



Central Florida HIV Planning Council
Bridge Reports: Membership & Engagement Committee
October 2025 – June 2026

October 7, 2025:

- The committee elected Kara Johnson Williams as the Membership and Engagement Committee Chair. The committee will elect a Vice Chair at the next committee meeting.
 - The committee discussed the schedule of their committee meetings and agreed to move the meetings from the first Tuesday of the month at 2:00 pm to the second Tuesday of the month at 2:00 pm.
 - The committee reviewed the membership matrix, PC reflectiveness data, and Planning Council attendance roster. There are currently 26 Planning Council members, 46% are PWH, 38% are unaffiliated/unaligned PWH, and 35% are conflicted members.
 - The committee reviewed the annual Facebook and Instagram insights including audience demographics, profile reach, and interactions data.
 - The committee reviewed and approved their 2025-2026 workplan. The workplan will be forwarded to the Executive Committee for approval.
 - The committee reviewed and discussed an applicant interview summary. After a brief discussion, the committee voted and recommended the applicant for appointment to serve on the SSPQ committee. The applicant summary will be forwarded to the Executive committee for review and a vote.
 - The committee discussed leadership training topics.
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November 12, 2025:

- The committee elected Raymond Macon as the Membership and Engagement Vice Chair.
 - The committee reviewed the membership matrix, PC reflectiveness data, and Planning Council attendance roster. There are currently 27 Planning Council members, 46% are PWH, 33% are unaffiliated/unaligned PWH, and 35% are conflicted members.
 - The committee reviewed Facebook and Instagram insights including audience demographics, profile reach, and interactions data.
 - The committee discussed training topics for the January training session.
 - The committee reviewed and approved the draft of Volume 17 of the Red Ribbon Times Magazine.
 - The committee reviewed and discussed an applicant summary. Following a brief discussion, the committee voted to recommend the applicant for appointment. The summary will be forwarded to the Executive Committee for review and vote.
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January 13, 2026:

- The committee reviewed the membership matrix, PC reflectiveness data, and Planning Council attendance roster. There are currently 28 Planning Council members, 50% are PWH, 32% are unaffiliated/unaligned PWH, and 32% are conflicted members.
 - The committee reviewed the social media performance insights for Facebook and Instagram over the time since the committee last met.
 - The committee received an overview of the most current Committee and Attendance Rosters.
 - The committee reviewed the final draft for Volume 17 of the Red Ribbon Times Magazine and called for article submissions for Volume 18, which are due by Tuesday, February 3rd, 2026.
 - The committee reviewed one applicant summary. After a brief discussion, the committee voted and recommended the applicant for appointment. The applicant summary will be forwarded to the Executive Committee for review and a vote.
 - The committee reviewed and provided feedback on the Orientation Evaluation form, the Evaluation Results from the Quarterly Training that took place on January 7th, and the Leadership Evaluation Process.
 - The committee received an Interview Skills training.
 - The committee provided feedback on the 2025 World AIDS Day Event, Rooted in Resilience. The committee also voted to have the 2026 WAD Workgroup begin in April to accommodate the Integrated Plan Community Engagement Activities.
 - The committee received an overview of the upcoming Integrated Plan Community Engagement Activities.
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February 10, 2026:

- The committee reviewed the Planning Council membership matrix and reflectiveness data. There are currently 27 Planning Council members, 48% are PWH, 30% are unaffiliated/unaligned PWH, and 37% are conflicted members.
 - The committee reviewed the social media performance insights for Facebook and Instagram over the time that the committee last met.
 - The committee received guidance from PCS to direct concerns or complaints to PCS directly or to the full Planning Council rather than leaving negative comments on CFHPC's social media channels. The committee requested that this guidance be added to the Bridge Report and for all Planning Council members to be mindful of the CFHPC Rules of Conduct and of what is posted on CFHPC's social media channels, as negative comments can dissuade potential members from joining the Planning Council.
 - The committee received an overview of the most current Committee and Attendance Rosters.
 - The committee reviewed and approved article submissions for Volume 18 of the Red Ribbon Times.
 - The committee reviewed and approved the Social Media Guidelines as presented.
 - The committee discussed potential strategies for increasing the percentage of unaffiliated/unconflicted RWHAP client members on the Planning Council.
 - The committee received an overview of the upcoming Integrated Plan Community Engagement Activities.
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March 10, 2026:

