

Central Florida HIV Planning Council

Membership and Engagement Committee Meeting Minutes

July 1, 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: Kara Johnson Williams, Vel Cline, Angus Bradshaw, Brian Toy, Sueanne Vazquez (via teleconference), Beatrice Boursiquot (via teleconference), Terrence Hunter (via teleconference), Maria "Angie" Buckley, Fernell Neal (via teleconference), Andrea Dunn, Rene Cotto-Lewis, AJ Johnson (Associate Member)

Members Excused: Yissel Hernandez, Raymond Macon

Members Absent: Siri Goberdhan Jr.

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

PCS Staff Present: Whitney Marshall, 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. Rene Cotto-Lewis seconded the motion. The motion was adopted unanimously without debate.</p>
Approval of the June 10 minutes:	<p>The committee reviewed the June 10 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.• 24 Planning Council Members• 45.8% PWH Planning Council Members• 33.3% Unconflicted/Unaligned PWH Planning Council Members• 37.5% 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 members that are age 20-29, 40-49 (especially unaffiliated clients in this age group), and 60+, and members from Osceola County.</p> <p>During discussion regarding recruitment, PCS reminded the committee that Part A funds cannot be used for advertising and informed the committee that there is a process for outside sponsors to be able to provide funds for those purposes. Members discussed ways to recruit members in the 20-29 age group. PCS suggested that the committee review their workplan at the next meeting to find ways to make the Planning Council more appealing to 20-29 year olds; the committee agreed. Members also discussed cutting back on printing costs by giving members the option to opt out of meeting packets.</p> <p>Social Media: Laura Perez reported the following: <i>Over the past 28 days (June 3rd – June 30th)</i></p> <p>Facebook:</p> <ul style="list-style-type: none"> • 2 New Page Follower (Previous: 2) • 934 Profiles Reached (Previously: 823) • 157 Content Interactions (Previously: 158) <p>Instagram:</p> <ul style="list-style-type: none"> • 1,196 Posts (Previously: 1,173) • 449 Followers (Previously: 448) • 779 Profiles Reached (Previously: 270) • 242 Content Interactions (Previously: 113) <p>Laura provided an overview for both Instagram and Facebook on the current audience, reach, page visits, and likes/followers. Members requested to be shown the posts that went out on the days that there were spikes in profiles reached in future meetings.</p> <p>Attendance & Committee Roster Members were provided with copies of the most current attendance roster for each CFHPC committee meeting for review. Whitney Marshall reminded members that the September Q3 training is mandatory for all members. Members were also provided with the committee roster for review.</p>
<p>Unfinished Business:</p>	<p>Review Q2 Training Evaluation Results Whitney Marshall reviewed the results of the Q2 Training Evaluation.</p>

<p>New Business:</p>	<p>Draft September Training Agenda Whitney Marshall reviewed the draft agenda for the September Quarterly training and members had the opportunity to provide feedback and suggestions. After some discussion, the committee agreed to schedule the third quarterly training for Thursday, September 11th from 10 AM to 3 PM. Members also discussed potential team-building activities for the training.</p> <p>RRT Vol. 16 Draft and Select RRT Vol 17 Articles Members reviewed the draft of Volume 16 of the Red Ribbon Times and made suggestions for changes to be sent to the Orange County Graphics Department, as some pages needed to be removed. Members were also encouraged to submit articles for RRT Volume 17.</p> <p>Annual Reports Members were informed that the committee's Annual Report for this planning cycle is due in September, and that members should submit their feedback on what to include in the report to PCS by August 15th. Members were provided with copies of an Annual Report template, all of the bridge reports for this planning cycle, and the last planning cycle's Annual Report for review.</p>
<p>Announcements:</p>	<ul style="list-style-type: none"> • Members were encouraged to take nomination packets with them for Jr. Co-Chair, Committee Chairs, and FCPN Rep. • The Faith-based AIDS Coalition for Technical Assistance and Services (FACTS) is seeking members.

Action Items	
Responsible Party	Item
PCS	Give Rene a sponsorship letter
Next Meeting	August 5, 2025
Adjournment:	3:45 PM

Prepared by: Laura Perez Date: 7/11/2025

Approved by: V G Date: 8/5/2025