



**EXECUTIVE COMMITTEE MEETING  
Minutes from the April 1, 2014 Executive Meeting**

**MINUTES**

**Meeting Location:** 7201 Levander Loop, Bldg. H, Austin TX

**Meeting Called to order at 6:03 p.m.**

**Committee Members in attendance:** Dr. Victor Martinez, Shanika Cornelius, Justin Smith.

**Committee Members absent:** Justin Irving

**City of Austin Staff in attendance:** Kimberly Williams

**Approve Minutes**

- Minutes from March 4, 2014 Executive Meeting were reviewed and approved as submitted.

**Chair Report**

- Dr. Victor Martinez reviewed the Membership Activity Report, Attendance Report, and Membership Roster with no recommendations.

The committee discussed proposed changes for the membership interview questions, noting the following points:

- **Revised interview questions will focus on: 1) Experience with HIV/AIDS, 2) Passion, why one wants to serve, 3) How one works in groups, 4) How one handles conflict with peers, 5) What one hopes to accomplish/change. Examples should support some of the questions.**
- **Response to questions will be judged by relevance, how well structured and put together answer is, did they answer question and express themselves well. The notes section will be used to document things that catch the reviewer's eye.**

The committee discussed the mayor representative's role and noted that a meeting was scheduled in the following week with the new mayor representative. Chair Martinez suggested sharing the Planning Council's Comprehensive Plan goals with the representative.

It was suggested to delete sub-committee report section on future executive agendas unless there was business that needed to be discussed from the previous Business Meeting.

**Staff Report**

There was no news reported by staff

**Follow up Items:**

- Letter of Recommendation requirement.
- Review membership application at next meeting.
- Email membership application.
- Ask for meeting with Mayor after FY2015 Allocations (regarding level of funding in particular service categories, highlighting needs and gaps)
- Follow up with IT regarding Outlook Resource Calendar to register virtual Planning Council events (top 3 events).
- Have a draft poster printed up with a focus on membership and key information at Kinko's and send to executive members to review.
- Hearing no objection the meeting was adjourned at 7:03 p.m.