Central Texas African American Family Support Conference

Planning Committee Meeting

Timeline for May

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| Date | Description of Role | Committee |
| 5/13/2020 | CEU: Discuss CEU process w/Learning and Development Team; Nursing | Integral Care |
| 5/14/2020 | Bi-weekly Newsletter: updates on COVID-19, CT | Outreach |
| 5/14/2020 | Outreach: adopt outreach plan | Outreach |
| 5/17/2020 | Email: Call for Papers email reminder | Integral Care |
| 5/19/2020 | Program: Determine Master of Ceremony for Conference | Planning |
| 5/20/2020 | Add new exhibitor prospects to Constant Contact | Outreach |
| 5/20/2020 | Fundraising: Strategy for fundraising | Fundraising |
| 5/28/2020 | Bi-weekly Newsletter: updates on COVID-19, CT | Outreach |

IMPORTANT DATES OF INTEREST:

Program Committee, Second Tuesday – May 12, 10:30am – 12:00pm

Outreach & Marketing Committee, Second Wednesday – May 13, 11:30am – 12:30pm

Awards Committee: Second Thursday – May 14, 12, 10:00am – 11:30am

Fundraising/sustainability Committee: Third Wednesday – May 20, 12:00 – 1:00pm

Planning Committee: Fourth Wednesday – May 27, 11:30am – 1:00pm