

## Central Florida HIV Planning Council

### World AIDS Day (WAD) Workgroup Meeting Minutes

August 8, 2025

**Call to Order:** The World AIDS Day Workgroup was called to order by the Workgroup Chair, Rene Cotto-Lewis at 2:07 PM via Webex.

**Participants Present (all via Teleconference):** Rene Cotto-Lewis, Kara Johnson Williams, Yasmin Andre, Pedro Huertas-Diaz, Sueanne Vazquez, Fernell Neal, Vel Cline, Ira Westbrook

**PCS Staff Present:** Whitney Marshall, Laura Perez

<b>Approval of the Agenda:</b>	The workgroup reviewed the meeting agenda and approved it as presented.
<b>Approval of the July 11 Minutes:</b>	The workgroup reviewed the July 11 minutes and approved them as presented.
<b>Open the floor for Public Comment:</b>	<ul style="list-style-type: none"><li>• There were no public comments.</li><li>• PCS did not receive any comment cards.</li></ul>
<b>New Business:</b>	<p><b>Event Programming/Event Flow</b> Whitney Marshall gave an overview of the draft event flow. Social Hour &amp; Food will begin at 5:00 PM, with the event beginning at 6:00 PM. Members began discussing music at the event, discussing options of a DJ, live music, or a playlist in the background. The event venue is staffed by an AV person who will be present at the event. Members also discussed the possibility of opening the event with a live performance, but it would depend on the length of the performance. Members will continue the discussion about music at the event at the next meeting.</p> <p>The discussion then moved to food at the event, and Whitney provided a background of different food options from past events. After discussion, members agreed that they would like the event to have appetizers and self-serve buffet during the social hour. Additionally, there was a request for peach cobbler pie for dessert.</p> <p><b>Venue Update</b> Whitney provided information on the venue. Although the workgroup had desired to use the same venue as the 2024 event, the venue had since created new rules for the event space and additional costs that no longer made it a viable option. Members were informed that the venue will be a church space that is next door to Heart of Florida United Way (HFUW), and Whitney shared photos of the event space with mock-ups of how the various quilts can be displayed throughout the venue. Members discussed how the screens in the venue could be utilized to display a montage of other WAD events from the week leading up to this event. Members</p>

	<p>discussed the potential removal of a large American flag on the wall in the main event space so that the area can be utilized for something themed with the event. Members discussed concerns about the space being a church, and Yasmin Andre provided context that HFUW is the landlord of the space and that the church is aware the event is in honor of WAD.</p> <p>Venue décor and setup will require more work than at last year's event, and Whitney called for volunteers from the workgroup and the Planning Council to assist. Members discussed that people giving testimonials at the event need to be reflective of those being most impacted by HIV in the community. The workgroup chair requested information on what is possible with the lighting at the venue. Members were informed that the venue capacity should be around 120 people. Whitney reminded members that nominations for Unsung Hero Awards are live and encouraged submissions. The workgroup chair requested that information about the awards be posted on CFHPC's social media.</p> <p><b>WAD Flyer</b> Members were presented with the draft event flyer for review and feedback. Members provided feedback on the background, colors, and fonts. The workgroup chair requested time with PCS to review and edit the flyer further. The workgroup agreed that the flyer should ideally be finalized by the end of the month to allow time for HUFW's Events Department to review it.</p>
<b>Announcements:</b>	<ul style="list-style-type: none"> <li>• The next Bylaws Ad Hoc meeting will be on Monday August 11<sup>th</sup></li> </ul>

<b>Action Items</b>	
<b>Responsible Party</b>	<b>Item</b>
<b>PCS</b>	Reach out to the venue about how the lighting can be manipulated and what music options there are
<b>Rene</b>	Set up time to meet with Laura to discuss the flyer
<b>Next Meeting:</b>	Friday, August 22, 2025 at 2:00 PM
<b>Adjournment:</b>	3:25 PM

Prepared by: Laura Perez

Date: 8/22/2025

Approved by: P. Lewis

Date: 8/27/25