- The committee reviewed the Planning Council membership matrix and reflectiveness data. There are currently 27 Planning Council members, 48% are PWH, 30% are unaffiliated/unaligned PWH, and 37% are conflicted members. The council currently has one open mandated seat: Representatives of/ or Formerly Incarcerated People with HIV
 - The committee reviewed the social media performance insights for Facebook and Instagram over the time that the committee last met.
 - The committee received a Recruitment & Retention update and an overview of the most current Committee and Attendance Rosters.
 - The committee received updates on the Integrated Plan Community Engagement Activities and the HIV Care Needs Survey.
 - After some discussion, the committee recommended only reading out housekeeping slides at the start of committee meetings in order to save time.
 - The committee discussed topics for the May Planning Council Training and the June Leadership Training.
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April 14, 2026:

- The committee reviewed the Planning Council membership matrix and reflectiveness data. There are currently 27 Planning Council members, 48% are PWH, 30% are unaffiliated/unaligned PWH, and 37% are conflicted members. The council currently has one open mandated seat: Representatives of/ or Formerly Incarcerated People with HIV.
 - The committee reviewed the social media performance insights for Facebook and Instagram over the time since the committee last met.
 - The committee received an overview of the most current Committee and Attendance Rosters.
 - The committee reviewed and approved two Applicant Summaries to be forwarded to the Executive Committee.
 - The committee finalized the agenda for the May Planning Council Training.
 - The committee received updates on the Integrated Plan Community Engagement Activities and the HIV Care Needs Survey.
 - The committee moved to embed the tasks of the World AIDS Day Workgroup as a standing agenda item.
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May 12, 2026:

- The committee began planning for this year's World AIDS Day (WAD) event, discussing the event date, time, budget, possible venues, sponsorship, and decided on a theme: 45 Years Together: United and Unbreakable. WAD Planning will continue at the next Membership & Engagement Committee meeting and will be open to public participation.
- The committee reviewed the Planning Council membership matrix and reflectiveness data. There are currently 26 Planning Council members, 46% are PWH, 27% are unaffiliated/unaligned PWH, and 38% are conflicted members. The council currently has one open mandated seat: Representatives of/ or Formerly Incarcerated People with HIV.
- The committee reviewed the social media performance insights for Facebook and Instagram over the time that the committee last met.
- The committee received an overview of the most current Committee and Attendance Rosters.

- The committee reviewed and discussed the new Communications Policy & Procedure.
 - The committee began discussing how to best approach the creation of Member Awards for the Planning Council.
 - The committee discussed ways to effectively communicate the contents of the Integrated Plan to the community.
 - The committee received a reminder about the upcoming Planning Council Training on Friday, May 15th, 2026.
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June 9, 2026:

- The committee continued planning discussions for this year's World AIDS Day event, discussing the event venue, time, programming, and calling for sponsors.
- The committee reviewed the Planning Council membership matrix and reflectiveness data. As of June 9th, there are 26 Planning Council members, 50% are PWH, 31% are unaffiliated/unaligned PWH, and 38% are conflicted members. The council currently has one open mandated seat: Representatives of/or Formerly Incarcerated People with HIV.
- The committee reviewed the social media performance insights for Facebook and Instagram over the previous 28 days.
- The committee received an overview of the most current Committee and Attendance Rosters.
- The committee was informed that nominations are now open for officer positions for the next Planning Cycle.
- The committee discussed the proposed rubric for CFHPC Member of the Year Awards.