

HIV Community Planning Council  
MEMBERSHIP COMMITTEE  
Thursday, August 10<sup>th</sup>, 2023  
3:00 – 5:00 pm

**Agenda**

1. **Introductions** **3:00**
2. **Review/Approve August 10<sup>th</sup> 2023 DRAFT Agenda – VOTE** **3:03**
3. **Review/Approve July 13<sup>th</sup> 2023 DRAFT Minutes – VOTE** **3:05**
4. **Announcements** **3:07**
5. **Public Comment** **3:10**
6. **Carry Forward Allocation – VOTE** **Beth Neary 3:35**  
*The council will make a recommendation for use of unspent Ryan White funding.*
7. **Council Member Attendance Report/ Council Applicants – VOTE** **3:15**
  - Letters of Probation sent:
  - Review Renewals:
  - Review Prospective Member Application:
  - Notice of Attendance to be sent:
  - Notice of Attendance sent:
  - Letters of Probation to be sent:
  - Request for Leave of Absence:
  - Current Leave(s) of Absence:
    - Billie Cooper
  - Committee Assignments:
  - Resignations/Thank You for Service to the Council:
  - Review Exit Interview:
    - David Gonzalez
  - Dismissal Letters to be sent due to attendance requirements:
  - Interview/Discuss Prospective Applicant:

- Mentor Program

**8. Demographic Information Update 3:20**

*The Committee will review the monthly demographic reports.*

**9. Council Recruitment 3:25**

*The Committee will discuss council member recruitment strategies and review recruitment materials.*

**10. Next Meeting Date & Agenda Items – VOTE 3:45**

*The next Membership Committee meeting is tentatively scheduled for Thursday, September 14<sup>th</sup>, 2023 via Zoom from 3-5 pm.*

**11. Adjournment 4:00**

**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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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.