**HIV Community Planning Council**

**MEMBERSHIP COMMITTEE**

**Monday, June 9th 2016**

25 Van Ness, 8th Floor Conference Room

3:00 – 5:00 pm

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**Draft Agenda**

1. **Introductions**

2. **Review/Approve June 9th 2016 DRAFT Agenda – VOTE**

3. **Review/Approve April 11th 2016 DRAFT Minutes – VOTE**

4. **Announcements**

5. **Public Comment**

6. **Co-Chair Election – VOTE**

   *The Committee will nominate and elect two Membership Committee co-chairs.*

7. **Committee Mission Statement – VOTE**

   *The Committee will vote on its mission statement.*

8. **Demographic Information Update**

   *The Committee will review the monthly demographic report.*

9. **Council Member Attendance Report/ Council Applicants**

   - Letters of Warning to be sent:
   - Letter of Warning sent:
   - Letters of Probation to be sent:
   - Review Renewals:
   - Request for Leave of Absence:
     - Chip Supanich (June-July)
   - Current Leave(s) of Absence:
   - Committee Assignments:
     - Kenneth Hornby (Membership ➔ Community Engagement Committee)
• Resignations/Thank You for Service to the Council:

• Review Exit Interview:

• Dismissal Letters to be sent due to attendance requirements:

• Review Prospective Member Application:

• Interview/Discuss Prospective Applicant

10. Orientation & Training – VOTE

The Committee will update the policy on Orientation & Training.

11. Full Council Meeting Public Greeter – VOTE

The Committee will discuss the role of the “Public Greeter” and if that role will continue within the new HCPC.

12. Next Meeting Date & Agenda Items – VOTE

The next Membership Committee meeting is tentatively scheduled for Monday, July 14th 2016 at 25 Van Ness 8th Floor Conference Room from 3-5 pm.

Parking Lot:

13. Adjournment

Note: Agenda items are subject to change, postponement, or removal. Meeting agendas are considered to be in DRAFT form until reviewed and approved by Committee attendees.
The meeting facility is handicap accessible. The closest accessible BART Station is Civic Center, three blocks from City Hall. Accessible MUNI lines serving this location are: #47 Van Ness, and the #71 Haight/Noriega and the F Line to Market and Van Ness and the Metro stations at Van Ness and Market and at Civic Center.

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There is accessible parking in the vicinity of City Hall at Civic Center Plaza and adjacent to Davies Hall and the War Memorial Complex.

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For a large print copy of agenda or minutes in alternative formats, contact (415) 674-4768.

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The Planning Council has several standing Committees where Council business and creation of motions for full-Council action occur, and members of the public are urged to attend. Council procedures do not permit: 1) persons in the audience at Council meeting to vocally express support or opposition to statements by Council members or by other persons testifying, outside of public comment; 2) ringing and use of cell phones, pagers, and similar sound-producing electronic devices; 3) signs to be brought into the meeting or displayed in the room; 4) standing in the meeting room. Citizens are encouraged to testify at Committee meetings and to write letters to the co-chairs of a Committee or to Council members, c/o HIV Health Services Planning Council, 730 Polk Street, 3rd Floor, San Francisco, CA 94109.

Agendas are available on the Internet at http://www.sfcarecouncil.org