



## Program Committee Meeting Minutes

**Date:** Tuesday, June 9, 2020

**Time:** 10:30 am– 12pm

**WebEx Meeting**

**Attendees:** Lady Jane Acquah, Shannon Carr, Vicky Coffee, Jodie Eldridge, Sonya Hosey, Carl Hunter, Felicia Mason-Edwards, Elliott Niblack, Debra Price, Lisa Quinn and Marquita Raines

1. **Welcome and Introductions:** Attendees greeted one another.
2. **Promotion of the 2021 conference**
  - a. Members were asked to submit 45-60 second testimonial videos promoting the conference. [A variety of pre-written questions will be developed to help members with the video content.](#) Suggestions for videos include promoting positive experiences as a participant, inviting people to submit workshop/exhibitor/scholarship applications, reminders for the conference dates and website information. Lady Jane Acquah will review videos before posting online.
3. **Review Program Outline:** To date there have been two workshop and one poster submissions. Current conference planning includes both in person and online scenarios. Potential workshop presentations will need to be interactive. The ability to pre-register for workshops will assist in scheduling multiple sessions of the same presentation. [Lady Jane Acquah will share a recruiting plan.](#)
  - a. **Confirm program outline revisions for one keynote and plenary speakers:** discussions will continue over the next meetings.
  - b. **Recommendations for Keynote / Plenary Speakers:** members were asked to share their ideas for keynote speakers.
4. **Programming throughout the year: #TogetherWeWillHeal Forum:** Lady Jane Acquah reported that Sonya Hosey and Kimberly Holiday will be helping with the online forums and there are several presenters already lined up. Sonya and Kimberly were on the Saffron Trust Talk show along with Louise Lynch, Provider Network Authority Officer at Integral Care. The discussion is online and has over 1,000 views. Information from post-forum surveys will help tailor content at the conference.
5. **Other Business:** discussion about the possibility of a virtual event in 2021. Members requested a framework or models based on successful virtual events for them to assess. Pre-conference surveys can be used to help gauge the current emotional pulse of attendees.