

HIV Community Planning Council  
MEMBERSHIP COMMITTEE  
Thursday, January 12<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 January 12<sup>th</sup> 2016 DRAFT Agenda – VOTE</b>   | <b>Group 3:03</b>         |
| <b>3. Review/Approve November 10<sup>th</sup> 2016 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 3:30</b> |
| <ul style="list-style-type: none"><li>• Notice of Attendance to be sent:</li><li>• Notice of Attendance sent:</li><li>• Letters of Probation to be sent:<ul style="list-style-type: none"><li>▪ Aja Monet</li></ul></li><li>• Letters of Probation sent:<ul style="list-style-type: none"><li>▪ Timothy Foster</li></ul></li><li>• Review Renewals:</li><li>• Request for Leave of Absence:</li><li>• Current Leave(s) of Absence:</li><li>• Committee Assignments:</li><li>• Resignations/Thank You for Service to the Council:<ul style="list-style-type: none"><li>▪ Kenneth Hornby</li><li>▪ Catherine Newell</li></ul></li><li>• Review Exit Interview:<ul style="list-style-type: none"><li>▪ Eileen Loughran</li></ul></li></ul> |                   |

- Dismissal Letters to be sent due to attendance requirements:
- Review Prospective Member Application:
  - Darpun Sachdev
  - Brian Kaplun
- Interview/Discuss Prospective Applicant
  - Zachary Davenport

**8. Committee Reassignment – VOTE Group 4:00**

*The Committee will discuss when to reassign committees this year.*

**9. Outreach Strategies Group 4:00**

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

**10. Membership Policies & Procedures – VOTE Group 4:30**

*The Committee will review and update policies and procedures relevant to Membership.*

**11. Next Meeting Date & Agenda Items – VOTE Group 4:55**

*The next Membership Committee meeting is tentatively scheduled for Thursday, February 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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The Planning Council has several standing committees where Council business and creation of motions for 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 of cell phones, pagers, and similar sound-producing electronic devices; 3) signs to be brought into the meeting or displayed in the room; members of the public are encouraged to testify at Council meetings and/or to write letters to the council members, c/o HIV Community Planning Council, 730 Polk Street, 3rd Floor, San Francisco, CA 94109.

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.