Central Florida HIV Planning Council

Membership and Engagement Committee Meeting Minutes

August 11, 2026

Call to Order: The Membership and Engagement Committee Ex-Officio, Anthony McNeil, called the meeting to order at 2:09 PM at Florida Department of Health – Central Location, located at 832 W Central Blvd, Orlando, FL 32805.

Members Present: Anthony McNeil, Kara Williams (via teleconference), Raymond Macon, Angus Bradshaw, Beatrice Boursiquot (via teleconference), Ida Starks, Sueanne Vazquez, Terrance Hunter, Vel Cline, AJ Johnson, Shonna Ferguson

World AIDS Day Planning Guests (present via teleconference): Gabriel Rodriguez, Tim Collins, Iradarnell Westbrook

Members Absent: Fernell Neal

Recipient Staff Present: Quatcy Tirado

PCS Staff Present: Whitney Marshall, Laura Perez, Dedrah Mathis

<table>
<tr><td>Approval of the agenda:</td><td>The committee reviewed the meeting agenda and recommended the following changes:
List presenter as Anthony McNeil for all sections prior to Public Comment
Motion: Terrance Hunter made a motion to accept the agenda with the recommended changes. Angus Bradshaw seconded the motion.<table><tr><th>In Favor</th><th>Against</th><th>Abstain</th></tr><tr><td>7</td><td>0</td><td>0</td></tr></table>The motion was adopted unanimously without debate.</td></tr>
<tr><td>Approval of the July 14 minutes:</td><td>The committee reviewed the July 14 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>WAD Workgroup</td><td>The workgroup discussed two venue options: The Beardall Senior Center, and the Quakers of Orlando meeting house. Both venues are available for December 1st. The workgroup compared the internal capacity, parking capacity, and pricing for the venues. The Beardall Center is asking for $100/hr to rent the ballroom, with $75 for liability insurance and $100 for a</td></tr>
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damage deposit. The Quaker center would be free of charge with a capacity of 150 people. The workgroup had the opportunity to review videos taken of the exterior and interior of the Quaker venue. The workgroup discussed the appearance of the venue.

AJ Johnson made a motion to have the workgroup visit each site then report back at an emergency M&E meeting held 15 minutes before the Planning Council business meeting. Receiving no second, the motion died.

After further discussion on the need to lock down a venue in order to be able to take any further steps, the workgroup held a vote.

Motion: AJ Johnson made a motion to hold the event at the Quaker house. Sueanne Vazquez seconded the motion.

In Favor	Against	Abstain
8	0	0

The motion was adopted unanimously without debate.

Whitney Marshall indicated that she would be reaching out to the point of contact at the Quaker center.

Kara Williams stated that she intends to be on the Needs Assessment and Planning committee once the new committees go into effect during the new Planning Cycle but will continue to chair the WAD workgroup section through the December 2026 event. Kara requested a letter that includes the sponsorship tiers and address of the venue, which Whitney will provide.

Reports:

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 vacant mandated

seats and the continued need to increase the number of unconflicted/unaligned PWH members on the Planning Council. Whitney also shared that the individual that the committee approved last month may no longer be able to move forward with joining the Planning Council. Whitney also asked members on the committee to speak about their time on the Planning Council at this month's Ryan White Community Meeting which will include a section to talk about CFHPC membership.

Social Media:
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. Members made recommendations for possible content ideas:

- Recruitment content
- Interactive content to increase engagement
- Using the live feature

New Business:

Annual Committee Reports
The committee received a reminder to submit content for the committee's Annual Report to PCS so that it can be passed along to the Committee Chairs. The committee was also shown where to find the year's bridge reports and past Annual Report on the CFHPC website.

Review Open Nominations & Member of the Year Awards
The committee had the opportunity to review the submitted nominees for Jr. Co-Chair and all other open leadership positions for the new Planning Cycle, members up for reappointment for their second three-year term, and the nominees for the Member of the Year Awards.

The committee reviewed the following members that are up for reappointment:

- Anthony McNeil
- Iradarnell Westbrook
- Sueanne Vazquez

The committee also reviewed AJ Johnson, who wishes to move from Associate Membership to his first term of Full/Regular Membership.

Motion: Terrance Hunter made a motion to affirm the eligibility of the second term members. Ida Starks seconded the motion.

In Favor	Against	Abstain
9	0	0

The motion was adopted unanimously without debate.

The committee was also informed of the following nominations:

- Jr. Co-Chair: Mike Alonso; Tim Collins, Rene Cotto-Lewis
- Membership & Engagement Chair: Raymond Macon

- Service Systems & Quality Chair: Alelia Munroe; Jules Smith
- Needs Assessment & Planning Chair: Mike Alonso
- Patient Care Client Representative: Rene Cotto-Lewis; Ida Starks; Iradarnell Westbrook
- Prevention Client Representative: Terrance Hunter; Ida Starks; Beatrice Boursiquot; Nino Franklin
- FCPN PPG Alternate: Mike Alonso; Iradarnell Westbrook; Jules Smith; Ida Starks

Motion: Sueanne Vazquez made a motion to affirm the eligibility of the officers and chairs nominations. Vel Cline seconded the motion.
As part of discussion, Ida Starks indicated that she wished to withdraw her name from consideration for the FCPN alternate position.

In Favor	Against	Abstain
9	0	0

The motion was adopted unanimously without debate.

Committee members also reviewed the following nominees for the Member of the Year Award and submitted their selections via ballot:

New Member of the Year Nominees:
- Jules Smith
- Sueanne Vazquez
- Paolo Mancini
- Anthony McNeil
- Fernell Neal

Veteran Member of the Year Nominees:
- Charlie Wright
- Alelia Munroe
- Iradarnell Westbrook
- Kara Williams
- Mike Alonso

Plan September Annual Training
The committee had the opportunity to review the draft agenda for the Final annual training to be held in September.

Committee Workplan
The committee discussed the possibility of following a different committee schedule for the 2026-2027 planning cycle. The committee reviewed possible options for different schedules that would have the committee meet less often. PCS shared that less meetings would likely be better for member retention and shared that other Planning Councils in Florida do not meet as frequently as this one. PCS also noted that each committee will be able to choose their own schedule, and the Ryan White

Community Meeting and Planning Council Business meeting would still take place monthly. The committee ultimately voted on a committee schedule that would have the committee meet in November, January, March, May, and August, rather than every month.

Motion: AJ Johnson made a motion to accept the proposed Membership & Engagement Committee workplan starting in November and meeting every other month except for July. Terrance Hunter seconded the motion.

In Favor	Against	Abstain
6	2	0

After some discussion, the motion was adopted by a majority vote.

After a quick discussion, the committee voted to extend the meeting to hear the results of the Member of the Year Awards.

Motion: Raymond Macon made a motion to extend the meeting by 5 minutes. Vel Cline seconded the motion.

In Favor	Against	Abstain
9	0	0

The motion was adopted unanimously without debate.

Announcements:	No announcements.

Action Items	
Responsible Party	**Item**
Gabriel Rodriguez	Schedule tour of Quaker House and confirm whether tables and chairs are provided
PCS	Reach out to Quaker House point of contact
PCS	Send Kara needed information for distribution to potential event sponsors
Committee Members	Submit content for Annual Reports to PCS
Next Meeting:	**November 10, 2026**
Adjournment:	4:04 PM

Prepared by:	Laura Perez	**Date:**	8/24/2026
Approved by:		**Date:**	