Florida HIV/AIDS Advocacy Network (FHAAN)

Convening Group Monthly Meeting

**NOTES and ACTION ITEMS**

Date: Monday – June 25, 2012
Time: 10:00 a.m. (ET) – 11:30 a.m. (ET)

**Toll-Free: 888.627.7005, 110097#**

<table>
<thead>
<tr>
<th>Executive Committee</th>
<th>Committee Co-Chairs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Joey Wynn – Co-Chair/Facilitator</td>
<td>Ken Bargar</td>
</tr>
<tr>
<td>Jesse Fry – Co-Chair</td>
<td>Alelia Munroe</td>
</tr>
<tr>
<td>Ted Howard (TAI) – Administrator</td>
<td>John Eaton</td>
</tr>
<tr>
<td></td>
<td>Cathy Robinson-Pickett</td>
</tr>
<tr>
<td></td>
<td>James Talley</td>
</tr>
<tr>
<td></td>
<td>Rick Vitale</td>
</tr>
</tbody>
</table>

### Agenda

#### Welcome/Roll Call

*Quorum Determination*

- Quorum = 33% (4 of 9 required)
- 56% (5 of 9) = Met

#### Meeting Guidelines

- Please introduce yourself to the call.
- Mute phone (*6) when in listen mode, and unmute phone (#6) to speak.
- State your name prior to speaking.
- Do not place your phone on hold.
- Abide by our FHAAN Operating Agreement, Process and Code of Conduct.

#### Review of FHAAN Mission

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

#### Meeting Minutes Approval

**Most Recent Meeting Minutes:**
- Convening Group Notes (2012.05.29) - Draft

**Next Meeting:**
- Mon, July 9, 2-3PM EDT
- 888.627.7005, 110097#

#### Old Business

- **ADAP Contract**
  
  Survey research among our members – Goal setting; what’s the best way to gather member input on what an outsourced ADAP program should look like? Surveying FHAAN members. FHAAN Structure Committee to help. GoToWebinar system can help with polling questions during FHAAN webinar meetings (to generate awareness), and link to all FHAAN with more comprehensive survey … can tie it to full FHAAN meeting invitation. Example: (1) Was poll system helpful? (2) What would you do differently?
  
  Structure Committee to fine tune.
  
  Ted to set-up a test poll for July CG meeting.

- **Ryan White Reauthorization**
  
  
  Jesse to email them on the plan.
  
