

# Central Florida HIV Planning Council

## Membership Committee Meeting Minutes

October 6, 2020

**Call to Order:** The Chair, Ms. Seidita called the meeting to order at 2:04 p.m.

**Members Present:** Jessica Seidita, Earl Hunt, Vel Cline, John Curry, Angus Bradshaw, Angela Hunt

**Members Excused:** None

**Absent:** None

<p><b>Approval of the agenda:</b></p>	<p>The committee reviewed the October agenda and made the following updates:</p> <ul style="list-style-type: none"><li>• Replace Ms. Hunt's name with Mr. Hunt's name for the Vision Statement, Mission Statement, Conflict of Interest and Core Values.</li><li>• Added Committee Assignments and Associate Membership Policies and Procedures.</li><li>• Added Committee Work Plan</li><li>• Added Application Discussion</li></ul> <p><b>Motion:</b> Mr. Curry made a motion to approve the agenda with the updates. Mr. Bradshaw seconded the motion. The motion was adopted unanimously without debate.</p>
<p><b>Approval of the August 4<sup>th</sup> Minutes:</b></p>	<ul style="list-style-type: none"><li>• The August 4<sup>th</sup> minutes were approved as written.</li></ul>
<p><b>Open the floor for public comment:</b></p>	<ul style="list-style-type: none"><li>• Ms. Cross informed the committee that a comment was received from Ms. Stephanie regarding the status of her application. PCS will follow-up with Ms. Stephanie to inform her that the committee determined that she will need to attend a committee meeting to move forward with the application process</li></ul>

	<p>and in accordance with the Central Florida HIV Planning Council bylaws.</p>
<p><b>Special Order: Nomination of Chairs:</b></p>	<ul style="list-style-type: none"> <li>• Ms. Cross informed the committee that Ms. Seidita was nominated for the Chair of the Membership Committee and Ms. Hunt was nominated for Vice Chair of the Membership Committee.</li> </ul> <p><b>Motion:</b> Mr. Hunt made a motion to appoint Ms. Seidita as the Membership Committee Chair and Ms. Hunt as the Membership Committee Vice Chair. Mr. Cline seconded the motion. The motion was adopted unanimously without debate.</p>
<p><b>Reports:</b></p>	<p><b>Membership Matrix:</b></p> <ul style="list-style-type: none"> <li>• 24 Planning Council Members</li> <li>• 12 PLWHA Planning Council Members</li> <li>• 9 unconflicted/unaligned PLWH/Planning Council members</li> </ul> <p><b>PC Reflectiveness:</b></p> <ul style="list-style-type: none"> <li>• The committee reviewed the PC reflectiveness. After a brief discussion, the committee determined that based on the current reflectiveness that they should focus on recruiting potential members between the ages of 20 – 29, black, and Hispanic individuals.</li> </ul> <p><b>Committee Roster:</b></p> <ul style="list-style-type: none"> <li>• The committee reviewed the committee roster. After a review of the committee roster and brief discussion, the committee determined that more members are needed on the Membership committee.</li> </ul> <p><b>Attendance Roster:</b></p> <ul style="list-style-type: none"> <li>• The committee reviewed the 2019 – 2020 attendance roster. After a brief discussion, the committee decided that members who missed two consecutive meetings should receive a friendly reminder email.</li> </ul>

	<p><b>Motion:</b> Mr. Cline made a motion that members that missed two consecutive meetings should be receive a friendly reminder email from PCS. Mr. Curry seconded the motion. The motion was adopted unanimously without debate.</p>
<p><b>Unfinished Business:</b></p>	<p><b>Recruitment Activities:</b></p> <ul style="list-style-type: none"> <li>• Ms. Cross informed the committee that due to COVID-19, recruitment activities have been on hold. PCS will notify the committee if any opportunities arise in the near future.</li> <li>• Mr. Cline suggested reaching out to support groups to recruit members.</li> </ul>
<p><b>New Business:</b></p>	<p><b>Policies &amp; Procedures:</b></p> <ul style="list-style-type: none"> <li>• The committee reviewed the Associate Membership and Committee Assignment Policies &amp; Procedures. After a brief discussion, the committee determined that a 30 day review is necessary.</li> </ul> <p><b>Motion:</b> Mr. Cline made a motion for a 30 day review of the Associate Membership and Committee Assignments Policies &amp; Procedures. Mr. Bradshaw seconded the motion. The motion was adopted unanimously without debate.</p> <p><b>Application Discussion:</b></p> <ul style="list-style-type: none"> <li>• Ms. Cross informed the committee that an application was received from an individual who indicated that there was a conviction of a sex crime. PCS will follow-up with the committee as to next steps.</li> </ul> <p><b>Committee Work Plan:</b></p> <ul style="list-style-type: none"> <li>• The committee discussed and updated the Membership Committee work plan.</li> </ul> <p><b>Motion:</b> Mr. Cline made a motion to approve the Membership Work Plan with updates. Mr.</p>

	<p>Bradshaw seconded the motion. The motion was adopted unanimously without debate.</p> <p><b>November Agenda:</b></p> <ul style="list-style-type: none"> <li>The committee drafted the November agenda.</li> </ul> <p><b>Motion:</b> Mr. Cline made a motion to approve the November agenda. Mr. Bradshaw seconded the motion. The motion was adopted unanimously without debate.</p>
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**ACTION ITEMS**

Item	
Follow-up with Ms. Stephanie regarding the status of her application	PCS
Email friendly attendance reminder to members	PCS
<b>Next Meeting</b>	November 3, 2020
<b>Adjournment:</b>	3:49 p.m.

Prepared by: David Bent Date: 10/07/2020

Approved by: Jessica Seidita Date: 11/5/2020