

**Central Texas African American Family Support Conference
Committee Chair Conference Call Minutes**

Date: May 6, 2020

Time: 11:00 am – 12:00 pm

Location: Virtual

On Phone: Lady Jane Acquah, Naijean Bernard, Shannon Carr, Vicky Coffee, Jodie Eldridge, Emmitt Hayes, Kimberly Holiday, Sonya Hosey, Lisa Quinn, Key Tavernier

1. **Welcome:** Members greeted each other.
2. **Expectations from chairs:** Shannon Carr reviewed the expectations for the sub-committees Chair positions. Integral Care staff will support the committees along with the other sub-committee members and possible co-chairs. Chairs are:
 - Logistics Liaisons: Kye Tavernier & Naijean Bernard
 - Outreach & Marketing: Kimberly Holiday
 - Program Committee: Sonya Hosey
 - Scholarships & Awards: Vicky Coffee
 - Sustainability: Emmitt Hayes
3. **Integrating sub-committees:** Sub-committees will continue to meet separately but due to some overlap in sub-committee functions, there may be occasions when sub-committees would hold a joint meeting. Date for the Planning Committee meeting has changed to the 4th Wednesday of the month in order to get updates and report out from each of the sub-committees and offer guidance, when needed.
4. **Pre-conference Planning:** The viability of a pre-conference reception and what the possible roles of the committee and Integral Care would be was discussed. Event would be a joint venture between Integral Care and community volunteers – each taking a role in the implementation and planning. Topic will be brought to the Planning Committee to get additional feedback from other members before making a decision.
5. **Integral Care's Support:** Integral Care has a fiduciary responsibility for the conference. Input from the Executive Management Team is requested on the role of staff and sustaining the conference.
6. **Open discussion:** Sessions / highlights throughout the year will be helpful in keeping the conference relevant and fresh in the minds of the community. 4ABHN may be able to help with having sessions on various topics throughout the year. The Call for Papers is live on the website and has generated one workshop submission to date. Members were asked to promote the conference Facebook page and the bi-weekly newsletter. The possibility of hosting a virtual conference was also requested to be investigated.