

## Planning Committee Meeting Minutes

**Date:** Wednesday, April 29, 2020

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

Virtual Meeting

**Attendees:** Lady Jane Acquah, Naijean Onwere, Stephany Bryan, Shannon Carr, Vicky Coffee, Victoria Lynn Dorsey-Drewry, Jodie Eldridge, Sonia Hartman, Emmitt Hayes, Kim Holiday, Sonya Hosey, Felicia Mason-Edwards, Elliott Niblack, Debra Price, Lisa Quinn, Marquita Raines, Falecia Rivers, Leonor Vargas, Nell Watts, and Willie Williams

- 1. Welcome, Introductions & Announcements:** Shannon Carr opened the meeting with a welcome to all and reminded participants the meeting documents were available on the conference website. The list of people who receive the Planning Committee emails has been shortened to only those who requested to remain on the list. Members were thanked for completing the Participation Agreements. Date of Planning Committee meeting has changed to the 4<sup>th</sup> Wednesday of each month to occur after all the other sub-committee meetings and allow for recap and brainstorming, as needed.
- 2. Update from Program meeting:** Dates of the 2021 conference are two weeks earlier compared to 2020 precipitating the majority of planning needing to be done before the December holiday break. Call for Papers, scholarship and award information plus Exhibitor requests are posted on the website. [Members were asked to help spread the word about the information.](#) Keynote speaker ideas are being explored
- 3. Announce Chair nominations:** The following were nominated and have accepted sub-committee Chair positions. Planning: Shannon Carr; Program: Sonya Hosey; Scholarships and Awards: Vicky Coffee; Fundraising & Sustainability: Emmitt Hayes; Outreach & Marketing: Kim Holiday; Logistics: Kye Tavernier and Naijean Onwere. Thank you to these members for their extended roles. [A conference call with sub-committee chairs will be set up to answer any questions.](#)
- 4. Timeline review (To-Do List for May):** Lady Jane Acquah reviewed the May Planning timeline and the dates of the subcommittees. Highlights include a bi-weekly newsletter that will be distributed by Integral Care which will include updates on COVID-19, modifying the ways and times of the Outreach plan, and expanding exhibitor prospects.
- 5. Other Business- Action Item: Discuss hosting a forum online:** Lady Jane began a discussion on ways to keep the conference in front of people's minds. Ideas include an online meeting with a facilitator or partnering with another entity to bring in additional attendees; 4ABHN as a group for helping support activities throughout the year; identifying community and organizations which already have planned events so we can help promote the conference by joining them; having a past workshop presenter return to share strategies; an event targeting the senior citizen population; meetings with conference attendees throughout the year; and including hyperlinks on the biweekly newsletter so there is easy access to information.



Shannon Carr shared there will be a Facebook Live event on COVID-19 and the African American community. The event is sponsored by the Alliance for Greater Works Town Hall and will take place on April 30 from 1-2:30 pm.

Members are asked to consider joining a sub-committee of their interest. Additional member participation is needed.