



## Planning Committee Meeting Minutes

**Date:** Wednesday, March 11, 2020

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

**Location:** Integral Care / 1700 South Lamar, Austin, TX 78704

- 1. Welcome and Introductions:**  
**In Person:** Lady Jane Acquah, Naijean Bernard, Shannon Carr, Mallinee Diggs, Deborah Duncan, Jodie Eldridge, Emmitt Hayes, Kimberly Holiday, Felicia Mason-Edwards, Lisa Quinn, Ellen Richards, Falecia Rivers, Chris Tarango, Willie Williams  
**Phone:** Sonya Hosey, Jacqueline Miller, Ulysses Moore, Leonor Vargas, Nell Watts
- 2. Welcome, Introduction & Announcement:** Willie Williams welcomed members and thanked everyone for an exciting conference.
- 3. 2020 Conference Review:** Chris Tarango and Lady Jane Acquah reviewed data collected from the conference. Hyperlinks to the information was included with the meeting materials. Review highlights included 724 attendees (including many first time registrants), info on workshop evaluations, plus suggestions on how to increase the number of submitted surveys. Individual workshop evaluations will be shared with presenters.
- 4. Nomination Process for 2021 Committee Chairs:** Shannon Carr will be the Planning Committee Chair for the 2020 conference.
- 5. CTAAFSC 2021 Planning:** Members and staff gave feedback on this year's conference to help prepare for the 2021 conference plus brainstormed on ways to promote equality and fairness in the workshops.
- 6. Other Business:** Members and staff thanked each other for a successful conference and all look forward to being a part of the conference in February 2021.

**Next Meeting: Wednesday, April 15 @ 11:30am.**