



Planning Committee Meeting Minutes

Date: May 12, 2020
Time: 10:30am -12pm
Location: WebEx Virtual Meeting

Present: Lady Jane Acquah, Sonya Hosey, Felicia Mason-Edwards, Lisa Quinn, Debra Price, Naijean Bernard, Jodie Eldridge, Shannon Carr, William Lawson, Willie Williams.

- 1. Welcome and Introductions:** Sonya introduced herself as the chair of the Program Committee for 2021 conference. She reminded members of a fake email account that is inviting committee members to fake meetings. She admonished members to ignore and only respond to emails from Lady Jane. Members introduced themselves.
- 2. Review of Program Committees Responsibilities:** The updated committee responsibilities document was reviewed. Members had no questioned and all understood what was required of the Program Committee members.
- 3. Review of Program Committees Completion Timeline:** The 2021 conference timeline was reviewed. The impact of the COVID-19 pandemic on the conference planning was discussed so that we keep in mind deadlines for conference planning.
- 4. Launched Call for Papers, Applications for awards and scholarships, and Exhibitors through September:** 2021 CTAAFSC call for papers was launched on April 16. Application or nomination of awards and scholarships and exhibiting opportunities are also open. Members deliberated on how to promote the 2021 conference amid a pandemic without coming off as insensitive.
- 5. 2021 Program Agenda:**
 - a. 2021 Program Outline: Members discussed ideas to make changes to the program. Having only one keynote and plenary speaker the next day could allow for additional workshop time. Other ideas included keeping prayer, singing, and laughter in the program. Also talked about activities that will reduce sitting for too long.
 - b. Members discussed ways to use technology in different ways such as short videos. [Members were requested to send Lady Jane Acquah 45-60 second testimonial videos of themselves to promote the conference and challenge others to do the same.](#) Additional ideas included reaching out to student organization leaders to help promote conference; getting volunteers to videotape workshops (if acceptable to presenters) and post pictures of the 2020 conference on social media. Conference emcees will stay a part of the 2021 event, possibly ask one of the local African American newscasters.

- c. **Keynote / Plenary Speakers:** Lady Jane Acquah shared speaker ideas of social activist Lonise Bias and Brenda Combs, a woman who formerly experienced homelessness and went on to receive a Ph.D. [She will share links to their information.](#) Selected speakers will be knowledgeable of the conference tagline: Together We Heal plus have a dynamic presentation style.

6. Discussion Items:

- a. **Programming throughout the year:** The idea of partnering with 4ABHN and/or AMEN group to host mid-year sessions was discussed. Virtual meetings may be an option due to COVID-19 and budget constraints.

7. Other Business: There was no other business to discuss.