



Planning Committee Meeting Minutes

Date: Wednesday, September 23, 2020

Time: 11:30am -1pm

Via Zoom

Attendees: Lady Jane Acquah, Jodie Eldridge, Vickie Black, Shannon Carr, Jodie Eldridge, Emmitt Hayes, Kimberly Holiday, Sonya Hosey, Lisa Quinn, Debra Price, Shechem Sauls, Nell Watts, Willie Williams and Fabian Wood

1. **Welcome and Introductions:** Members greeted one another.

2. **Review of last Planning Committee meeting minutes:** Shannon Carr reviewed minutes from the August meeting.

3. **Report from Sub-committees:**
 - a) **Program Committee:** Sonya Hosey reported the committee is now meeting twice a month to work on creative ideas to keep virtual conference interesting and engaging. Keynote speakers have agreed to help promote conference. Deadline for Call for Papers has been extended to September 30. Members are also doing targeted outreach to previous presenters.
 - b) **Outreach Committee:** Kimberly Holiday reported the committee met with the Fundraising & Sustainability committee. Social media will be important in trying to get a wider range of participants for the conference. The forums are going well and offering a raffle prize at the end is helpful in keeping people engaged to the end of the presentation. There are almost 1k members on the conference Facebook page. Members can help with outreach to potential workshop presenters. Conference store is opening soon. Members have been sent a poll for their t-shirt design and pricing preferences.
 - c) **Fundraising Committee:** Emmitt Hayes reported the committee met along with the Outreach & Marketing committee. Plans for a virtual pre-conference event are being developed. Sponsorship packet and budget are being finalized and are available on the conference website. A video promoting the events is being developed which will highlight community advocates and the importance of mental health.
 - d) **Awards and Scholarship Committee:** Lady Jane Acquah reported the award ceremonies will be spaced out through the conference; mostly as part of entertainment. Details are still to be worked out.
 - e) **Logistics team:** Lady Jane Acquah reported Whova software has been purchased for the conference. Workshop presentations will be recorded and will have live Q&A sessions. Interactive activities are also being researched.

4. **Other Business:** Joe Powell will be contacted regarding recent experiences with a virtual conference. It was also suggested to contact William Lawson to request conference information be shared in his quarterly magazine. Please spread the word about the conference Facebook page. Emails are shared via Constant Contact so please be sure to have it marked as a safe sender. Members are asked to share conference information when possible.