

HIV Community Planning Council

MEMBERSHIP COMMITTEE

Thursday, July 11<sup>th</sup>, 2024

via [Zoom](#)

3:00 – 4:30 pm

***Agenda***

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|---|-------------|
| <b>1. Introductions</b>   | <b>3:00</b> |
| <b>2. Review/Approve July 11<sup>th</sup> 2024 DRAFT Agenda – VOTE</b>  | <b>3:03</b> |
| <b>3. Review/Approve June 13<sup>th</sup> 2024 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. Council Member Attendance Report/ Council Applicants – VOTE</b>   | <b>3:15</b> |
- Letters of Probation sent:
  - Review Renewals:
    - Various council member renewal applications are to be reviewed
  - 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:
    - Gwen Smith – returning late August/September
  - Committee Assignments:
  - Resignations/Thank You for Service to the Council:
    - Paul Harkin
  - Review Exit Interview:
  - Dismissal Letters to be sent due to attendance requirements:
  - Interview/Discuss Prospective Applicant:
  - Mentor Program

**7. Demographic Information Update** **3:30**

*The Committee will review the monthly demographic reports.*

**8. Council Recruitment** **3:40**

*The Committee will discuss council member recruitment strategies and target groups for recruitment.*

**9. Next Meeting Date & Agenda Items – VOTE** **3:55**

*The next Membership Committee meeting is tentatively scheduled for Thursday, August 7<sup>th</sup>, 2024 via Zoom from 3-4 pm.*

**10. 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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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.