

HIV Community Planning Council  
MEMBERSHIP COMMITTEE  
Thursday, April 13<sup>th</sup> 2017  
25 Van Ness, 8<sup>th</sup> Floor Conference Room  
3:00 – 5:00 pm

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***Draft Agenda***

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|---|---------------------------|
| <b>1. Introductions</b>   | <b>Group 3:00</b>         |
| <b>2. Review/Approve April 13<sup>th</sup> 2017 DRAFT Agenda – VOTE</b> | <b>Group 3:03</b>         |
| <b>3. Review/Approve March 9<sup>th</sup> 2017 DRAFT Minutes – VOTE</b> | <b>Group 3:05</b>         |
| <b>4. Announcements</b>   | <b>Group 3:07</b>         |
| <b>5. Public Comment</b>  | <b>Group 3:10</b>         |
| <b>6. Demographic Information Update</b>                                | <b>Council Staff 3:15</b> |

*The Committee will review the monthly demographic report.*

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|---|-------------------|
| <b>7. Council Member Attendance Report/ Council Applicants – VOTE</b> | <b>Group 3:20</b> |
|---|-------------------|
- Notice of Attendance to be sent:
  - Notice of Attendance sent:
  - Letters of Probation to be sent:
  - Letters of Probation sent:
    - Timothy Foster
    - Aja Monet
  - Review Renewals:
  - Request for Leave of Absence:
    - Wade Flores (April-May)
  - Current Leave(s) of Absence:
  - Committee Assignments:
    - Mick Robinson (Council Affairs → Membership)
    - Linda Walubengo (Community Engagement → Membership)
  - Resignations/Thank You for Service to the Council:
    - Andrew Lopez (end of April)

- Review Exit Interview:
- Dismissal Letters to be sent due to attendance requirements:
- Review Prospective Member Application:
  - Irma Parada
- Interview/Discuss Prospective Applicant
- Mentor Program
  - Zachary Davenport- Ron Hernandez

**8. Outreach/Recruitment Strategies**

**Group 3:45**

*The Committee will discuss outreach and recruitment strategies to increase Council membership.*

**9. Next Meeting Date & Agenda Items – VOTE**

**Group 4:55**

*The next Membership Committee meeting is tentatively scheduled for Thursday, May 11<sup>th</sup> 2016 at 25 Van Ness 8<sup>th</sup> Floor Conference Room from 3-5 pm.*

Parking Lot:

**10. Adjournment**

**Group 5:00**

**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.**

***MISSION STATEMENT***

***TO RECRUIT, SCREEN, TRAIN, AND RETAIN COUNCIL MEMBERS,  
IN ACCORDANCE WITH THE VALUES AND BY-LAWS OF THE HCPC.***

***HIV Community Planning Council***

*Administrative Office:*

*730 Polk Street 3<sup>rd</sup> Floor, San Francisco, CA 94109*

***San Francisco Department of Public Health***

*Community Health, Equity & Promotion*

*HIV Health Services*

*25 Van Ness Avenue, San Francisco, CA 94102*

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Agendas are available at [www.sfhivplanningcouncil.org](http://www.sfhivplanningcouncil.org)

The agenda packet is available for review at the administrative office of the San Francisco HIV Community Planning Council office, 730 Polk Street, 3rd Floor, San Francisco, CA 94109.