

HIV Community Planning Council  
MEMBERSHIP COMMITTEE  
Thursday, November 8<sup>th</sup> 2018  
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>3:00</b>          |
| <b>2. Review/Approve November 8<sup>th</sup> 2018 DRAFT Agenda – VOTE</b>  | <b>3:03</b>          |
| <b>3. Review/Approve October 11<sup>th</sup> 2018 DRAFT Minutes – VOTE</b> | <b>3:05</b>          |
| <b>4. Announcements</b>  | <b>3:07</b>          |
| <b>5. Public Comment</b>   | <b>3:10</b>          |
| <b>6. Demographic Information Update</b>                                   | <b>Ali Cone 3:25</b> |

*The Committee will review the monthly demographic report.*

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|---|-------------|
| <b>7. Council Member Attendance Report/ Council Applicants – VOTE</b> | <b>3:30</b> |
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- Notice of Attendance to be sent:
  - Notice of Attendance sent:
    - T.J. Lee
  - Letters of Probation to be sent:
  - Letters of Probation sent:
    - Orin Allen (sent August 2018)
  - Review Renewals:
    - Zachary Davenport
  - Request for Leave of Absence:
  - Current Leave(s) of Absence:
  - Committee Assignments:
  - 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:
  - Michelle Spence
- Mentor Program

**8. Full Council Membership Approval Process – VOTE 4:30**

*The Committee will discuss the process of approving new members at Full Council.*

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

*The Membership Committee will determine its next meeting date.*

Parking Lot:

**11. Adjournment 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.