to help solicit nominees. Committee will reach out to nominees who were suggested at the 2019 conference. There will be a fair and objective rating of nominees during the selection process. The Spirit Award will return for the 2020 conference and be re-named the Tress Berry Spirit Award.
- e. Ad hoc:** It was stated that Marietta Noel would have an update on how to honor long-time conference supporters at the October meeting.

**3. Brian Joseph Memorial Painting Presentation:** It was suggested to unveil the Image at the pre-conference reception.

4. **New Artwork and Usage:** Ellen Richards spoke regarding how the new logo will be used as a symbol for the conference. The image will be used on awards and scholarships plus on print and promotional materials. The image is not to be used on saleable items or giveaways.
5. **Update on Wellness Symposium:** Vicky Coffee reported on the local Boule group who is hosting a youth conference and tying it together with the CTAAFSC. Event will be on February 8 at St. Edward's University. The symposium focus will be on youth and also have a strong social media presence aimed at college and high school age students of color aged 14-25.
6. **Request Volunteers to Work with Organizers of Symposium:** [Contact Vicky with questions or for volunteer opportunities.](#)
7. **Update on Keynote Speakers:** Item was discussed with the Program Committee update.
8. **Pre-Conference Reception Discussion:** Item was discussed with the Sustainability & Fundraising Committee update.
9. **Social Media Usage:** [Members were encouraged to share conference information on social media. Integral Care will look into a phone app which could be used at the conference.](#)
10. **Awards:** Additional recognition / recognizing the hard work of people over 20 years: There will be an update at the October meeting.
11. **Video Shoot for Outreach:** Lady Jane Acquah stated the conference website went live on August 29 for the Call for Papers and registration. [Additional people to film short videos promoting the conference are still needed. Lady Jane can provide talking points.](#)
12. **People First Language:** Ellen Richards reviewed several slides on person first language – a way of using language that describes a trait or diagnosis as something a person has rather than who they are. [Members are encouraged to use person first language as a way to show respect, create a welcoming environment, reduce stigma and build community.](#)
13. **Other Business:** Ellen Richards highlighted the upcoming NAMI Central Texas walk on Saturday, September 28. [Lisa Quinn will send a registration link.](#) Integral Care is a sponsor of the event and will have conference flyers on hand to help promote. Vicky Coffee invited members to the Austin Area African American Behavioral Health Network meeting on September 26.

### Follow Up Items from August Meeting

Deborah Duncan and Lady Jane Acquah will be contacting Le'Andria to discuss contract specifics for a possible keynote speech.

Leonor Vargas stated AISD will help distribute (and translate, if needed) the flyers among the various campuses. Superintendent Cruz and the school equity officer have offered to film videos to promote the conference.

Awards and scholarships updated information will be finalized by October and there will be a separate link for each award. Committee will reach out to nominees who were suggested at the 2019 conference.

Contact Vicky Coffee for volunteer opportunities at the youth symposium on February 8.

Members are encouraged to share conference information on social media.

Integral Care will look into a phone app which could be used at the conference.

Additional people to film short videos promoting the conference are still needed. Lady Jane can provide talking points.

Members are encouraged to use person first language as a way to show respect, create a welcoming environment, reduce stigma and build community.

Lisa Quinn will send a registration link for NAMI Walks.