



## Planning Committee Meeting Minutes

**Date:** November 23, 2020

**Time:** 11:30am -12pm

**Via Zoom**

**Attendees:** Lady Jane Acquah, Stephany Bryan, Vicky Coffee, Mallinee Diggs, Sonia Hartman, Kacey Hanson, Carl Hunter, Lisa Quinn

1. **Welcome and Introductions:** Members greeted one another.
2. **Review of last Planning Committee meeting minutes:** Minutes were reviewed by attendees.
3. **Report from Sub-committees:**
  - a) **Program Committee:** Lady Jane reported the workshop speakers and poster presenters have been selected. She is getting them all set up on Whova. Elected officials are being contacted for short videos about the conference. A short comedy skit is also being sought.
  - b) **Outreach Committee:** Biweekly newsletters and Facebook ads will continue. KAZI advertisements will begin in January plus YouTube and Google ads closer to the conference. The November forum was live-streamed on AISD-TV. The December forum will feature a Huston-Tillotson professor. Merchandise shop is open and tax-free for purchases.
  - c) **Fundraising Committee:** To date \$14,500 has been raised. The 'Each One, Bring Some' initiative is being promoted. The pre-conference reception will be on MLK Day on January 18, 2021, and will be live-streamed. Donations are being sought.
  - d) **Awards and Scholarship Committee:** Fifteen submissions were received for the Heroes awards plus several others for the Coleman and Hopkins awards. Ceremonies will be during lunchtime at the conference. There will also be awards given out during the pre-conference reception.
  - e) **Logistics Team:** The conference agenda will be sent to presenters. Volunteers are needed to be session moderators (similar to Room Ambassadors from previous conferences). A Substance Use Disorder panelist is needed. December sub-committee meetings will be held on Whova.
4. **Other Business:** Please spread the word about the Hogg Foundation's Central Texas African American Healthy Minds Project.