



**EVALUATIONS / QUALITY MANAGEMENT
COMMITTEE MEETING A G E N D A
January 25, 2011 ~ 6:00 p.m.**

Meeting Location: 1520 Rutherford Lane Building 1, **Ground Floor**, Austin, TX 78754

All topics below will be discussed by the Executive Committee of the HIV Planning Council, with possible recommendations, motion, and/or action resulting for consideration by the full Planning Council

CALL TO ORDER (*Paul Hassell*)

- 1) Citizen Communication (*Community Announcements*)
- 2) Review & Approve Previous Meeting Minutes (*if applicable*)
- 3) Robert's Rules Overview – Lu Russell, Parliamentarian
- 4) CHAIR BRIEFING - 2011 Planning Timeline and Activities
- 5) Overview roles and responsibilities of Evaluation Committee
- 6) Review prior Grant Application responses and Assessment tools utilized
- 7) Develop Current Administrative Assessment tool
- 8) Next Meeting Agenda
- 9) Adjourn

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