

## **ISAAC Committee Descriptions**

### **Silent Auction**

This committee will solicit items for a silent auction to be held at the Banquet Dinner Dance on June 19, 2009. The committee will obtain written descriptions of the items and permission forms, prepare the silent auction catalogue, supply contributors with tax deduction documents and conduct the auction on that day. Donated items with a value above \$50.00 will be bid for in the silent auction.

### **Door Prize**

This committee will solicit items to be give as door prizes at the Banquet Dinner Dance and the Soul Food Jazz Buffet on June 19-20, 2009. Donated items with a value up to \$50.00 will be given as door prizes. The committee will package the door prizes, organize the drawings and award the prizes. Tickets for the two events will have stubs for door prizes. The committee also should transport the glass bowl used for the drawing.

### **Project 12 Baskets**

This committee will organize the effort to encourage the public to contribute to ISAAC by donating gently used items to P12B. The chair will monitor donations and create strategies to bring the opportunity to contribute to the attention of our constituency.

### **Corporate Advisory Board**

This committee will be composed of people who work in corporations and/or have contacts with corporations who can make telephone calls to solicit donations to ISAAC. The ISAAC staff will follow-up on contacts made by the Board with letters. An annual Dutch-treat or underwritten luncheon will be planned to present the mission of ISAAC to the Board.

### **Registration**

This committee will staff the registration of Round Table attendees on Saturday, June 20, 2009 at the Student Center Ballroom at WSU. The registration will extend from 7 a.m. – 8:30 a.m. Later arrivers will be accommodated. The registration committee will also sell memberships to ISAAC for which attendees will be give red ribbons. Prior to registration, the committee will pack folders and bags. The registration committee will also assist with mailing when necessary. The Registration committee will pack folders for the Atlanta ISAAC at NBCDI Round Table. The Registration Committee will be given complimentary registration to the Round Table.

### **Reception**

This committee will staff the Banquet Dinner Dance door. The cash bar reception will begin at 7:00 in the reception area of the Mackinac Ballroom. A rotation will be created so that persons are available to sit on the door from 7 pm – 10 pm, greeting guests, taking tickets and directing people to the bar, the silent auction and their tables. The hotel will set up a plasma TV in the reception area that will play the ISAAC DVD.

## **On-line Community Facilitators**

At the lunch break, during the Round Table, everyone will divide into the Online Communities that they have selected. There are 10. The online communities will be a feature of the organization that will be offered to our members. They will be able to network, chat on topics of interest, share information and spread news of interest to their community. Eventually one will have to be a member to participate.

The conferees will pick up a box lunch and go to their rooms. The rooms will be designated with signs and there will be a listing of groups and rooms in everyone's packet. Facilitators should identify the room to which they are assigned so that they know where to go. They should depart the Round Table a few minutes early, pick up a box lunch and go to the room. They should be there in position when the members arrive.

Each facilitator will be given a listing of those who have signed up for their online community. That sheet should be circulated a sign-up sheet so that we will have a record of those who actually attended the meeting.

The purpose of the meeting of the online communities is so that everyone can meet face-to-face. We want the group to discuss the utility of having online communities and their ideas for making theirs a success.

The role of the facilitator is to give as many people as possible a chance to talk. One person should not monopolize the conversation.

Each person should identify the survey form in their packets so that everyone can record their ideas and suggestions. A script will be given to each facilitator. The Online Facilitators will be give complimentary registration to the Round Table.

## **Decorating**

The decorating committee will decorate for 4 events: the Detroit Golf Club Conference Support Committee meeting; the Banquet Dinner Dance; the Round Table and the Soul Food Jazz Buffet. Colorful linens are available for the Round Table and the Soul Food Jazz Buffet through conference services at WSU.

## **Public Policy Committee**

This group is for activists who want to make some noise. This is for the stone cold revolutionaries who want to plot a strategy for entering the political process and hitting the streets to obtain equal resources and outcomes for African American children. Hopefully, this committee will be staffed once funding for ISAAC is achieved. But, African American children cannot wait. This committee will plan the Inaugural Public Policy Lecture Series that will be held on May 8, 2010. The groundwork for that Series will be laid at the Atlanta Round Table at NBCDI and the Detroit Round Table in June 2009. Attorney Godfrey Dillard and Dr. Robert Simmons will provide the guidance for this initiative.

## **Educational Aide Society**

This group is for the activists who want to offer teachers of African American children the support they need to utilize best practices for our children. This group is for the activists who want to provide African American parents with the tools they need to navigate the quicksand and landmines in guiding their children's journey through school. This group is for the activists who want to provide direct services to African American children to enrich their lives as we struggle for their liberation.

## **Professional Staff and Senior Fellow Activity**

The professional staff of ISAAC is focused on grant writing that will bring funding of staff, facilities and resources that are needed to work effectively with volunteers and to activate the programs delineated in the ISAAC mission. Volunteers who have expertise in grant writing and connections with funders are invited to volunteer to work on this committee. Volunteers can also serve as liaisons to other organizations in the community with whom ISAAC can collaborate.

## **Research**

Committees will be established at the Conference on Research Directions (CORD) at the inaugural meeting on May 3-6, 2009 at the Hilton Oceanfront Resort at Hilton Head Island, South Carolina. Conferees will be able to sign up for committees that will establish CORD as a quasi organization within ISAAC. The focal point of the organizing will be to set up committees to govern the conference, stimulate research agenda collaboration, stimulate foundation executive networking, stimulate governmental grants administrator networking and all of the steps needed to bring the research community into alignment with its own members and practitioners.

## **IMPORTANT DATES**

<b>Thursday, March 26, 2009</b> <b>6:30 pm</b>	<b>Detroit Golf Club Conference Support Committee Meeting</b>
<b>Sunday, May 3-6, 2009</b>	<b>CORD Conference, Hilton Oceanfront Resort Hilton Head Island, South Carolina</b>
<b>Sunday, May 17, 2009</b> <b>4-8 pm</b>	<b>Meeting of Round Table Conference Committee – Committee chairs, home of Janice Hale</b>
<b>Friday, June 19, 2009</b> <b>6 pm – 1 am</b>	<b>Banquet Dinner Dance, Marriott at the RenCen</b>
<b>Saturday, June 20, 2009</b> <b>7 am – 8:30 am</b> <b>8:30 am – 5 pm</b> <b>5 pm – 7 pm</b>	<b>Round Table Registration</b>  <b>Round Table</b> <b>Soul Food Jazz Buffet</b>

There will be no Action Group Facilitators or Action Group meetings this year. On the day of the Round Table, at 3:30, there will be ISAAC Committee Meetings until 5:00. The committees that will meet are: **Corporate Advisory Board, Public Policy Committee, Educational Aide Society and Volunteer Support Committee.** Conferees will sign up for the committees they want to join during registration. The chairs of these committees should be prepared to acquaint members of their committee with a description of the committee and plans for the future. The chairs should obtain contact information for members and conduct a discussion soliciting members' ideas about moving their mission forward in the coming year. There will be a meeting of the committee chairs on May 17, 2009 where these plans will be made.