

Central Florida HIV Planning Council Membership and Engagement Committee Meeting Minutes

October 1, 2024

Call to Order: The Membership and Engagement Committee Chair, Vel Cline, called the meeting to order at 2:05 p.m. at the Heart of Florida United Way located 1940 Cannery Way, Orlando, FL 32804.

Members Present: Vel Cline, Kara Williams, Sueanne Vazquez, Yissel Hernandez, Andres Acosta via teleconference, Fernell Neal via teleconference

Members Excused: Siri (JR) Goberdhan Jr.

Members Absent: Raymond Macon, Andrea Dunn

<p>Approval of the agenda:</p>	<p>The committee reviewed the October 1st Membership & Engagement Committee meeting agenda.</p> <p>Motion: Kara Williams made a motion to accept the agenda as written. Yissel Hernandez seconded the motion. The motion was adopted unanimously without debate.</p>
<p>Approval of the August 6th minutes:</p>	<p>The committee reviewed and approved the August 6th minutes as-is. PCS made minor grammatical changes.</p>
<p>Special Order of Business:</p>	<p>Electing Chair and Vice Chair: David Bent explained the nominations process and the committee reviewed an updated committee roster of eligible nominees. After a review of the roster and discussion, the committee elected the following individuals:</p> <ul style="list-style-type: none"> • Membership & Engagement Committee Chair: Vel Cline • Membership & Engagement Committee Vice Chair: Kara Williams <p>Motion: Kara Williams made a motion to elect Vel Cline, who accepted the nomination, as Chair of the Membership and Engagement Committee. The motion</p>

	<p>was seconded by Yissel Hernandez. The motion was adopted unanimously without debate.</p> <p>Motion: Suanne Vasquez made a motion to elect Kara Williams, who accepted the nomination, as Vice-Chair of the Membership and Engagement Committee. The motion was seconded by Vel Cline. The motion was adopted unanimously without debate.</p>
<p>Open the floor for public comment:</p>	<ul style="list-style-type: none"> • PCS did not receive any comment cards. • There were no public comments in the room or online.
<p>Reports:</p>	<p>Membership Matrix: The committee received an update to the membership matrix since the previous committee meeting:</p> <ul style="list-style-type: none"> • There are two vacant mandated seats. • 19 Planning Council Members • 53% PWH Planning Council Members • 42% Unconflicted/Unaligned PWH Planning Council Members • 26% Conflicted members <p>PC Reflectiveness: Whitney Marshall provided an overview of the current reflectiveness of the Planning Council and how the Council can better represent the EMA for gender, age, and race/ethnicity. The current gaps in reflectiveness are for White, non-Hispanic people, Unaffiliated Women PWH, members that are age 20-29 and 40-49, and members from Osceola County.</p> <p>Social Media: David Bent reported the following: Over the past 28 days (September 3rd-30th)</p> <p>Facebook:</p> <ul style="list-style-type: none"> • 6 New Page Followers (Previous: 5) • 1,095 People Reached (Previously: 511) • 90 Content Interactions (Previously: 115) <p>Instagram:</p>

	<ul style="list-style-type: none"> • 963 Posts (Previously: 917) • 414 Followers (Previously: 409) <p>David Bent provided an overview for both Instagram and Facebook on the current audience, reach, page visits, and likes/followers.</p> <p>After reviewing the membership matrix, the reflectiveness report, and social media highlights, members discussed the following ideas to increase social media engagement and reflectiveness:</p> <ul style="list-style-type: none"> • Andres Acosta suggested more collaboration posts on Instagram, such as sharing statistics on HIV and youth and collaborating with the Orlando Youth Alliance. • Andres Acosta also suggested a Facebook live with a panel of committee chairs, serving as a virtual open house for the Planning Council. He suggested Wednesday October 23rd at 6pm as a potential date. • Vel Cline suggested posting more pictures and finding ways to recruit more female members. <p>Committee Roster: Whitney Marshall gave an overview of the Council Committee Rosters and informed them that they will be reviewing the committee roster further next month.</p>
Unfinished Business:	<p>Red Ribbon Times: Whitney Marshall informed the committee that PCS did not receive any new articles for Red Ribbon Times Vol. 15 and encouraged the members to solicit articles from community and colleagues that will be reviewed at the next committee meeting. Kara Williams suggested that Vol. 16 could include an article recapping A Walk for Change.</p> <p>Red Ribbon Times Vol. 15 will be discussed again at the November committee meeting.</p>
New Business:	<p>Applicant Summary: Members discussed Applicant #2024-04, notably the fact that they were previously on the Planning Council and did not complete their term. Members expressed concern as</p>

to the nature of the resignation. After discussing the applicant summary and committee assignment, a motion was made to recommend Applicant #2024-04 for review and approval at the Executive Committee meeting.

Motion: Yissel Hernandez made a motion to recommend Candidate #2024-04 to be appointed to the Membership and Engagement committee. Sueanne Vazquez seconded the motion. The motion was passed by a majority vote.

Awards:

Yissel Hernandez was presented with an award congratulating her for her 3 years of service to the Planning Council.

Annual Training Evaluation Results:

Whitney Marshall reviewed the results of the Annual Training Evaluation for the training that occurred in-person August 16th and virtually September 10th.

Choose 2024-2025 Committee Schedule & Committee Workplan:

Committee members discussed potentially changing the date and time for the 2024-2025 planning cycle.

Motion: Kara Williams made a motion to keep the Membership and Engagement Committee scheduled for the first Tuesday of each month, from 2pm to 4pm. Yissel Hernandez seconded the motion. The motion passed unanimously.

Committee members discussed the following updates and changes to the 2024-2025 Committee Workplan, most of which related to the Member Training section:

- Discussed the idea of quarterly trainings rather than one full in-person day. Two virtual days and one in-person day were proposed, with suggestions made on methods to ensure participation from members virtually, such as roll-call votes and interactive games throughout the training session.

	<ul style="list-style-type: none"> The in-person training would be in August and would help prepare the members for Data Presentation and PSRA. <p>Motion: Kara Williams made a motion to accept the Membership and Engagement 2024-2025 Workplan with the proposed changes for review by the Executive Committee. Yissel Hernandez seconded the motion. The motion passed unanimously.</p> <p>Recruitment Brainstorming Activity: Members discussed potential recruitment ideas.</p> <ul style="list-style-type: none"> Attend anti-stigma activity or a conference and talk to attendees about Planning Council Improving elevator speeches Bring a friend to an HIV myth-buster event Need to identify metrics for success Installation featuring CFHPC at Walk for Change event Group volunteer event <p>The committee decided to continue the recruitment discussion at the next meeting.</p>
Announcements	Kara Williams shared information on A Walk for Change event on November 16 th , and shared the website where further information can be found: awalkforchange.com
Next Meeting	November 5th 2024
Adjournment:	4:03 pm

Prepared by:	<i>Laura Perez</i>	Date:	10/01/2024
Approved by:	<i>[Signature]</i>	Date:	<i>10/5/24</i>