

# Central Florida HIV Planning Council

## Membership and Engagement Committee Meeting Minutes

May 12, 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, Raymond Macon, Vel Cline, Ida Starks, Angus Bradshaw, Sueanne Vazquez,

**Members Excused:** Anthony McNeil and Brian Toy

**Members Absent:** Andrea Dunn, A.J. Johnson and Fernell Neal

**Participants Present (via teleconference):** Iradarnell Westbrook, Gabriel Rodriguez, Tim Collins, Mike Alonso, Beatrice Boursiquot (via teleconference), Terrance Hunter (via teleconference)

**Recipient Staff Present:** Pedro Huertas-Diaz (via teleconference)

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

<b>Approval of the agenda:</b>	<p>The committee reviewed the meeting agenda and approved it as presented.</p> <p><b>Motion:</b> Vel Cline made a motion to accept the agenda as presented. Raymond Macon seconded the motion.</p> <table border="1" data-bbox="727 1276 1265 1356"><thead><tr><th>In Favor</th><th>Against</th><th>Abstain</th></tr></thead><tbody><tr><td>6</td><td>0</td><td>0</td></tr></tbody></table> <p>The motion was adopted unanimously without debate.</p>	In Favor	Against	Abstain	6	0	0
In Favor	Against	Abstain					
6	0	0					
<b>Approval of the April 14 minutes:</b>	<p>The committee reviewed the April 14 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>World AIDS Day Workgroup Planning</b>	<p><b>Approval of April 10th Minutes</b> The workgroup reviewed the April 10 minutes and approved them as presented.</p> <p><b>Theme</b> 45 Years Together: United and Unbreakable</p> <p><b>Date</b></p>						

	<p>Preference for December 1st will be dependent on venue availability  AIDS Quilt Display walkthrough 5:30pm to 6:30pm  Event programming 6:30pm – 7:30pm  <b>Sponsors</b>  Get in requests early  Lower sponsorship tier limits from last year</p>
<p><b>Reports:</b></p>	<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: Representatives of/or Formerly Incarcerated People with HIV</li> <li>• 26 Planning Council Members</li> <li>• 46% PWH Planning Council Members</li> <li>• 27% Unconflicted/Unaligned PWH Planning Council Members</li> <li>• 38% 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 sex, age, and race/ethnicity. Whitney highlighted the vacant mandated seat, the need to increase the number of age 20-49, unconflicted/unaligned PWH members on the Planning Council, and Osceola representative.</p> <p><b>Committee Roster</b>  Laura Perez gave an update of the most recent change to the Committee Roster, appointed Paolo Mancini for the FCPN Patient Care Planning Group (PCPG) Alternate. Attendance rosters reviewed and discussed.</p> <p><b>Social Media</b>  Laura Perez provided an overview for both Instagram and Facebook on the current audience, reach, page visits, and likes/followers from April 14<sup>th</sup> to May 11<sup>th</sup>. Discussed strategies of future followers.</p>

<p><b>New Business:</b></p>	<p><b>Approved Methods of Communication</b> Discuss and explain communication methods including urgency of phone calls and voicemails being returned, limits on repeated contact, sunshine law compliance, standards of professional contact, staff authority/boundaries, and enforcements/consequences.</p> <p><b>Motion:</b> Raymonds Macon made a motion to forward Communication policy and procedure to Executive Committee for approval with a recommendation from Membership &amp; Engagement committee. Angus Bradshaw seconded the motion.</p> <table border="1" data-bbox="727 558 1265 632"> <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> <p><b>National Testing Day</b> June 27<sup>th</sup> national testing day awareness discussed.</p> <p><b>Member Awards</b> Whitney Marshall suggested member awards, i.e. member-of-the-year award for retention methods like PCS. Committee will discuss specific categories that align with CHPC core values. Members were in agreement with the idea but want to ensure it is done fairly and inclusively; Total of two categories and years of service awards. PCS will present an example slate of award categories and criteria at the next meeting.</p> <p><b>Recruitment and Retention Strategies</b> Vel requested CFHPC materials for an event at Hope &amp; Help next Thursday.</p> <p><b>Integrated Planning</b> Whitney Marshall recommended that the Committee think about how to make the Integrated Plan more accessible to PWH to ensure the plan is understood by the appropriate groups throughout the community.</p>	In Favor	Against	Abstain	5	0	0
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5	0	0					
<p><b>Announcements:</b></p>	<ul style="list-style-type: none"> <li>• Next Committee Meeting: June 9, 2026, Heart of Florida United Way (1940 Cannery Way, Orlando, FL 32805)</li> </ul>						

Action Items	
Responsible Party	Item

PCS	Red Ribbon Times
PCS	Social media QR codes
PCS	Member awards categories and criteria to be voted on during next meeting
Pedro Huertas-Diaz	Explore the availability of County buildings for WAD venue
Kara Williams	Walgreens locations will be sent out by to be shared on socials
<b>Next Meeting</b>	<b>June 9, 2026</b>
<b>Adjournment:</b>	3:57 PM

**Prepared by:**

*Nishika Stafford*

**Date:**

5/12/2026

**Approved by:**

**Date:**