

Central Florida HIV Planning Council

Membership and Engagement Committee Meeting Minutes

March 10, 2026

Call to Order: The Membership and Engagement Committee Chair, Kara 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: Kara Williams, Raymon Macon, Anthony McNeil, Vel Cline, Brian Toy, Sueanne Vazquez, Beatrice Boursiquot (via teleconference), Terrance Hunter (via teleconference), AJ Johnson (via teleconference)

Members Excused: Angus Bradshaw, Siri (JR) Goberdhan Jr., Fernell Neal

Members Absent: Andrea Dunn, Ida Starks

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

PCS Staff Present: Whitney Marshall, Laura Perez

Approval of the agenda:	<p>The committee reviewed the meeting agenda and recommended the following changes:</p> <ul style="list-style-type: none">• Replace Kara Williams with Raymond Macon for Vision and Mission Statement sections <p>Motion: Brian Toy made a motion to accept the agenda with the recommended changes. Raymond Macon seconded the motion.</p> <table border="1" data-bbox="727 1276 1263 1350"><thead><tr><th>In Favor</th><th>Against</th><th>Abstain</th></tr></thead><tbody><tr><td>5</td><td>0</td><td>0</td></tr></tbody></table> <p>The motion was adopted unanimously without debate.</p>	In Favor	Against	Abstain	5	0	0
In Favor	Against	Abstain					
5	0	0					
Approval of the February 10 minutes:	The committee reviewed the February 10 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.						
Reports:	<p>Membership Matrix</p> <p>The committee received an update to the membership matrix since the previous committee meeting:</p> <ul style="list-style-type: none">• There is 1 vacant mandated seat:						

	<ul style="list-style-type: none"> ○ Representatives of/or Formerly Incarcerated People with HIV. ● 27 Planning Council Members ● 48% PWH Planning Council Members ● 30% Unconflicted/Unaligned PWH Planning Council Members ● 37% 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. Whitney highlighted the vacant mandated seat and the need to increase the number of unconflicted/unaligned PWH members on the Planning Council.</p> <p>Recruitment & Retention Update The committee reviewed and discussed the outreach tracking sheet that was used for a recent outreach event.</p> <p>Committee and Attendance Roster Whitney Marshall gave an overview of the most recent updates to the Committee Roster. Laura Perez gave an overview of the most current version of the Attendance Roster, and the committee discussed the proposed changes to the quorum requirements in the Bylaws and the potential of altering the workplan to meet less frequently.</p> <p>Social Media Laura Perez provided an overview for both Instagram and Facebook on the current audience, reach, page visits, and likes/followers from February 10th to March 9th.</p>
<p>New Business:</p>	<p>HIV Care Needs Survey & Integrated Plan Update The committee received the update that there are currently 847 total responses to the HIV Care Needs Survey. The committee was informed that the last community engagement activity will be the Seminole County Focus Group on March 31st, and the next Integrated Plan Ad Hoc Committee Meeting will be on March 20th.</p> <p>Plan May Council Training & June Leadership Training The committee discussed potential topics for the upcoming Planning Council training sessions. During discussion, the committee agreed to propose reading less of the opening PowerPoint out loud at the start of meetings to save time.</p> <p>After much discussion, the committee decided that the May Planning Council Training will be in the form of a mock meeting where members will get the opportunity to practice scenarios including managing conflicts, member conduct, Robert's Rules, and public comments.</p>

