



## Planning Committee Meeting Minutes

**Date:** January 5, 2021

**Time:** 10:30am – 12pm

**Location:** Zoom Virtual Meeting

**Attendees:** Lady Jane Acquah, Naijean Bernard, Shannon Carr, Vicky Coffee, Mallinee Diggs, Deborah Duncan, Jodie Eldridge, Edwin Evans, Kacey Hanson, Sonia Hartman, Emmitt Hayes, Kimberly Holiday, Sonya Hosey, Carl Hunter, Jacqueline Miller, Elliott Niblack, Lisa Quinn, Shechem Sauls, Kye Tavernier, Leonor Vargas, Nell Watts, Fabian Wood

1. **Welcome and Introductions:** Members greeted one another. Shannon Carr gave updates from the December minutes of the various subcommittee meetings.
2. **Update from Lady Jane Acquah:** Lady Jane gave a tour of the Whova platform and conference website. Several events before the conference will use Whova so attendees can become more familiar with the platform. Members were encouraged to register for the conference and Lady Jane will upload their information to Whova. Training dates will be sent out at a later date.
3. **Report from Sub-committees:**
  - a. **Program Committee:** Sonya Hosey thanked Integral Care for its help with the program. A comedian is still needed for a 10 minute set during the conference. Additional slam poetry artists are also needed. God's Way Christian Baptist Church can help with some registration scholarships. Contact Sonya at [sahosey7@icloud.com](mailto:sahosey7@icloud.com) for more information.
  - b. **Outreach & Marketing:** Kimberly Holiday reported there's a big marketing push leading up to the conference. KAZI is highlighting the conference on several shows.
  - c. **Fundraising & Sustainability:** Jodie Eldridge reported \$22,800 has been raised and several new sponsors have been added. Deborah Duncan will be emcee of the pre-conference reception. Other speakers and highlights will include Emmitt Hayes, Jeff Travillion, the Life Every Voice & Sing video plus someone with lived experience. Shannon Carr will speak at the end of the reception and provide information about the conference. Fabian Wood reported production is in place for the various videos and other moving pieces of the reception.
  - d. **Awards & Scholarships:** Vicky Coffee reported awardees have been notified and are sending in their videos. Seventeen Heroes awards were identified plus the Richard Hopkins and Garnet Coleman awards. The Hogg Foundation made its selections for the Texas Healthy Minds grants.

- e. **Logistics:** Lady Jane asked if there were any objections to the Whova platform hosting the conference.
  
- 4. **Volunteer Roles and Training:** Lady Jane reviewed volunteer needs and duties. Please contact her to sign up for desired volunteer slots.
  
- 5. **Other Business:** Lady Jane remarked that attendance is still low and requested members help spread the word about the conference. There are scholarships available for those with financial hardships – please have people contact her for more information. Members were reminded of the opening ceremony taping on Wednesday and were asked to send in photos of themselves for inclusion in a member collage.