  Joey has a boiler plate to start from.
<table>
<thead>
<tr>
<th>Medicaid Managed Care</th>
<th>Member Education on Medicaid Reform – Invite AHCA Medicaid Managed Care Bureau Chief (Melanie Brown-Woofter) to Present to FHAAN? To educate Medicaid patients about how to choose the managed care plan that’s best for them. As soon as possible. Jesse to get with Melanie for July 2nd full FHAAN speaker.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Needed Intern Position</strong></td>
<td>Policy research, etc. description helpful to recruit - Advocacy Committee to draft.</td>
</tr>
<tr>
<td><strong>STRUCTURE COMMITTEE</strong></td>
<td>Most Recent Meeting Minutes: Structure Committee Notes (2012.06.18) - Draft</td>
</tr>
<tr>
<td>Alelia Munroe, James Talley and John Eaton</td>
<td></td>
</tr>
<tr>
<td><strong>FHAAN News:</strong></td>
<td>Our Committee is asking FHAAN members to review for ideas/improvements. Other states/FL DOH learning from our newsletters (GA, AL, TX). To full FHAAN for approval: FHAAN News and Information Dissemination Policy and Procedures</td>
</tr>
<tr>
<td>• Weekly News Brief</td>
<td></td>
</tr>
<tr>
<td>• Monthly Newsletter</td>
<td></td>
</tr>
<tr>
<td><strong>Full FHAAN Meeting Speakers (guest speaker selection, invite, and details)</strong></td>
<td>Tri-Chairs to write-up this new procedure for full FHAAN approval: One pager, a week in advance. Structure Committee tries to have potential speakers attend previous structure Committee meeting to learn more about their proposed topic.</td>
</tr>
<tr>
<td>Speakers who should be moved to stand-alone TAI webinars:</td>
<td>AVAC – Mitchell Warren BSSV - Danielle Pope</td>
</tr>
<tr>
<td>FHAAN Policy: Take these names and type organizations/speakers to CG for approval. If not approved, email them to <a href="mailto:mruppal@theaidsinstitute.org">mruppal@theaidsinstitute.org</a> for TAI to consider for TAI stand-alone webinar.</td>
<td>Committee proposed hearing both sides of PrEP issue with duel webinar by Mitchell Warren (Jeffrey Pope to ask him to contact Michael Ruppal) and Michael Weinstein (Jason to ask him to contact Michael Ruppal): <a href="mailto:mruppal@theaidsinstitute.org">mruppal@theaidsinstitute.org</a></td>
</tr>
<tr>
<td>Prospects:</td>
<td>1. Florida CHAIN (David Brakebill – “ACA and the work they're doing in FL and how we might interact/join forces with them”) – Alelia emailed David Brakebill for a speaker from FL CHAIN. 2. Spencer Lieb - FCHAR 3. Francis Hodge – FL Part B/some Part A. She told John maybe someone from public relations would be better. 4. Division of Disease Control and Health Protection Director</td>
</tr>
<tr>
<td><strong>Upcoming Full FHAAN Meeting Facilitators</strong></td>
<td>July: Cathy Robinson-Pickett August: Alelia Munroe</td>
</tr>
<tr>
<td><strong>Committee Agendas</strong></td>
<td>Templates sent to chairs to build their own agendas. (Structure Committee chairs to work on their standing agenda, then fill-in and present to FHAAN Administrator before following month’s committee meeting.)</td>
</tr>
<tr>
<td><strong>Committee Duel Motions</strong></td>
<td>“Committee chairs or FHAAN Admin may only make either a motion or a second, but not both in the same motion, where the committee chairs must be from different committees.” Approved by CG, to 7/2/2012 full FHAAN approval.</td>
</tr>
<tr>
<td>FHAAN Admin Motions</td>
<td>Can FHAAN Administrator make motions, etc as a full participant? Yes. Approved in March CG meeting. For 7/2/2012 full FHAAN approval.</td>
</tr>
<tr>
<td>---------------------</td>
<td>----------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>FHAAN Business Cards</td>
<td>Each Convening Group member has template to personalize and use to promote FHAAN and recruit members.</td>
</tr>
<tr>
<td>Interns/Volunteers</td>
<td>Convening group and Members are asked to help promote our Internship positions with our Intern information and application link: <a href="http://www.theaidsinstitute.org/get-involved/interns-volunteers/internships-aids-institute">www.theaidsinstitute.org/get-involved/interns-volunteers/internships-aids-institute</a></td>
</tr>
<tr>
<td>FHAAN Photos/Videos</td>
<td>All FHAAN members asked to capture photos, video clips, presentation materials, etc to send to <a href="mailto:FHAAN@theaidsinstitue.org">FHAAN@theaidsinstitue.org</a> for use in newsletter, website, social media, etc.</td>
</tr>
</tbody>
</table>
| FHAAN Organizational Structure Document Update | The image should be modified:
- PLWHA list first, then alphabetic.
- Committee titles should be listed. Approved by committee and Convening Group. For 6/4/12 full FHAAN approval. |

**New Business:**

- Revisit our FHAAN committee mission, duties and procedures
  3 Structure Committee chairs to meet separately to review mission, goals, etc and propose any updates in July committee meeting.

- Look into writing privacy and information usage language into our bylaws or agreement (request for FHAAN email lists, sign-on requests, etc)
  **FHAAN Policy:** Take these requests to FHAAN Convening Group for approval/disapproval.

- FHAAN Webinars vs. Stand-Alone TAI Webinars
  **FHAAN Policy:** To Convening Group. If not FHAAN, then to TAI for consideration, and they get more time to present and Q&A.

**RECRUITMENT COMMITTEE**
Cathy Robinson-Pickett & Ken Bargar
Most Recent Meeting Minutes:
Recruitment Committee Notes (2012.05.16)

**Old Business**

**NOTHING TO REPORT**

**New Business**

- FHAAN Social Media
  Facebook, Linkedin, Twitter – Layne Kinney lead volunteer. Need team to maintain.

- Interns/Volunteers
  Ken to meet with Bryant Smith in person.
  Ken to ask Cathy if there is a list/resource for all colleges/universities in FL for this advocacy intern promotion.

**Convening Group:**

**New Business:**

**Announcements:**

Next Full FHAAN Meeting: **Mon, July 2, 2012 2:00 PM - 3:00 PM EDT**
888.627.7005, ID: 110097#
**Rotating Facilitator:** July 2 – Cathy, August 6 – Alelia
**Guest Speaker:**
  August: Sherry Riley: John to schedule.

Next Convening Group Meeting: Monday – July 23, 2012 10:00 AM - 11:30 AM EDT
888.627.7005, ID: 110097#