

# Central Florida HIV Planning Council

## Membership and Engagement Committee Meeting Minutes

November 12, 2025

**Call to Order:** The Membership and Engagement Committee Chair, Kara Johnson Williams, 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:** Sueanne Vazquez, Fernell Neal, Raymond Macon, Vel Cline, Rene Cotto-Lewis, Ida Starks, Anthony McNeil, Beatrice Boursiquot, Kara Johnson Williams, Angus Bradshaw, AJ Johnson (Associate Member)

**Members Excused:** Brian Toy, Siri Goberdhan Jr.

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

**Recipient Staff Present:** Doris Huff, Pedro Huertas-Diaz, 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 recommended the following changes:</p> <ul style="list-style-type: none"><li>• Replace Anthony McNeil's name with Kara Johnson Williams for the Vision and Mission Statements section</li></ul> <p><b>Motion:</b> Vel Cline made a motion to accept the agenda with the recommended changes. Angus Bradshaw seconded the motion.</p> <table border="1" data-bbox="717 1283 1258 1360"><thead><tr><th>In Favor</th><th>Against</th><th>Abstain</th></tr></thead><tbody><tr><td>7</td><td>0</td><td>0</td></tr></tbody></table> <p>The motion was adopted unanimously without debate.</p>	In Favor	Against	Abstain	7	0	0
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<b>Approval of the October 7 minutes:</b>	The committee reviewed the October 7 minutes and approved them as presented.						
<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>Special Order of Business:</b>	<p><b>Vice-Chair Elections</b></p> <p>The committee held elections for Vice-Chair with the following nominees:</p> <ul style="list-style-type: none"><li>• Raymond Macon</li><li>• Brian Toy</li></ul> <p>The committee elected Raymond Macon as Vice-Chair of the committee.</p>						

**Reports:**

**Membership Matrix:**

The committee received an update to the membership matrix since the previous committee meeting:

- There are 0 vacant mandated seats.
- 27 Planning Council Members
- 46% PWH Planning Council Members
- 33% Unconflicted/Unaligned PWH Planning Council Members
- 35% Conflicted members

**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.

The council can become more reflective of the HIV epidemic in the EMA by recruiting unconflicted/unaffiliated RWHAP clients of any race and sex, folks who are 20-29 and 40-49, and folks living in Osceola County (though this is not a federal requirement).

Whitney also shared that the planning council has received a second application from the 20-29 age group.

**Social Media:**

Laura Perez provided a report on the performance of the Planning Council's Facebook and Instagram accounts since the last time the committee met (October 7<sup>th</sup> to November 12<sup>th</sup>). She shared information on each profile's audience demographics, net follows, profiles reached, content interactions, and top posts. She also shared takeaways on follower performance on both channels and takeaways as to how to increase engagement with content. Additionally, she shared that she is working on more informational content for the page.

The committee discussion included the following:

- More photos of members
- Committee/Community Spotlights
- Connecting with universities, sororities/fraternities
- Connecting with DCF, foster homes, group homes
- Connecting with future doctors
- Events each month for HIV Awareness days

Members also discussed ways to do outreach other than just tabling at events, such as a business card or palm card with a QR code to the website or just having conversations with people to help raise awareness of the existence and purpose of the Planning Council. A possible subcommittee focused solely on social media content was also suggested.

