

HIV Community Planning Council  
MEMBERSHIP COMMITTEE  
Thursday, February 9<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***

1. **Introductions** **Group 3:00**
2. **Review/Approve February 9<sup>th</sup> 2017 DRAFT Agenda – VOTE** **Group 3:03**
3. **Review/Approve January 12<sup>th</sup> 2017 DRAFT Minutes – VOTE** **Group 3:05**
4. **Announcements** **Group 3:07**
5. **Public Comment** **Group 3:10**
6. **Demographic Information Update** **Council Staff 3:15**  
*The Committee will review the monthly demographic report.*
7. **Committee Reassignment – VOTE** **Group 3:30**  
*The Committee will discuss when to reassign committees this year.*
8. **Outreach Strategies** **Group 3:45**  
*The Committee will discuss outreach strategies to increase Council membership.*
9. **Membership Policies & Procedures – VOTE** **Group 4:00**  
*The Committee will review and update policies and procedures relevant to Membership.*
10. **Council Member Attendance Report/ Council Applicants – VOTE** **Group 4:20**
  - 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:
- Current Leave(s) of Absence:
- Committee Assignments:
  - Elaine Flores – Membership
  - Jessie Murphy – Membership, Community Engagement (2<sup>nd</sup> choice)
  - T.J. Lee - Community Engagement, Council Affairs (2<sup>nd</sup> choice)
  - Ben Cabangun – Council Affairs
  - Linda Walubengo – Community Engagement
  - Cesar Cadabes-
- Resignations/Thank You for Service to the Council:
- Review Exit Interview:
- Dismissal Letters to be sent due to attendance requirements:
- Review Prospective Member Application:
  - Zane Bursey
  - Mike Shriver
- Interview/Discuss Prospective Applicant
  - Darpun Sachdev

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

**Group 4:55**

*The next Membership Committee meeting is tentatively scheduled for Thursday, March 9<sup>th</sup> 2016 at 25 Van Ness 8<sup>th</sup> Floor Conference Room from 3-5 pm.*

Parking Lot:

**12. 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

The following services are available when requested by noon of the Friday before the Council meeting:

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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.