

Central Florida HIV Planning Council

Membership Committee Minutes

January 7, 2020

Call to Order: The Vice Chair, Ms. Hunt called the meeting to order at 2:04 p.m. at Heart of Florida United Way, located at 1940 Cannery Way, Orlando, FL.

Members Present: Angela Hunt, Angus Bradshaw, Vel Cline, Earl Hunt

Members Excused: Jessica Seidita, Lamonte Gwynn

Absent: None

Approval of the agenda:	<ul style="list-style-type: none">• The committee reviewed the Membership Committee agenda and made the following updates:• Replaced Mr. Hunt's name with Ms. Hunt's name for the Vision Statement. <p>Motion: Mr. Bradshaw made a motion to approve the agenda with changes. Mr. Cline seconded the motion. The motion was adopted unanimously without debate.</p>
Approval of the November 5th Minutes:	<ul style="list-style-type: none">• The November 5th minutes were approved as written.
Open the Floor for Public Comment	<ul style="list-style-type: none">• There were no public comments.
Member Resignation Updates:	<ul style="list-style-type: none">• Ms. Cross informed the committee that two members have resigned from the Planning Council. Open nominations will take place soon to fill the roles of the two individuals that resigned.
Reports:	<p>Membership Matrix:</p> <p>Ms. Cross reported the following:</p> <ul style="list-style-type: none">• 23 Planning Council Members

	<ul style="list-style-type: none"> • 11 PLWHA Planning Council Member • 7 unconflicted/unaligned PLWH/Planning Council Members (30.43%) <p>Committee Roster:</p> <ul style="list-style-type: none"> • The committee reviewed and discussed the committee roster. Ms. Cross emphasized the need for additional members on the Membership Committee. • The committee recommended that PCS send an email to the Planning Council to gauge interest in members volunteering to either switch committees or temporary dual committee membership. <p>PC Reflectiveness:</p> <ul style="list-style-type: none"> • Ms. Cross encouraged the committee to focus on recruiting more Hispanic, Asian, and individuals between the ages of 20-29. <p>Attendance Roster:</p> <ul style="list-style-type: none"> • The committee reviewed the attendance rosters for each committee and determined that no warning or removal letters need to be sent at this time.
Unfinished Business	
Recruitment Policy & Procedure:	<ul style="list-style-type: none"> • The committee reviewed and updated the Membership Recruitment Activities Policy and Procedure. <p>Motion: Mr. Cline made a motion to approve the Membership Recruitment Activities Policy & Procedure and to move the document forward to the PR & Marketing Committee for review. Mr. Bradshaw seconded the motion. The motion was adopted unanimously without debate.</p>
Member Training Schedule:	<ul style="list-style-type: none"> • The committee reviewed and discussed the Member Training schedule. The committee decided that the discussion

regarding the schedule should be ongoing throughout the upcoming year.

New Business

Orientation & Leadership Evaluation Forms:

Orientation Evaluation Form:

- The committee reviewed and updated questions on the orientation evaluations form. After a brief discussion, the committee decided to revise questions on the form.

Motion: Mr. Cline made a motion to approve the updated evaluation questions. Mr. Bradshaw seconded the motion. The motion was adopted unanimously without debate.

Leadership Evaluation Form:

- The committee reviewed and updated the Leadership Evaluation forms. After a brief discussion regarding the relevance of questions on the form, the committee decided to update and revise questions.

Motion: Mr. Cline made a motion approve the updated questions and to move the document forward to the Executive Committee for review. Mr. Bradshaw seconded the motion. The motion was adopted unanimously without debate

Applicant Summaries:

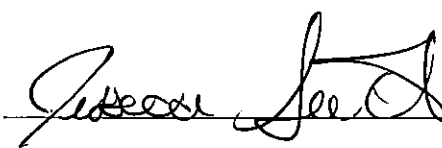
- The committee reviewed the summary for Candidate #2019-20. After a brief discussion, the committee decided to recommend the candidate for appointment.

Motion: Mr. Cline made a motion recommend Candidate #2019-20 for appointment and to move the candidate forward to the Executive Committee for review. Mr. Bradshaw seconded the motion. The motion was adopted unanimously without debate.

- The committee reviewed the summary for Candidate #2019-17. After a brief discussion, the committee decided to

	<p>move the candidate to the next step in the process (interview).</p> <p>Motion: Mr. Cline made a motion to move Candidate #2019-17 forward to the next step in the application process (interview). Mr. Bradshaw seconded the motion. The motion was adopted unanimously without debate.</p> <p>Motion: Mr. Bradshaw made a motion to extend the meeting by 8 minutes in order to complete the remaining agenda items. Mr. Cline seconded the motion. The motion was adopted unanimously without debate.</p>
<p>Set February's Agenda:</p>	<ul style="list-style-type: none"> The committee reviewed and updated the February agenda. <p>Motion: Mr. Cline made a motion to approve the February agenda with changes. Mr. Bradshaw seconded the motion. The motion was adopted unanimously without debate.</p>
ACTION ITEMS	
Item	Responsible Party
Send email to Planning Council Members to inquire of interest dual committee membership	PCS
FUTURE AGENDA ITEMS (60 days or more ahead of schedule)	
<ul style="list-style-type: none"> Discuss recruitment activities Review Applicant Summaries Mini Training - Reflectiveness 	
Next Month's Meeting:	February 4 th , 2020 @ HFUW
Adjournment:	4:14 p.m.

Prepared by: David Bent Date: 01/08/2020

Approved by:  Date: 24, 20