

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

Members Present: Gayle Burns, Chadwick Cambell, Thomas Ganger, Janetta Johnson, John Newmeyer, Joaquin Sanchez, and Gwen Smith

Professional Staff: Ju Lei Kelly (AO), Eileen Loughran (AO)

1. Welcome & Announcements

There were no announcements

2. Public Comment- None

3. Approval of minutes from 2/13/06

The minutes were approved with one correction. Janetta's last name was incorrect. There were two abstentions, Gwen and Chad, because they were not at the February meeting.

4. Debrief Teambuilding Workshop

- The group discussed the 3/9 Teambuilding/Communication workshop.
- Some members felt that more time should have been spent on the first exercise of finding 3 similarities and 3 differences with a Council member that they didn't know. It was explained that this was an excellent opportunity to get to know one another, and it was cut short. It was mentioned that it would have been useful to share some of what was learned with the group.
- It was pointed out that although, the Membership committee recommended some Q & A time between new and seasoned members, this was not included in the workshop. A committee member suggested following up on this item.
- The group agreed that it is important to have fun and share information about each other in order to develop comfort & safety in the group.
- The group would like to follow-up on the "speed dating" suggestion that was made by a Council member. It was suggested that at each Council Meeting we spend five minutes to do so.
- The group agreed that it was a relief to hear so many Council members bring up concern about Acronyms.
- Ju Lei will update David Weinman's list and send it out to the Council.

5. Review Community Member Applications

- The group reviewed the community member applications for committees. This was an action item that was suggested by co-chairs.
- The group reviewed the Parity, Inclusion, and Representation (PIR) of the committees, and the applications. The Membership/CLC committee recommends that each of the applicants be approved for their specified committee.
- The group recommended that the applicants be invited to their next committee meeting, even though final approval is from Steering.
- Ju Lei will draft an attendance policy for community members. This item will be brought up at co-chairs by Gayle Burns. The draft policy will be brought to the 3/23 Steering to be voted on.
- Thomas Ganger pointed out that community members are only accepted through the first three meetings.

6. Timeline

- Ju Lei reviewed a draft timeline with the group. The members approved tentatively the draft timeline with a few corrections.
- Eileen explained that there are two different items being referred to as "Needs Assessment". Eileen and Ju Lei will take the lead on developing a few questions on the training needs of Council members, and Clare Nolan of Harder and Co. will take the lead on the Needs Assessment of IDU's. We will fully discuss this Needs Assessment with Clare at the 4/10 Membership/CLC meeting.
- Ju Lei will make the corrections on the timeline and send it out via email to the group. The final version will be voted on at the April meeting.

7. Closing

The group was reminded to complete the Zoomerang evaluation. Clare Nolan (Harder & Co) will attend the April meeting to discuss the Needs Assessment. The meeting concluded at 4:25PM.

The minutes were prepared by Eileen Loughran and reviewed by Ju Lei Kelly and Chadwick Campbell

**The next Membership/CLC Committee meeting is scheduled for
April 10th from 3:00 - 4:30**