



Program Committee Meeting Minutes

Date: Tuesday, August 11, 2020

Time: 10:30am -12pm

Via Zoom

Attendees: Lady Jane Acquah, Naijean Bernard, Vickie Black, Shannon Carr, Vicky Coffee, Jodie Eldridge, Sonya Hosey, William Lawson, Debra Price, Michele Rountree, Lisa Quinn, and Willie Williams

1. **Welcome and Introductions:** Attendees greeted each other.
2. **Updates on Virtual 2021 Conference – Event hosting platform:** Members discussed their experiences with other virtual conferences and made suggestions for the 2021 CTAAFSC conference. Ideas included: prize wheels, hosts for each session, lunch breaks with slides and music, choice of breakout sessions, contact information for any troubleshooting issues, short videos from sponsors and/or exhibitors and meeting prior to the conference to confirm all the equipment is working. The Whova platform is being tested this week with staff and volunteers. Any feedback should be sent to Lady Jane.
 - a) **Updates on the TogetherWeWillHeal forum:** Members were reminded of the one hour event on August 19th at 1:30pm. Topic will be on managing loneliness. Additional forums will take place on the 3rd Wednesday of each month.
3. **Vote on Speakers and Entertainers**
 - a) **Report from Vetting Committee:** Members and staff interviewed several potential speakers: Dr. Lonise Bias, Dr. Brenda Combs and Dr. Angela Neal-Barnett. Feedback on speakers was shared. Riders Against the Storm will be the entertainers and Billy Dorsey will be an inspirational speaker. Lady Jane Acquah will keep a reference list of speaker candidates who have been contacted.
 - b) **Vote on Speakers:** Members agreed to the proposed speakers. Integral Care will move forward with the contracts.
4. **Plan Program for 2021:** Lady Jane shared a draft timeline and members discussed on the starting time for the conference and how many sessions to have each day. In addition to the sessions, educational videos and other materials could be shown along with visiting the exhibit hall, award presentations, interactive events and games. Deadline for workshop proposals may be extended to allow for additional submissions. [Donations of \\$5 are being sought to help with prizes for virtual games. Also members with entertaining talent are welcome to submit ideas to Lady Jane for possible inclusion into the program.](#) Lady Jane is working with staff from Learning & Development on CEU's. A confirmation is needed to ensure people were involved in the entire session.
5. **Other Business:** There was no new business to discuss.