

Central Florida HIV Planning Council

Membership and Engagement Committee Meeting Minutes

May 6, 2025

Call to Order: The Membership and Engagement Committee Chair, Frederick “Vel” Cline, called the meeting to order at 2:00 PM at Heart of Florida United Way located at 1940 Cannery Way, Orlando, FL 32804.

Members Present: Frederick “Vel” Cline, Kara Johnson Williams, Fernell Neal, Sueanne Vazquez, Siri “JR” Goberdhan Jr., Raymond Macon, Rene Cotto-Lewis, Angus Bradshaw

Members Excused: Yissel Hernandez (Associate Member)

Members Absent: Andrea Dunn

Recipient Staff Present: Yasmin Andre (via teleconference), Doris Huff (via teleconference), Quatcy Tirado

PCS Staff Present: David Bent, Laura Perez

Approval of the agenda:	<p>The committee reviewed the meeting agenda and approved it as presented.</p> <p>Motion: Kara Johnson Williams made a motion to accept the agenda as presented. Sueanne Vazquez seconded the motion. The motion was adopted unanimously without debate.</p>
Approval of the April 1 minutes:	<p>The committee reviewed the April 1 minutes and approved them as presented.</p>
Open the floor for public comment:	<ul style="list-style-type: none">• PCS did not receive any comment cards.• There were no public comments in the room or online.
Reports:	<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 0 vacant mandated seats.• 21 Planning Council Members• 10% PWH Planning Council Members• 8% Unconflicted/Unaligned PWH Planning Council Members• 8% Conflicted members <p>PC Reflectiveness:</p>

	<p>David Bent 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 all races, Unaffiliated Women PWH, members that are age 20-29, 40-49 (especially unaffiliated clients in this age group), and 60+, and members from Osceola County.</p> <p>Committee Roster Members were provided with copies of the committee roster for review.</p> <p>Attendance Roster Members were provided with copies of the most current attendance roster for each CFHPC committee meeting for review. David Bent reviewed attendance requirements for committee members.</p> <p>Social Media: Laura Perez reported the following: <i>Over the past 28 days (April 8th – May 5th)</i></p> <p>Facebook:</p> <ul style="list-style-type: none"> • 2 New Page Follower (Previous: 7) • 792 Profiles Reached (Previously: 850) • 154 Content Interactions (Previously: 100) <p>Instagram:</p> <ul style="list-style-type: none"> • 1,142 Posts (Previously: 1,116) • 446 Followers (Previously: 444) • 687 Profiles Reached (Previously: 367) • 109 Content Interactions (Previously: 97) <p>Laura provided an overview for both Instagram and Facebook on the current audience, reach, page visits, and likes/followers.</p> <p>Members provided feedback and suggestions for content for the social media accounts, including posting pictures of members after each meeting and sharing the digital version of the Red Ribbon Times. Additionally, members requested that audience demographics be included in future insight reports.</p>
Unfinished Business:	<p>Plan Leadership Training Members were provided with copies of the previous Leadership Training in order to review topics and make suggestions about what should be covered for the next Leadership Training. After some discussion, members made topic suggestions regarding effective communication, checking for understanding, and encouraging participation from quieter</p>

