

HIV Community Planning Council  
MEMBERSHIP COMMITTEE  
Thursday, January 14<sup>th</sup> 2021  
3:00 – 5:00 pm

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***Draft Agenda***

- 1. Introductions** **3:00**
- 2. Review/Approve January 14<sup>th</sup> 2020 DRAFT Agenda – VOTE** **3:03**
- 3. Review/Approve November 12<sup>th</sup> 2020 DRAFT Minutes – VOTE** **3:05**
- 4. Announcements** **3:07**
- 5. Public Comment** **3:10**
- 6. Co-Chair Election – VOTE** **3:15**  
  
*The Committee will elect co-chairs for 2021.*
- 7. Demographic Information Update** **3:25**  
  
*The Committee will review the monthly demographic report.*
- 8. Council Member Attendance Report/ Council Applicants – VOTE** **3:35**
  - Notice of Attendance to be sent:  
Billie Cooper, Antwan Matthews
  - Notice of Attendance sent:
  - Letters of Probation to be sent:
  - Letters of Probation sent:
    - Orin Allen (sent in October)
  - Review Renewals:
  - 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:
- Mentor Program

**9. Targeted Council Member Recruitment 4:10**

*The Committee will discuss targeted recruitment of council members.*

**10. Tech Support for Council Members 4:35**

*The Committee will discuss how council members are adapting to virtual meetings and brainstorm how to improve tech support/access.*

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

*The next Membership Committee meeting is tentatively scheduled for Thursday, February 11<sup>th</sup> 2021 at 25 Van Ness 8<sup>th</sup> Floor Conference Room from 3-5 pm.*

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.