	<p>Regarding a suggestion to include advertisers in the Red Ribbon Times (RRT), Pedro Huertas, the Part A Representative, informed the committee that because Orange County is printing the RRT for free, there can't be paid advertisements. It could be possible, however, if the PC used a private printing company instead.</p>						
<p><b>New Business:</b></p>	<p><b>Red Ribbon Times</b>  The committee reviewed the draft of Volume 17 of the RRT to check for needed edits or corrections. The following suggestions were made:</p> <ul style="list-style-type: none"> <li>• Edit Kara's title to M&amp;E Chair</li> <li>• Addition of missing article</li> <li>• Changes to committee times/dates</li> </ul> <p>The committee also discussed adding information about World AIDS Day in the RRT but ultimately decided against it because the volume would not be out in time to be relevant for the event.</p> <p><b>Applicant Summary</b>  Kara Johnson Williams read through the applicant summary and interview update for Candidate #2025-05. David Bent provided an overview of the membership matrix if the candidate were to be appointed.</p> <p>Members briefly discussed the recommendation from the Bylaws Ad Hoc committee to split SSPQ into two standing committees.</p> <p><b>Motion:</b> Rene Cotto-Lewis made a motion to move Candidate #2025-05 to the Executive Committee for review and vote with the recommendation for appointment to SSPQ committee. Sueanne Vazquez seconded the motion.</p> <table border="1" data-bbox="716 1224 1256 1302"> <thead> <tr> <th>In Favor</th> <th>Against</th> <th>Abstain</th> </tr> </thead> <tbody> <tr> <td>7</td> <td>0</td> <td>0</td> </tr> </tbody> </table> <p>The motion was adopted unanimously without debate.</p> <p><b>Plan for January 7<sup>th</sup> Training</b>  The committee reviewed the draft agenda for the January 7<sup>th</sup> quarter 1 training and discussed the following training topics:</p> <ul style="list-style-type: none"> <li>• PositivelyU Non-Partisan Education Training "Civics &amp; Policy Education: Understanding Government and HIV Systems"</li> <li>• Robert's rules/Parliamentary Procedure</li> <li>• Communication styles</li> <li>• "When to have discussions"</li> <li>• <i>Why</i> motions are made</li> </ul> <p>The committee members also discussed training attendance requirements, referring to the Data Presentation Process as part of the discussion. Members also discussed updating the interview form to</p>	In Favor	Against	Abstain	7	0	0
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	<p>indicate the true time commitment taking into account the new multi-day training schedule.</p> <p><b>World AIDS Day Reminder</b>  PCS reminded the committee that the 2025 World AIDS Day event, Rooted in Resilience, is taking place on Saturday, December 6<sup>th</sup>. Members were encouraged to register. Members of the committee also shared other WAD events going on the same week: Lake County’s candlelit vigil taking place December 1<sup>st</sup>, and Her ART Works taking place December 4<sup>th</sup>.</p> <p><b>Integrated Planning &amp; Community Engagements Activities</b>  Whitney Marshall provided information on the upcoming goals of the Integrated Plan Ad Hoc Committee, which will have its next meeting on Monday November 17<sup>th</sup>. The committee will be planning and reviewing results of the following community engagement activities:</p> <ul style="list-style-type: none"> <li>• Town Halls in Orange, Brevard, and Seminole counties</li> <li>• Focus group in Lake County</li> <li>• Key Informant Interviews in Osceola County</li> </ul> <p>Members of the committee were encouraged to attend the Integrated Plan Ad Hoc Committee meeting in order to contribute to the discussion on how to diversify the type of information received for the Integrated Plan.</p> <p>Due to time constraints, the committee moved to push two agenda items until the next meeting in January.</p> <p><b>Motion:</b> Beatrice Boursiquot made a motion to postpone the Interview Skills Training and Review of Orientation &amp; Exit Forms agenda items until the January meeting. Angus Bradshaw seconded the motion.</p> <table border="1" data-bbox="729 1228 1268 1306"> <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
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<p><b>Announcements:</b></p>	<ul style="list-style-type: none"> <li>• Her Art Works will be taking place December 4<sup>th</sup> from 5PM to 9PM</li> <li>• The next RWCM will be in Osceola county on November 18<sup>th</sup></li> <li>• Anthony is looking for participants for a Focus Group on Rapid Start, where participants will receive \$100 gift card for their time</li> <li>• A Walk for Change is selling promotional cups for \$25</li> </ul>						

Action Items	
Responsible Party	Item
-	-

<b>Next Meeting</b>	<b>January 13, 2026</b>
<b>Adjournment:</b>	4:00 PM

**Prepared by:** Laura Perez **Date:** 11/24/2025

**Approved by:** [Signature] **Date:** 1-13-26