Central Florida HIV Planning Council

Membership and Engagement Committee Meeting Minutes

July 14, 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 Florida Department of Health - Central Health Center, 832 W Central Blvd, Orlando, FL 32805.

Members Present: Anthony McNeil, Kara Williams, Raymond Macon, Angus Bradshaw, Ida Starks, Sueanne Vazquez, Terrance Hunter, Vel Cline, AJ Johnson, Fernell Neal, Shonna Ferguson

Members Excused: Beatrice Boursiquot

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

Online Guests (WAD Planning): Gabriel Rodriguez, Tim Collins, Iradarnell Westbrook

PCS Staff Present: Whitney Marshall, Laura Perez

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<tr><td>Approval of the agenda:</td><td>The committee reviewed the meeting agenda and approved it as presented.

Motion: Terrance Hunter made a motion to accept the agenda as presented. Sueanne Vazquez seconded the motion.

<table><tr><th>In Favor</th><th>Against</th><th>Abstain</th></tr><tr><td>9</td><td>0</td><td>0</td></tr></table>
The motion was adopted unanimously without debate.</td></tr>
<tr><td>Approval of the June 9 minutes:</td><td>The committee reviewed the June 9 minutes and approved them as presented.</td></tr>
<tr><td>Open the floor for public comment:</td><td>PCS did not receive any comment cards.
There were no public comments in the room or online.</td></tr>
<tr><td>World AIDS Day Planning</td><td>Venue
The committee discussed the need to secure a venue as soon as possible in order to be able to begin securing sponsorships. The committee was informed that securing a county-owned building is unlikely, and discussed the following:
First United Methodist Church downtown (where Contigo had their event a couple years ago), but parking is a concern, though the space is large and nice and they have their own in-house catering service. The venue would be low or no cost.</td></tr>
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Second Harvest Food Bank, but would have to use their in-house caterer, and one member expressed dislike of the food
Terrance will look into John H Jackson Center
Gabriel can look into the Quaker center
Shonna will look into a venue at 1030 W Kaley ave
Ida will inquire about Mayor William Beardall Senior Center

The committee was also reminded about the following:

Venue needs to be centrally located and on a bus route
Event would be 5:30pm-7:30pm; Venue would need to allow 1:30pm to 8:30pm for setup and breakdown
Budget is $3,000 - $5,000 total

Networking Hour Brainstorming
The committee discussed the following suggestions for activities/displays to include during the Networking Hour:

Featured quilts for individuals and organizations
HIV Photovoice Display
Projector with videos of previous WAD events
Grass wall for people to pin on messages related to event theme or a call to action
Carlitos can create a photobooth – will need volunteers, photos taken at the beginning of the event and will be printed by the end of the event

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<tr><td>Reports:</td><td>
Membership Matrix
The committee received an update to the membership matrix since the previous committee meeting:

There are 2 vacant mandated seats:

Representatives of/or Formerly Incarcerated People with HIV
Hospital Planning Agency or Healthcare Planning Agency

23 Planning Council Members
52% PWH Planning Council Members
30% 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. Whitney highlighted the two resignations that have occurred since the committee last met, the vacant mandated Seats, and the need to increase the number of unconflicted/unaligned PWH members on the Planning Council.

Social Media
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Laura Perez provided an overview for both Instagram and Facebook on the current audience, views, follower activity, content interactions, and top posts on each platform over the time the committee last met.

Attendance Roster
Laura Perez provided an overview of the current Attendance Roster, which informed later discussion on the Attendance Policy & Procedure.

Unfinished Business:

Attendance Policy & Procedure
Members had the opportunity to review the recommended updates to the Attendance Policy & Procedure that have been made thus far. The committee discussed why they initially began reviewing the Policy (a member in the previous planning cycle arriving in the last 20 minutes of the meeting.) After a lengthy discussion covering members' responsibilities outside of the council and why a member may not be able to arrive on time to meetings, the committee recommended that being over 30 minutes late to a meeting should mean that the member cannot participate in the meeting.

Regarding consequences for non-compliance with the Attendance Policy & Procedure, the committee acknowledged the limitations of what can be imposed upon volunteers. After some discussion, the committee determined that any non-compliance with the Attendance Policy & Procedure will be noted in member's files and will be included in any applicant summaries when a member is being considered for re-appointment.

Motion: Terrace Hunter made a motion to approve the Attendance Policy & Procedure with the recommended updates. Fernell Neal seconded the motion.

In Favor	Against	Abstain
10	0	0

The motion was adopted unanimously without debate.

Member Awards – Final Award Names
After a brief discussion, the committee decided to name the two Member of the Year awards as Veteran of the Year and New Member of the Year.

Committee members were encouraged to submit their nominations for officer positions for the upcoming 2026-2027 Planning Cycle.

New Business:

Applicant Summary
Kara Williams gave an overview of the Applicant Summary and Interview Update for Candidate #2025-16. After reviewing the membership matrix, the committee voted to forward the candidate to the Executive Committee for review.

Motion: Vel Cline made a motion to forward Candidate #2025-16 to the Executive Committee for review and a vote. Sueanne Vazquez seconded the motion.

In Favor	Against	Abstain
10	0	0

The motion was adopted unanimously without debate.

Annual Committee Report
The committee received information on the purpose of Annual Committee Reports and were tasked with submitting anything they wish to include in the report to PCS so it can be forwarded to the committee chairs.

Recruitment and Retention Strategies
Committee members were encouraged to start thinking about how to spread the word about the Integrated Plan and how to get more unaffiliated/unconflicted clients to apply to join the Planning Council.

Committee Roster & Member Preferences
The committee reviewed member's submitted preferences for the three standing committees created by the updated Bylaws and determined placement for any remaining members, ensuring comparable numbers in each committee.

Motion: Vel Cline made a motion to approve the committee placements. Terrance Hunter seconded the motion.

In Favor	Against	Abstain
8	0	0

The motion was adopted unanimously without debate.

Announcements:	There were no announcements.

Action Items	
Responsible Party	**Item**
Several Members	Follow up on venue recommendations
Next Meeting	**August 11, 2026 @ FDOH Central**
Adjournment:	3:57 PM

Prepared by:	Laura Perez	**Date:**	7/21/2026
Approved by:	Anthony McNeil	**Date:**	8/13/2026