

Central Florida HIV Planning Council

Membership and Engagement Committee Meeting Minutes

April 14, 2026

Call to Order: The Membership and Engagement Committee Chair, Kara 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, Raymond Macon, Vel Cline, Anthony McNeil, Fernell Neal, Ida Starks, Beatrice Boursiquot (via teleconference), Terrance Hunter (via teleconference)

Members Excused: Angus Bradshaw, Brian Toy, Siri Goberdhan Jr., Sueanne Vazquez,

Members Absent: Andrea Dunn, AJ Johnson

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

PCS Staff Present: Whitney Marshall, Laura Perez, Nishika Stafford

<p>Approval of the agenda:</p>	<p>The committee reviewed the meeting agenda and approved it as presented.</p> <p>Motion: Vel Cline made a motion to accept the agenda as presented. Fernell Neal seconded the motion.</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="padding: 5px;">In Favor</th> <th style="padding: 5px;">Against</th> <th style="padding: 5px;">Abstain</th> </tr> </thead> <tbody> <tr> <td style="text-align: center; padding: 5px;">4</td> <td style="text-align: center; padding: 5px;">0</td> <td style="text-align: center; padding: 5px;">0</td> </tr> </tbody> </table> <p>The motion was adopted unanimously without debate.</p>	In Favor	Against	Abstain	4	0	0
In Favor	Against	Abstain					
4	0	0					
<p>Approval of the March 10 minutes:</p>	<p>The committee reviewed the March 10 minutes and approved them as presented.</p>						
<p>Open the floor for public comment:</p>	<ul style="list-style-type: none"> • PCS did not receive any comment cards. • There were no public comments in the room or online. 						
<p>Reports:</p>	<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: 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

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.

Committee Roster

Whitney Marshall gave an overview of the most recent updates to the Committee Roster and highlighted the vacancy for the FCPN Patient Care Planning Group (PCPG) Alternate.

Social Media

Laura Perez provided an overview for both Instagram and Facebook on the current audience, reach, page visits, and likes/followers from March 10th to April 13th.

New Business:

Applicant Summaries

The committee reviewed and discussed the applicant summaries for Candidates #2026-02 and #2026-03.

Motion: Ida Starks made a motion to forward Candidate #2026-02 to the Executive committee for approval with a recommendation to the Membership & Engagement committee as an associate member. Raymond Macon seconded the motion.

In Favor	Against	Abstain
4	0	0

The motion was adopted unanimously without debate.

Motion: Vel Cline made a motion to forward Candidate #2026-03 to the Executive committee for approval with a recommendation to the Membership & Engagement committee. Ida Starks seconded the motion.

In Favor	Against	Abstain
4	0	0

The motion was adopted unanimously without debate.

Finalize May Training Agenda

The committee continued its discussion on the agenda for the upcoming May Planning Council Training. In response to the majority of the members present stating that they would not be available for the originally selected training date of May 1st, PCS indicated that they would find an alternative date.

The committee discussed beginning the meeting by letting members share their purpose for being on the Planning Council, then developed two scenarios regarding member conduct and one scenario regarding Robert's Rules. After some discussion, the committee also recommended that the training include an in-depth explanation of the rules surrounding Public Comments and guests speaking during meetings.

Leadership Evaluation

Committee members had the opportunity to evaluate their committee leadership through SurveyMonkey.

Recruitment and Retention Strategies

The committee discussed that inviting people to meetings and speaking to guests at meetings seem to be successful strategies for recruitment.

Integrated Plan & Community Engagement Activities

The committee was informed that the Integrated Plan Community Engagement Activities have been completed, and the Integrated Plan Ad Hoc Committee is currently working on developing goals, objectives, and activities for the 2027-2031 Integrated Plan; their next meeting is Friday, April 17th. The committee was also informed that there are currently 866 responses to the HIV Care Needs Survey, 731 of which are completed.

World AIDS Day Workgroup

The committee was informed of the discussion that took place at the World AIDS Day Workgroup on April 10th: In response to Orange County Government's rules preventing voting online, the workgroup reached a consensus to have the Membership & Engagement Committee absorb the workgroup's duties starting in May. To continue to allow guest participation, the workgroup suggested having clearly defined portions of the Membership & Engagement meeting agendas that will be open to public feedback.

Motion: Vel Cline made a motion to embed the World AIDS Day Workgroup as a standing item in the Membership & Engagement Committee. Raymond Macon seconded the motion.

In Favor	Against	Abstain
5	0	0

The motion was adopted unanimously without debate.

The committee then discussed ways to scale down the cost of the event while maintaining the reverence for the awareness day. The discussion included capping the budget, having small bites instead of a sit-down dinner, and making sure that there is still time in the program for members of the community to speak. The committee recommended checking the

	availability of last year's venue for December 1 st , which is a Tuesday, and will continue its discussion of the event at next month's meeting.
Announcements:	<ul style="list-style-type: none"> • A Walk for Change 2026 will be held on Saturday, December 12th at the Central Florida Fairgrounds. • CWMP will be holding their 30-year anniversary gala on July 18th.

Action Items	
Responsible Party	Item
PCS	Find a different date to reschedule the May training
Next Meeting	May 12, 2026
Adjournment:	3:55 PM

Prepared by:

Laura Perez

Date:

4/21/2026

Approved by:

[Signature]

Date:

5/12/26