

HIV Prevention Planning Council (HPPC)
Membership/CLC Committee
February 13, 2006
3:00-4:30 PM
Minutes

Members Present: Gayle Burns, Thomas Ganger, Janetta Johnson, John Newmeyer, Joaquin Sanchez

Members Absent: Chadwick Campbell, Gwen Smith

Professional Staff: Ju Lei Kelly (AO), Eileen Loughran (AO), Greg Juren (Harder+Co) Note taker

Guests: Simma Lieberman

1. Approval of Minutes from 1/30/06

The minutes were approved.

2. No public comment.

3. Discuss Council Workshop

- The group met with Simma Lieberman to discuss the March 9th Communication/Teambuilding workshop.
- Gayle reviewed the process memo from the Dec. Teambuilding workshop.
- The group discussed how much time Simma would have to facilitate the workshop.
- The members and guest discussed different methods to ensure an effective workshop, and searched for ways to "break the ice", as it were, and to make the participants feel that they were in a comfortable, non-judgemental environment in which they could safely voice their views.
- The group decided that the workshop will go from 3:30-6:00. Simma was Pleased that she would have more time to work with the group than she had at the December training.
- Questions were raised as to why some people are reluctant to speak out in groups and how this could be overcome so that everyone would be able to make some contribution to the group effort towards effective decisions.
- The committee members brainstormed some ideas about what to cover

at the March training. Simma mentioned that she had some exercises planned for the December workshop, that she didn't have time to cover. She may incorporate these into the March workshop.

- The group discussed the goal of the workshop. The common themes were: Teambuilding, getting to know one another, step-up/step-back, how to encourage quiet and/or new members to speak up in the group, and creating a comfortable and safe environment which would encourage members to speak up.
- Gayle thought that breaking the workshop into smaller groups for part of the time could also increase people's comfort level.
- Eileen suggested that Simma speak with Kathleen Roe to get some insight about the HPPC.

Discuss and approve activities

- The group discussed different check-ins, ice breakers and exercises that are effective group process.
- Some ideas that came up are: Lie/truth, Who did this?, What is something contradictory about your nature?
- It was suggested that a "quiz" such as "Who did this", be sent out to members prior to the workshop. The first three with correct answers would win prizes. The quiz would be to match certain accomplishments or life activities with the correct Council member. This activity would put a fun spin on getting to know more about each other.
- A member suggested that we ask Council members what they took or got out of the December training.

Teambuilding/Workshop logistics

- The workshop has been scheduled for March 9, from 3-6pm at the Port Authority's Bayside Room on Pier 1, the Embarcadero, just north of the Ferry Building.
- Betty will take the lead on the food.
- Simma will contact Eileen & Ju Lei for any additional details.

Closing

- Thomas suggested that all the untouched items on the agenda be moved to the next month's meeting.
- The meeting concluded at 4:25PM.

**The next Membership/CLC Committee meeting is scheduled for
March 13th from 3:00 - 4:30**