	<p>members. Members were also encouraged to email any additional topic suggestions to PCS.</p>
New Business:	<p>RRT Updates PCS received the printed copies of RRT Vol 15 immediately prior to the start of the meeting. Copies were distributed to members.</p> <p>Applicant Summaries Members reviewed and discussed four applicant summaries.</p> <p>Motion: Kara Johnson Williams made a motion to forward applicant #2025-06 to the Executive Committee for review with a recommended appointment to the Membership & Engagement Committee. Fernell Neal seconded the motion. The motion was adopted with a unanimous vote.</p> <p>Motion: Kara Johnson Williams made a motion to forward applicant #2025-04 to the Executive Committee for review with a recommended appointment to the Membership & Engagement Committee. Angus Bradshaw seconded the motion. The motion was adopted with a unanimous vote.</p> <p>Motion: Kara Johnson Williams made a motion to forward applicant #2025-07 to the Executive Committee for review with a recommended appointment to the Membership & Engagement Committee. Siri Goberdhan Jr. seconded the motion. The motion was adopted with a unanimous vote.</p> <p>Motion: Kara Johnson Williams made a motion to forward applicant #2024-01 to the Executive Committee for review with a recommended appointment to both the Membership & Engagement and SSPQ Committees. Angus Bradshaw seconded the motion. The motion was adopted with a unanimous vote.</p> <p>Members volunteered for slots to conduct the next few rounds of interviews. The following members volunteered:</p> <ul style="list-style-type: none"> • Raymond and Vel • Fernell and Siri • Rene and Angus <p>Review Jr. Co-Chair Nominations Members reviewed all submitted nominations for the CFHPC Jr. Co-Chair and confirmed whether each nominee was eligible for the position.</p> <p>The following members received nominations:</p> <ul style="list-style-type: none"> • Kara Johnson Williams – <i>Declined nomination</i> • Rene Cotto-Lewis – Accepted nomination • Angie Buckley – Accepted nomination

- Alelia Munroe – *Declined nomination*
- Anthony McNeil – *PCS to confirm*
- Ira Westbrook – *PCS to confirm*

Once all nominees are confirmed and acceptance of nomination is verified, each nominee must submit a letter of intent. The information gathered will be forwarded to the Executive Committee for review.

Attendance Policy & Procedure

Members were presented with recommended changes to the CFHPC Attendance Policy and Procedure regarding virtual attendance and excused absences. A lengthy discussion followed, and the following recommendations were made:

- Specify that members must be present no later than 15 minutes after the call to order
- Create separate sections for in-person attendance policies and virtual attendance policies
- Create separate sections addressing unexcused and excused absences
- The potential inclusion of clear definitions for “excused” and “unexcused” absences in the policy
- Expand current definition of “present” to explicitly exclude AI notetakers

The following topics were also discussed:

- If and when a late arrival should introduce themselves
- The cutoff for late arrivals to still be counted as present
- How to ensure members attending virtually are engaged in the meeting
- How many consecutive excused absences should be permitted and what consequences would result from exceeding that cap

Motion: Siri Goberdhan Jr. made a motion to table discussion of the Attendance Policy & Procedure until the next meeting. Angus Bradshaw seconded the motion. The motion was adopted with a unanimous vote.

PCS will send out the Attendance Policy & Procedure to the committee members for review. Members were encouraged to submit any feedback or recommended changes to the P&P to PCS.

HIV Care Needs Survey Social Media Toolkit

Laura Perez provided an overview of the purpose of the HIV Care Needs Survey Social Media Toolkit and presented the draft graphics, sample captions, and toolkit instructions for review and feedback. Members suggested including pictures with women and using more eye-catching colors.

Discuss National HIV Testing Day

	<p>Motion: Vel Cline made a motion to postpone discussion of National HIV Testing Day until the next meeting. Sueanne Vazquez seconded the motion. The motion was adopted with a unanimous vote.</p> <p><i>*Please note that this motion was erroneously made by the Committee Chair.</i></p>
Announcements:	<ul style="list-style-type: none"> • The first Virtual World AIDS Day Workgroup is Friday May 9th at 2:00 PM. • The second Quarterly Training is Wednesday May 14th beginning at 1:00 PM. • The first Bylaws Ad Hoc Committee meeting is Thursday May 15th at 10:00 AM.

Action Items	
Responsible Party	Item
PCS	Reach out to all nominees for Jr. Co-Chair to verify acceptance
PCS	Send out edited version of Policy & Procedure
Next Meeting	June 10, 2025
Adjournment:	4:00 PM

Prepared by: Laura Perez
Date: 5/19/2025

Approved by: _____
Date: _____