HIV PLANNING COUNCIL MEETING MINUTES
TUESDAY, MARCH 3rd, 2020

HIV PLANNING COUNCIL **COMMITTEE MEETING**
GOVERNANCE/MEMBERSHIP COMMITTEE MEETING MINUTES ***TUESDAY, March 3rd, 2020***

The *HIV Planning Council Governance/Membership Committee* convened in a committee meeting on *Tuesday, March 3rd, 2020* at *RBJ Health Center, 15 Waller Street, Training Room in* Austin, Texas.

Committee Chair, *Akeshia Johnson-Smothers* called the Committee Meeting to order at 12:28 p.m.

Council Members in Attendance:
Committee Chair, Akeshia Johnson-Smothers, Brooks Wood, and Taylor Stockett.

Council Members Absent: *Julio Gómez and Dale Thele*

Staff in Attendance: *Hailey de Anda,* Interim Manager Planning and Evaluation Unit, *Rashana E. Raggs,* Administrative Senior, and *Jaseudia Killion,* Planner II, and *Anjelica Barrientos,* AmeriCorps Vista

Administrative Agent: *Brenda Bounous*

Presenters: *None*

CALL TO ORDER

CITIZEN COMMUNICATION: *None.*

1. **CERTIFICATION OF QUORUM**
    a. Committee Chair, Akeshia Johnson-Smothers, established and certified quorum at 12:28 p.m.

2. **INTRODUCTION/ANNOUNCEMENTS**
    a. Committee members introduce themselves
        i. Akeshia Johnson-Smothers is chair, has been a part of the council for two and half years.

ii. Brooks Wood introduces himself as a new member of the council since November, created a foundation in memory of his father and wanted to come back to service the HIV community.

iii. Taylor Stockett, Executive Director at Hill Country Ride for AIDS, became apart of the HIV Planning Council in November.

b. Hailey de Anda announces this as the first governance/membership meeting.

3. APPROVAL OF MINUTES

a. No minutes due to March 3rd, 2020 being the first governance/membership meeting of the year.

4. RECRUITMENT/PROMOTION

a. Membership recruitment campaign

i. Consumer advisory board (CAB)

Planner II, Jaseudia Killion explained the HIV Planning Council currently does not have an existing CAB. Suggested collaborations of CABs with other organizations were also mentioned.

1. Council member Taylor Stockett stated he had previously implemented the organization of a CAB at a previous organization. Suggested utilizing CABs from other organizations out of respect for everyone's time. Taylor Stockett will draft letters to send to organizations for CABs.
2. HIVPC is currently at 19 active members with two awaiting mayoral approval.
3. Jaseudia Killion will follow up with next steps with CABs before next meeting that will be held April 7, 2020. Suggestions were made on sending letters to support groups as well as organizations within the community for CAB recruitment.

ii. Alignment with needs assessment

1. Hailey de Anda stated the strategic planning/needs assessment committee are currently dispersing the consumer needs assessment survey.
    a. Suggestions made on trying to shape CABs for recruitment and consumer feedback.

b. Vote to approve social media calendar

iii. Jaseudia Killion and Committee Chair, Akeshia Johnson-Smothers explained social media calendar plan to committee. Akeshia Johnson-Smothers explained the calendar can be edited and more days and events can be added, leaving it as a living document.

iv. Committee member Taylor Stockett suggested adding rollover national holidays for events on the calendar, as well as announcements of national conferences, announcements for health months, open enrollments, volunteer month, STD month, local events announcements, visibility and remembrance days, as well as large LGBTQ+ awareness days.

v. The motion to accept the social media plan with changes made by council member Taylor Stockett was approved on council member Taylor Stockett's motion, council member Brooks Wood seconded.

5. DOCUMENT REVIEW

a. Review By-Laws

vi. Teleconference

1. Jaseudia Killion suggested committee draft a policy for teleconferencing.

vii. Social Media

1. Discussed during agenda item 4-b.

6. **HIV PLANNING COUNCIL STAFF REPORT**

a. Jaseudia Killion presented on conferences and staff activities.

viii. Council member Taylor Stockett would like to be added to the list of prospects for the Ryan White Part A Conference that is being held early August in Washington D.C.

b. Hailey de Anda presented on Land Development Code potential meeting conflicts.

ADJOURNMENT

- Committee Chair Akeshia Johnson-Smothers adjourned the meeting at 1:53 p.m. without objection.

Indicative of action items

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For More Information on the HIV Planning Council, Executive Committee, please contact Hailey de Anda at (512) 972-5862.