Florida HIV/AIDS Advocacy Network (FHAAN)

Monthly Convening Group Meeting

Notes and Action Items

Date: Monday – February 28, 2011
Time: 2:00 p.m. (ET) – 3:00 p.m. (ET)
888.627.7005, 110097#

<table>
<thead>
<tr>
<th>Executive Committee</th>
<th>Committee Co-Chairs</th>
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<tbody>
<tr>
<td>Jesse Fry (Co-Chair)</td>
<td>Jesse Fry &amp; Michael Ruppal (Advocacy)</td>
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<td>Joey Wynn (Co-Chairs)</td>
<td>Ted Howard &amp; James Talley (Focus)</td>
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<td>Ted Howard (Administrator)</td>
<td>Ken Bargar (Membership)</td>
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### Agenda

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<tr>
<th>Agenda</th>
<th>Discussion</th>
<th>Plan of Action</th>
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<tr>
<td>Welcome/Roll Call</td>
<td>Quorum = 33% (2 of 6 required)</td>
<td>Met = 100% (6 of 6)</td>
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<td>Quorum Determination</td>
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<td>Meeting Guidelines</td>
<td>- Mute phone when in listen mode. Do not place your phone on hold.</td>
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<td>- State your name prior to speaking.</td>
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<td>- Abide by our FHAAN Operating Agreement, Process and Code of Conduct.</td>
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<td>Goals: To ensure that Federal &amp; State Legislators, the Florida Department of Health, Bureau of HIV/AIDS staff and local leaders are continuously in touch with their constituents needs and are supportive of the following:</td>
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<td>1. Effective research-supported community prevention programs;</td>
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<td>2. Access to adequate, culturally appropriate and stigma-free, care, treatment, housing and social/support services</td>
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<td>3. Biomedical, clinical, and behavioral research;</td>
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<td>4. Adequate funding for all aforementioned programs; and</td>
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<td>5. Protection of the dignity of all people living with or at risk for HIV/AIDS, regardless of gender, race, ethnicity, sexual orientation or religious belief.</td>
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<td>Objectives: In collaboration with local, state, regional and national organizations, FHAAN will develop and implement</td>
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<td>1. Public policy, education and advocacy strategies;</td>
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<td>2. Engage in message development and media activities; and</td>
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<td>3. Support community mobilization and grassroots activism.</td>
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<td>COMMITTEE REPORTS AND DISCUSSIONS:</td>
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<td><strong>Executive Committee</strong></td>
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<tr>
<td>Joey Wynn, Jesse Fry and Ted Howard</td>
<td>None</td>
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<td><strong>Product and Policy Advocacy Committee</strong></td>
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| Jesse Fry and Michael Ruppal | http://bit.ly/geXvUw | • Jesse and Joey to complete their 1-Pagers this week.  
• Jesse to sort through the Fact Sheet prospects and let Ted know  
  • Ted to create all in our standardized forms.  
• Ted to pull info on Area Snap-Shots.  
• Ted sent out Survey, responses coming in.  
• FHAAN Lobby Day:  
  • Some presence with our key folks who know our issues best, who are diverse and include care providers (can get help with what legislators to educate) and set appt with Governor.  
  • Focus on presenting our packets and speaking about long-term cost saving with short-term investment now ... and how this will save people’s lives.  
  • We can use the Poz Living Conference to help bring this group together.  
  • Best to do it on day same people and supporters will be in Tally to save on participant costs and increase participation #s. 3/17 or Broward Days date (Joey to let us know this date).  
• Plus a Virtual Lobby Day – TAI Intern Dawn Hunter helping us with online call-to-action system/emails. We can use the Poz Living Conference to help inform people of this plan so they can act and have others act.  
• We need to be prepared for when the DOH plan comes out soon – Quickly understand it and quickly respond to it. |
| **Focus and Structure Committee** |
• Monthly FHAAN meetings’ schedule approved, adding holiday notes.  
• FHAAN.org works in Google search, Ted to work on direct link.  
• Other forms approved for full FHAAN adoption: Template, About Us, Membership, and Operating Agreement.  
• Ideas generated on handling non-advocacy listserv post request. Pending further discussion. |
| **Membership Development Committee** |
• Ken has developed and implemented out-of- |
| **Old Business:** Ted Howard | **New Business:** All | **State membership policy:**  
- Working on co-chair.  
- Policy: 30  
- Focus: 21  
- Membership: 16 |
|-----------------------------|-----------------------|-----------------------------|
| **Membership Survey’s committee interest** | **Add call # to webinar invite** | **Policy:** Ted has added call-in #s to all:  
- initial email invitation  
- confirmation email  
- reminder emails  
**Focus:** Ted to include the newly adopted (expanded) agendas in initial email invitations.  
**Membership:** Michael to present to all of us.  
**Admin Job Description:** Collaborative letter from Michael Ruppal and Ken Bargar.  
**Bureau staff on FHAAN list as “Info Only”.:** Ted to work on creating on FHAAN web pages and/or Google group Calendar. Also, to email out monthly to network.  
**Create a FHAAN Calendar** | **Agenda in invitation** | **Admin Job Description** | **Bureau staff on FHAAN list as “Info Only”.:** | **Create a FHAAN Calendar** | **Agenda in invitation** | **Admin Job Description** | **Bureau staff on FHAAN list as “Info Only”.:** | **Create a FHAAN Calendar** |
| **Announcements:** All | **None** | **None** | **Set Agenda for Next Full FHAAN Webinar:**  
**Monday – March 7 @ 2pm (ET)** | **Standing Committee Reports:**  
- Exec: Joey  
- Policy: Jesse  
- Structure: James  
- Membership: Ken | **Plus:**  
1. ADAP: Tom Liberti (Jesse to confirm)  
2. Tallahassee Update: Jesse  
3. Activate U Update: Butch/Jesse  
4. Positive Living Conference: Butch | **Next FHAAN Monthly Convening Group Meeting:**  
**Monday – March 28, 2011 @ 2pm (ET)**  
**FORTH Monday of each Month**  
**Location:**  
**Webinar** (online registration email to be delivered by one week in advance)  
**888.627.7005, 110097#** |
Executive Committee

