

Central Florida HIV Planning Council

Membership and Engagement Committee Meeting Minutes

October 7, 2025

Call to Order: The Membership and Engagement Committee Vice-Chair, Kara Johnson Williams, called the meeting to order at 2:01 PM at Heart of Florida United Way located at 1940 Cannery Way, Orlando, FL 32804.

Members Present: Kara Williams, Brian Toy, Raymond Macon, Rene Cotto-Lewis

Members Present via Teleconference: Sueanne Vazquez, Fernell Neal, Angus Bradshaw

Members Excused: Vel Cline, Siri Goberdhan Jr., AJ Johnson

Members Absent: Anthony McNeil, Andrea Dunn, Beatrice Boursiquot, Terrance Hunter

Recipient Staff Present: Pedro Huertas-Diaz

PCS Staff Present: Whitney Marshall, David Bent, Laura Perez (via teleconference)

Approval of the agenda:	The committee reviewed the meeting agenda and recommended the following changes: <ul style="list-style-type: none">• Replace Vel Cline's name with Kara Johnson William Motion: Raymond Macon made a motion to accept the agenda with the recommended changes. Brian Toy seconded the motion. The motion was adopted unanimously without debate.
Approval of the August 5 minutes:	The committee reviewed the August 5 minutes and approved them as presented.
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.
Special Order of Business:	Chair Election David Bent gave an overview of members who are eligible to be Chair and Vice-Chair of the Membership & Engagement Committee. After holding an election, the new Chair of Membership & Engagement Committee is Kara Johnson Williams. Due to not being able to reach a majority due to the number of people present in person, elections for Vice-Chair will be held in November.

<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 0 vacant mandated seats. • 26 Planning Council Members • 46% PWH Planning Council Members • 38% Unconflicted/Unaligned PWH Planning Council Members • 35% 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 sex, age, and race/ethnicity.</p> <p>The council can become more reflective of the HIV epidemic in the EMA by recruiting unconflicted/unaffiliated RWHAP clients, folks who are 20-29 and 40-49, and folks living in Osceola County (though this is not a federal requirement).</p> <p>Whitney shared that the council has received an application from the 20-29 age group. Members discussed incentives for attendance at PC meetings by people in their 20s, and reaching out to UCF, Valencia, and Full Sail University.</p> <p>Social Media: Whitney Marshall provided a report on the performance of the Planning Council's Facebook and Instagram accounts over the last year (October 1st, 2024 – October 1st, 2025). She shared information on each profile's audience demographics, net follows, profiles reached, content interactions, and top posts. She also shared takeaways on how to increase the number of interactions with the content being shared.</p>
<p>New Business:</p>	<p>Set 2025-26 Committee Schedule Members discussed the meeting schedule for the committee this planning cycle, wanting to take into consideration current members but also thinking of how to make the meeting accessible to potential new members. After discussion, the committee decided to move meetings to the second Tuesday of each month, still from 2 PM to 4 PM.</p> <p>Motion: Brian Toy made a motion to move the 2025-2026 meetings to the second Tuesday of the month from 2 PM to 4 PM. Rene Cotto-Lewis seconded the motion. The motion was adopted unanimously without debate.</p> <p>Review Training Evaluation Results Members reviewed the training evaluation results in order to inform the discussion on how to structure the committee's workplan for the upcoming</p>

planning cycle. After discussion, members were in favor of continuing a quarterly training schedule rather than one 8-hour day of training.

Discussion then shifted into reflecting on how the PSRA process went this year. Members discussed the following suggestions:

- Allow for early submission of directives so they can be discussed more effectively
- Visual aids to assist during the process
- Further training on Robert's Rules and effective communication
- Robert's Rules cheat sheet for members

Approve 2025-2026 Workplan & Training Schedule

Members reviewed and discussed the proposed changes to the committee workplan for this planning cycle. These include:

- The addition of the approval of the workplan
- Review and update of membership forms (Application, Interview forms, etc)
- Changing the schedule of leadership evaluations
- Additional date for leadership training
- Addition of Review and update of social medical guidelines
- Addition of the selection of a Member of the Year Award

Members suggested shifting the start of planning for the World AIDS Day event from May to February. Members discussed previous event tabling efforts and how they were scaled back due to the resources required and the lack of desired outcomes from the efforts (i.e. low recruitment numbers from tabling at events). Members also discussed the idea that there is an imbalance in the perception and value of the work done in the Membership & Engagement Committee.

Motion: Rene Cotto-Lewis made a motion to forward the 2025-2026 Membership & Engagement Committee Workplan to the Executive Committee for review and approval. Brian Toy seconded the motion. The motion was adopted unanimously without debate.

Applicant Summary

The new committee chair read the Applicant Summary for Candidate #2025-11. PCS shared that the applicant summary is based off 1 PC member and 1 PCS member, but the other PC interviewer's score was incorporated into the overall score.

Motion: Raymond Macon made a motion to forward Candidate #2025-11 to the Executive Committee for review and vote, with a recommendation to the SSPQ committee. Rene Cotto-Lewis seconded the motion. After discussion, the motion was adopted unanimously.

Plan for Leadership Training

	<p>Members discussed what topics should be covered at the next Planning Council Leadership Training. Suggestions included:</p> <ul style="list-style-type: none"> • Robert's Rules • Communication styles • Chairing meetings <p>Members also recommended that the training be held in person rather than virtually.</p> <p>Red Ribbon Times Update Pedro Huertas-Diaz brought copies of Volume 16 of the Red Ribbon Times for distribution. He also informed the committee that the Orange County graphics department contact is on leave until November.</p> <p>Motion: Brian Toy made a motion to extend the meeting by 5 minutes. Rene Cotto-Lewis seconded the motion. The motion was adopted unanimously without debate.</p>
Announcements:	<ul style="list-style-type: none"> • Integrated Ad Hoc Committee Meeting is next week, October 16th from 2 PM to 4 PM. The first meeting will be spent informing members of the purpose of the committee and orienting attendees to their responsibilities. • Kara Johnson Williams shared information on the Talk Test Treat Latinx Taskforce's event for National Latinx AIDS Awareness Day, and will forward more information to PCS.

Action Items	
Responsible Party	Item
Next Meeting	November 11, 2025
Adjournment:	4:03 PM

Prepared by:

Laura Perez

Date:

10/20/2025

Approved by:

[Signature]

Date:

11/12/25