

Central Florida HIV Planning Council

Membership and Engagement Committee Meeting Minutes

October 03, 2023

Call to Order: The Membership and Engagement Chair, Andres Acosta, called the meeting to order at 2:12 p.m. at the Heart of Florida United Way located 1940 Cannery Way, Orlando, FL 32804.

Members Present: Vel Cline, Ida Starks, Kara Williams, Sueanne Vazquez, Yissel Hernandez, Andres Acosta via Teleconference, Keyna Harris via Teleconference

Members Excused: Priscilla Torres, Mike Alonso, Fernell Neal

Absent: None

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| <p>Approval of the agenda:</p> | <p>The committee reviewed the agenda and approved the agenda with the following changes</p> <ul style="list-style-type: none"> • Change PCS to Andres Acosta <p>Motion: Mr. Cline made a motion to accept the agenda with the changes. Ms. Starks seconded the motion. The motion was adopted unanimously without debate.</p> |
| <p>Approval of the August 1st minutes:</p> | <p>The committee reviewed the August 1st minutes and approved the minutes as is.</p> |
| <p>Open the floor for public comment:</p> | <ul style="list-style-type: none"> • PCS did not receive any comment cards. • No Public Comment |
| <p>Special Order of Business:</p> | <p>Nomination and Election of Committee Chairs</p> <ul style="list-style-type: none"> • Ms. Marshall informed the committee of the current nominations received and that the committee will need to cast additional nominations to decide on a Chair and Vice-Chair this meeting Chair: Vel Cline Vice-Chair: Sueanne Vazquez <p>Motion: Ms. Hernandez made a motion to elect Vel Cline as Membership and Engagement Chair. Ms. Starks</p> |

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| | <p>seconded the motion. The motion was adopted unanimously without debate.</p> <p>Motion: Ms. Williams made a motion to elect Sueanne Vazquez as Membership and Engagement Vice-Chair. Ms. Starks seconded the motion. The motion was adopted unanimously without debate.</p> |
| <p>Reports:</p> | <p>Membership Matrix:</p> <ul style="list-style-type: none"> • 22 Planning Council Members • 12 PWH Planning Council Members • 8 Unconflicted/Unaligned PWH/Planning Council members • 7 Conflicted members <p>Ms. Marshall informed the committee that we anticipate the resignation of a member that fills a mandated seat but does have another member that will qualify to fill the anticipated mandated seat.</p> <p>PC Reflectiveness:</p> <p>Ms. Marshall provided an overview of the current reflectiveness of the planning council.</p> <p>Social Media:</p> <p>Ms. Tapley reported the following: Over the past 28 days (Sept 05- Oct 02)</p> <p>Facebook:</p> <ul style="list-style-type: none"> • 3 Page Likes • 1,282 People Reached • 171 Post Engagements <p>Instagram:</p> <ul style="list-style-type: none"> • 666 Posts • 358 Followers |

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| | <p>Ms. Tapley also provided an overview for both Instagram and Facebook on the current audience, reach, page visits, and likes/followers.</p> |
| <p>Unfinished Business</p> | <p>Red Ribbon Times Volume 12& 13:</p> <ul style="list-style-type: none"> • Ms. Marshall provided the committee an update on the upcoming Red Ribbon Times. Planning Council Support did not receive any additional articles for Volume 13. • The committee reviewed the layout and articles for Volume 12 for final approval to be printed and disbursed within the next two months. |
| <p>New Business:</p> | <p>2023-2024 Committee Workplan:</p> <ul style="list-style-type: none"> • The Committee took a moment to review the current work plan and made updates for the Red Ribbon Times. <p>Motion: Ms. Starks made a motion to accept the drafted work plan with the updates and for it to be moved to the executive committee for approval. Ms. Hernandez seconded the motion. The motion was adopted unanimously without debate.</p> <p>Member Training Topics and Schedule:</p> <ul style="list-style-type: none"> • Ms. Marshall provided the committee recommendations for their Training Plan and provided the members with the previous plan for reference. • The committee discussed future trainings for across the planning council and the anticipated month for the trainings. <p>Motion: Ms. Williams made a motion to table the 2023-2024 Work Plan discussion until the next meeting in November. Ms. Hernandez seconded the motion. The motion was adopted unanimously without debate.</p> <p>Time/ Date for 2023-2024 Meetings:</p> <ul style="list-style-type: none"> • The committee rescheduled the January Membership and Engagement Meeting for the 9th and decided to keep meetings as the first Tuesday at 2:00 pm <p>Motion: Ms. Williams made a motion to keep the Membership and Engagement Committee Meetings as</p> |

the 1st Tuesday at 2:00pm. Ms. Hernandez seconded the motion. The motion was adopted unanimously without debate.

Motion: Ms. Williams made a motion to approve January 9th as the new date for the January Membership and Engagement Meeting. Ms. Hernandez seconded the motion. The motion was adopted unanimously without debate.

Applicant Summary:

- The committee reviewed the summary for candidate 2023-02. After a brief discussion, the committee decided to move the candidate forward to the Executive Committee for review

Motion: Ms. Hernandez made a motion to move Candidate 2023-02 to the Executive Committee for review as a full committee member on the Service Systems Planning & Quality Committee. Ms. Starks seconded the motion. The motion was adopted unanimously without debate

CFHPC Business Cards:

- The committee held a discussion on the design of the business cards and concerns regarding other languages.

Motion: Ms. Williams made a motion to approve the CFHPC Contact Us Business cards as is. Ms. Starks seconded the motion. The motion was adopted unanimously without debate.

Policies and Procedures:

- The committee discussed the necessary updates needed for the Newsletter Policy and Procedures.

Motion: Ms. Williams made a motion to approve the Magazine Policy and Procedures with the changes. Ms. Hernandez seconded the motion. The motion was adopted unanimously without debate.

Motion: Ms. Williams made a motion to table the Meeting Etiquette and Conflict of Interest Policy and Procedures for the next meeting in November. Ms.

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| | Hernandez seconded the motion. The motion was adopted unanimously without debate. |
| Announcements | <ul style="list-style-type: none"> • World AIDS Day Workgroup on Friday the 13th at 10:00 am on Webex • CFHPC purchased a table for Orlando Pride and will have a tabling opportunity for planning council members • EHE Engagement event on November 15th at 11 am to 4:30 pm at FDOH Lake Ellenor |
| Action Items | |
| Items | Party Responsible |
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| Next Meeting | November 7 th , 2023 |
| Adjournment: | 3:59 pm |

Prepared by: *Nyila Tapley* Date: 10/03/2023

Approved by: *VP* *G* Date: 11/07/2023