**Mission:**
Florida HIV/AIDS Advocacy Network (FHAAN) advocates for statewide HIV/AIDS resources including education, policies, programs, funding and legislation.

**Goals:**
To ensure that Federal & State Legislators, the Florida Department of Health, Bureau of HIV/AIDS staff and local leaders are continuously in touch with their constituents needs and are supportive of the following:
1. Effective research-supported community prevention programs;
2. Access to adequate, culturally appropriate and stigma-free, care, treatment, housing and social/support services
3. Biomedical, clinical, and behavioral research;
4. Adequate funding for all aforementioned programs; and
5. Protection of the dignity of all people living with or at risk for HIV/AIDS, regardless of gender, race, ethnicity, sexual orientation or religious belief.

**Objectives:**
In collaboration with local, state, regional and national organizations, FHAAN will develop and implement
1. Public policy, education and advocacy strategies;
2. Engage in message development and media activities; and
3. Support community mobilization and grassroots activism.

Focus and Structure Committee

**Mission:**
Create and manage the structure, processes and documentation to set-up FHAAN for success.

**Goals:**
1. Organizational Structure.
2. About Us.
3. Member Application.
4. Operating Agreements.
5. Web-based shared communication systems (listservs, documents, etc).

Product and Policy Advocacy Committee

**Mission:**
To identify our audiences and educate them on our issues:

**Goals:**

A. **Materials:**
   1. Introduction Letter.
   2. Priority Issues 1-Pagers.
   3. Fact Sheets 1-Pagers.
   4. Snap-Shots.

B. **Audience**

C. **Education**
Membership Committee

Mission:
Grow membership and enhance membership involvement to help meet member needs and meet the needs of FHAAN.

Goals:
1. 250 members by this time next year.

Objectives:  Go over current membership list to...

A. Evaluate who we have, see who wants to stay on and who does not.
B. Invite more people at various locations such as; Advocacy Groups: Consumers: black, Latino, PCPG, PPG, Etc.
C. Establish or reinforce an advocacy chair at each Ryan White consortia and planning council

Strategy Points:
1. ID Contact info for all these folks. Create database.
2. Communications to each of these people
3. ID Overlap within our FHAAN membership
4. New Florida Legislative contacts