

# Central Florida HIV Planning Council

## Membership and Engagement Committee Meeting Minutes

August 5, 2025

**Call to Order:** The Membership and Engagement Committee Chair, 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:** Vel Cline, Kara Johnson Williams, Raymond Macon, Angus Bradshaw, AJ Johnson (Associate Member), Angie Buckley, Rene Cotto-Lewis, Brian Toy, Beatrice Boursiquot (via teleconference), Fernell Neal (via teleconference)

**Members Excused:** Siri Goberdhan Jr, Sueanne Vazquez

**Members Absent:** Andrea Dunn, Terrance Hunter

**Recipient Staff Present:** Pedro Huertas-Diaz (via teleconference), Doris Huff (via teleconference), Yasmin Andre (via teleconference)

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

<b>Approval of the agenda:</b>	<p>The committee reviewed the meeting agenda and approved it as presented.</p> <p><b>Motion:</b> Kara Johnson Williams made a motion to accept the agenda as presented. Raymond Macon seconded the motion.</p> <table border="1" data-bbox="727 1203 1263 1276"><thead><tr><th>In Favor</th><th>Against</th><th>Abstain</th></tr></thead><tbody><tr><td>8</td><td>0</td><td>0</td></tr></tbody></table> <p>The motion was adopted unanimously without debate.</p>	In Favor	Against	Abstain	8	0	0
In Favor	Against	Abstain					
8	0	0					
<b>Approval of the July 1 minutes:</b>	<p>The committee reviewed the July 1 minutes and approved them as presented.</p>						
<b>Open the floor for public comment:</b>	<ul style="list-style-type: none"><li>• PCS did not receive any comment cards.</li><li>• There were no public comments in the room or online.</li></ul>						
<b>Reports:</b>	<p><b>Membership Matrix:</b> The committee received an update to the membership matrix since the previous committee meeting:</p> <ul style="list-style-type: none"><li>• There is 1 vacant mandated seat.</li><li>• 25 Planning Council Members</li><li>• 48% PWH Planning Council Members</li><li>• 36% Unconflicted/Unaligned PWH Planning Council Members</li></ul>						

	<ul style="list-style-type: none"> <li>• 36% Conflicted members</li> </ul> <p><b>PC Reflectiveness:</b> 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 Planning Council can become more reflective of the HIV epidemic by recruiting unconflicted/unaffiliated RWHAP clients, folks of all races and sexes that are aged 20-29 and 40-49, and people living in Osceola county.</p> <p><b>Social Media:</b> Laura Perez reported the following: <i>Over the past 28 days (July 8<sup>th</sup> – August 4<sup>th</sup>)</i></p> <p>Facebook:</p> <ul style="list-style-type: none"> <li>• 3 New Page Followers (Previous: 2)</li> <li>• 650 Profiles Reached (Previously: 934)</li> <li>• 120 Content Interactions (Previously: 157)</li> </ul> <p>Instagram:</p> <ul style="list-style-type: none"> <li>• 1,223 Posts (Previously: 1,196)</li> <li>• 454 Followers (Previously: 449)</li> <li>• 456 Profiles Reached (Previously: 779)</li> <li>• 166 Content Interactions (Previously: 242)</li> </ul> <p>Laura provided an overview for both Instagram and Facebook on the current audience, reach, page visits, audience demographics, and likes/followers. Laura also presented the idea of creating social media personas – such as Ryan White Clients and Professionals in the HIV field – to facilitate discussion around social media content. Members discussed ideas such as “Did you know?” content, information that professionals in the field can share from our page, and information on all of the services that Ryan White provides to clients. Laura also suggested setting aside dedicated time to photograph/record content.</p> <p><b>Attendance &amp; Committee Roster</b> Members were provided with copies of the most current attendance roster for each CFHPC committee meeting for review, and the committee discussed attendance requirements. Members were also provided with the committee roster for review.</p>
<p><b>New Business:</b></p>	<p><b>Reminders: Annual Reports and Chair Nominations</b> Whitney Marshall encouraged members to submit feedback for the committee’s annual reports and submit nominations for chair nominations.</p> <p><b>Leadership Evaluations</b></p>

Members had the opportunity to submit anonymous feedback on the Chair and Vice-Chair of the Membership & Engagement Committee via Mentimeter.

**Review Nominees for PC Office**

Whitney Marshall informed the committee that the following Planning Council members received nominations for Jr. Co-Chair:

- Alelia Munroe
- Anthony McNeil
- Jessica Seidita
- Rene Cotto-Lewis
- Jules Smith

Whitney shared that Jules Smith is not eligible for the position because she has not yet served a full year on the Planning Council, but all other nominees are. The committee did not provide any additional nominees.

