

Central Florida HIV Planning Council

Membership Committee Minutes

March 3, 2020

Call to Order: The Chair, Ms. Seidita called the meeting to order at 2:08 p.m. at Heart of Florida United Way, located at 1940 Cannery Way, Orlando, FL.

Members Present: Jessica Seidita, Earl Hunt, Vel Cline, Angus Bradshaw, Angela Hunt, Sam Graper

Members Excused: 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 update:• Replaced Ms. Hunt's name with Mr. Hunt's name for the Mission Statement, Vision Statement, Conflict of Interest, Conflict of Interest, and Core Values <p>Motion: Mr. Cline made a motion to approve the agenda with changes. Mr. Bradshaw seconded the motion. The motion was a unanimously without debate.</p>
Approval of the February 4th Minutes:	<ul style="list-style-type: none">• The February 4th minutes were approved as written.
Open the Floor for Public Comment	<ul style="list-style-type: none">• There were no public comments.
Website Review –Get Help Tab	<ul style="list-style-type: none">• Ms. Cross reviewed the get help tab on the Central Florida HIV Planning Council website. The committee discussed the flow of information and how it should cascade on the website.• Ms. Cross also informed the committee that the state is currently working on a geo map where consumers can go to find provider contact information. The

	<p>committee determined that they would also like a paper version of the information to distribute.</p>
<p>Reports:</p>	<p>Membership Matrix:</p> <p>Ms. Cross reported the following:</p> <ul style="list-style-type: none"> • 25 Planning Council Members • 13 PLWHA Planning Council Member • 9 unconflicted/unaligned PLWH/Planning Council Members (32%) <p>Committee Roster:</p> <ul style="list-style-type: none"> • The committee discussed the roster. After a brief discussion, the committee determined that more members are needed on the Membership committee. <p>PC Reflectiveness:</p> <ul style="list-style-type: none"> • Mr. Acosta provided the committee with an overview of the PC reflectiveness and candidate pipeline. <p>Attendance Roster:</p> <ul style="list-style-type: none"> • The committee reviewed the attendance roster. After a brief discussion, it was a member of the PR & Marketing Committee needed to be sent an attendance-warning letter. PCS will send an attendance-warning letter and update the attendance roster. <p>Motion: Mr. Cline made a motion to send an attendance-warning letter to the member who has two consecutive absences. Mr. Bradshaw seconded the motion. The motion was adopted unanimously without debate.</p>
<p>Unfinished Business</p>	
<p>Recruitment Policy & Procedure:</p>	<p>Ms. Cross informed the committee that the</p>

	<p>Planning Council approved the Recruitment Policy and Procedure. PCS will email a copy of the Policy & Procedure to the committee members.</p>
<p>Recruitment Activities:</p>	<ul style="list-style-type: none"> • Ms. Cross informed about the Mayor Dyer Neighborhood & Community Summit on March 7th, 2020. Ms. Cross also stated PCS will send out an email to ask for additional recruiters to volunteer. • Mr. Cline informed the committee about gay pride night at the state fair on Wednesday and asked for PC promo items to distribute. PCS will provide those items after the meeting. • A committee member expressed that more Planning Council involvement is needed at community events. After a brief discussion, the committee recommended PCS to create event highlight slides to be shown at Planning Council meetings.
<p>New Membership Visual Concept</p>	<ul style="list-style-type: none"> • Mr. Acosta provided the committee with an overview of the 2020 Membership Campaign. Mr. Acosta highlighted the following key points: • The Challenge: Each member will have one month to come up with one person they know and feel would be a great addition to the Planning Council. • Once the name is submitted, PCS will support you in making the “big ask”. • The objective is to have as many people as possible fill out membership applications. <p>Motion: Mr. Bradshaw made a motion to approve the 2020 Membership Campaign and to move forward to the Executive Committee for review. Mr. Graper seconded the motion. The motion was adopted unanimously without debate.</p>

<p>Applicant Interviews:</p>	<ul style="list-style-type: none"> • The committee reviewed the summary from Candidate 2019-17. After a brief discussion, the committee decided to move the candidate forward to the next step in the application process. <p>Motion: Mr. Graper made a motion to move Candidate 2019-17 forward to the Executive Committee for review. Mr. Cline seconded the motion. The motion was adopted unanimously without debate.</p> <ul style="list-style-type: none"> • The committee reviewed the summary for Candidate 2020-03. After a brief discussion, the committee decided to move the candidate to the next step in the process. <p>Motion: Mr. Graper made a motion to move Candidate 2020-03 forward for an interview. Ms. Hunt seconded the motion. The motion was adopted unanimously without debate.</p> <ul style="list-style-type: none"> • The Committee reviewed the summary for candidate 2019-A13. After a brief discussion, the committee decided to approve the committee switch request and to go from an associate member to a full member. <p>Motion: Mr. Graper made a motion to approve the request to move from the Needs Assessment & Planning Committee to the Membership Committee and to go from an associate member to a full member. Mr. Cline seconded the motion. The motion was adopted unanimously without debate.</p> <ul style="list-style-type: none"> • The committee reviewed the summary for candidate 2019-AM11. After a brief discussion, the committee decided to approve the committee switch request. <p>Motion: Mr. Hunt made a motion to approve the request to move Candidate 2019-AM11 from the</p>
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	<p>Service Systems & Quality Committee to the Needs Assessment & Planning Committee. Mr. Bradshaw seconded the motion. The motion was adopted unanimously without debate.</p> <ul style="list-style-type: none"> The committee reviewed the summary for candidate 2017-AM07. After a brief discussion, the committee decided to approve the committee switch request. <p>Motion: Mr. Graper made a motion to approve the request to move Candidate 2017-AM07 from the Service Systems & Quality Committee to the PR & Marketing Committee. Mr. Cline seconded the motion. The motion was adopted unanimously without debate.</p>
New Business	
New Member On The Job Training:	<ul style="list-style-type: none"> Mr. Acosta reviewed the New Member on the job-training proposal. The proposed solution was that all new full members on the Planning Council should serve on the membership committee for two months prior to moving to their permanent committee assignment. After much discussion and dialog about the pros and cons, the committee decided not to move forward with the proposal at this time.
Plan Leadership Training	<ul style="list-style-type: none"> Ms. Cross informed the committee that PCS will email out a list of dates for the members to choose for the training. <p>Motion: Mr. Hunt made a motion to table interview questions and membership recruitment. Mr. Bradshaw seconded the motion. The motion was adopted unanimously without debate.</p>
Set April's Agenda:	<ul style="list-style-type: none"> The committee reviewed and updated the February agenda. <p>Motion: Mr. Hunt 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
Provide Promotional Items to Mr. Cline	PCS
Create paper version of navigational tool	
Create event highlight slides for the Planning Council meetings	PCS
Email copy of the approved Recruitment Policy & Procedure to the committee members and solicit recruitment opportunities from Council Members	PCS
FUTURE AGENDA ITEMS (60 days or more ahead of schedule)	
<ul style="list-style-type: none"> • Discuss recruitment activities • Review Applicant Summaries • Membership Recruitment Presentation 	
Next Month's Meeting:	April 7 th , 2020 @ HFUW
Adjournment:	4:00 p.m.

Prepared by: David Bent Date: 3/5/2020

Approved by: Jessica Seidita Date: 8/5/2020