

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

Date: Wednesday November 20, 2019

Time: 11:30am -1pm

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

Conference Call #: 877-226-9790

Access Code: 2887183#

All documents to support committee work may be found here: <https://ctaafsc.com/meetings/>

AGENDA

1. Welcome, Introductions & Announcements Willie Williams
2. Committee Updates Committee Chairs
 - a. Program
 - b. Outreach
 - c. Scholarships & Awards
 - d. Sustainability & Fundraising
3. Youth Wellness Symposium Update Vicky Coffee and Ellen Richards
4. Other Business All

IMPORTANT DATES OF INTEREST:

2020 Conference Date/Location

Palmer Events Center

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

Fundraising/Sustainability Committee

Monday, November 25
12- 1 pm at 1430 Collier

Awards & Scholarships Committee

Monday, December 9
11am-12:30pm

Program Committee

Tuesday, December 10
10:00 - Noon

Outreach & Marketing Committee

Next Meeting December 11
11:30am – 12:30pm

Planning Committee

Third Wednesday – December 18
11:30am – 1pm at 1430 Collier

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.