**Motion:** Kara Johnson Williams made a motion to forward the list of eligible nominees for Jr. Co-Chair to the Orange County’s Mayor’s Office. Angie Buckley seconded the motion.

In Favor	Against	Abstain
8	0	0

The motion was adopted unanimously without debate.

**Applicant Summary**

The committee reviewed and discussed the Applicant Summary for Candidate #2025-10.

**Motion:** Angus Bradshaw made a motion to forward Candidate #2025-10 to the Executive Committee for review and vote. Brian Toy seconded the motion.

In Favor	Against	Abstain
7	0	0

The motion was adopted unanimously without debate.

The committee then reviewed and discussed the Applicant Summary for Candidate #2025-09. This candidate would fill a mandated seat.

**Motion:** Kara Williams made a motion to forward Candidate #2025-09 to the Executive Committee for review and vote. Angus Bradshaw seconded the motion.

In Favor	Against	Abstain
7	0	0

The motion was adopted unanimously without debate.

The members then discussed a suggestion to include a more detailed membership matrix with future applicant summaries. PCS will take the suggestion under consideration, while also remaining mindful to avoid reducing the applicant review process to just checking boxes for specific demographic criteria.

**Select RRT Vol. 17 Articles**

The committee reviewed submissions for Volume 17 of the Red Ribbon Times. After discussion, the following pieces were selected:

- Humble Beginnings: Adya Care Foundation's Journey of Empowerment – Co-Authored by Prince Dorvilus and Sueanne Vazquez
- Beyond the Viral Load: What Screenings Should People with HIV Really Get Each Year? - by Brian Toy & Jesus Cheverez Negrón
- Bridging the Gap: 10 Years of Saving Lives and Advancing Equity in Florida – by Josiane S. Cobb
- Member Spotlight for Ira Westbrook
- Flyer for the 2025 Community Health Summit
- From Diagnosis to Advocacy: A Journey of Healing and Hope – by Velpeau Cline
- Member Spotlight for Kara Williams
- AdventHealth Champions Routine HIV Screening in Honor of National HIV Testing Day
- Riding the Tide of Transformation – by Anthony McNeil
- The Sangster Effect: The Importance of Advocacy – by Paolo Mancini

**Motion:** AJ Johnson made a motion to forward the selected articles to the Orange County Graphics Department. Kara Johnson Williams seconded the motion.

In Favor	Against	Abstain
8	0	0

The motion was adopted unanimously without debate.

**Committee Workplan Draft**

Whitney Marshall presented a proposed update to the committee workplan for the next planning cycle where members would meet every other month rather than every month. After discussion, the committee decided to keep the workplan as-is, and it will be officially approved at the next committee meeting.

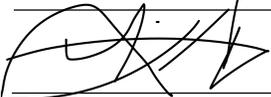
**Policies and Procedures: Bylaws Ad Hoc recommendations and Attendance P&P**

Whitney Marshall explained that the Bylaws Ad Hoc Committee is seeking feedback on recommended changes to the Attendance Policy & Procedure from so that their response can be presented at the next Bylaws meeting on August 11<sup>th</sup>.

	<p><b>Motion:</b> Raymond Macon made a motion to extend the meeting by 10 minutes. Angus Bradshaw seconded the motion.</p> <table border="1" data-bbox="727 300 1265 375"> <thead> <tr> <th>In Favor</th> <th>Against</th> <th>Abstain</th> </tr> </thead> <tbody> <tr> <td>6</td> <td>2</td> <td>0</td> </tr> </tbody> </table> <p>The motion was adopted by majority vote.</p> <p>Whitney reviewed the proposed changes to the Attendance Policy and Procedure and structure of the agenda. The committee had no objection to the proposed agenda changes, was in favor of increasing the quorum requirement for the full Planning Council to 50% +1, and wanted to keep quorum for standing committees at 33%.</p>	In Favor	Against	Abstain	6	2	0
In Favor	Against	Abstain					
6	2	0					
<b>Announcements:</b>	<p>PCS shared the following announcements:</p> <ul style="list-style-type: none"> <li>• The Make-up training session is August 14<sup>th</sup> at 1pm</li> <li>• The final Quarterly Training is September 11<sup>th</sup> at 10am</li> <li>• Data Presentation is September 19<sup>th</sup> at 8:30am</li> <li>• PSRA is September 26<sup>th</sup> at 8:30am</li> <li>• Submit nominations for committee chairs and FCPN representatives</li> </ul>						

<b>Action Items</b>	
<b>Responsible Party</b>	<b>Item</b>
PCS	Make updates to Member Spotlights
<b>Next Meeting</b>	<b>October 7, 2025</b>
<b>Adjournment:</b>	4:12pm

Prepared by: *Laura Perez* Date: 8/18/2025

Approved by:  Date: 10/13/2025