# Florida HIV/AIDS Advocacy Network (FHAAN)

## Monthly Committee Meeting

### Notes and Action Items

**Committee: Focus and Structure**

**Date:**  Friday - January 7, 2011  
**Time:** 3:30 p.m. (ET) – 4:00 p.m. (ET)

<table>
<thead>
<tr>
<th>Committee Co-Chairs Attending:</th>
<th>Members Attending:</th>
<th>Guests Attending:</th>
<th>Members Unable to Attend:</th>
</tr>
</thead>
</table>
| James Talley  
 Ted Howard | Ken Bargar  
 Steve Hoke  
 Alelia Munroe  
 Michael Ruppal  
 Michelle Scavnicky | None | Jeff Allen  
 Rafael Abadia  
 David Brakebill  
 Joey Wynn |

<table>
<thead>
<tr>
<th><strong>Meeting Guidelines</strong></th>
<th><strong>Discussion</strong></th>
<th><strong>Plan of Action</strong></th>
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<tbody>
<tr>
<td>Ted Howard</td>
<td>Committee Quorum (33%) Met with 63% (7 of 11).</td>
<td>Established these standards today, going forward.</td>
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| | • State your name prior to speaking.  
 • Committee and members must adhere to our FHAAN Operating Agreement. | Established these standards today, going forward. |

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<tr>
<th><strong>Review of Missions and Goals</strong></th>
<th><strong>Discussion</strong></th>
<th><strong>Plan of Action</strong></th>
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</table>
| Ted Howard | To: Create and manage the structure, processes and documentation to set-up FHAAN for success.  
 1. Organizational Structure.  
 2. About Us.  
 3. Member Application.  
 4. Operating Agreements.  
 5. Web-based shared communication systems (listservs, documents, etc).  

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<thead>
<tr>
<th><strong>Minutes Review/Approval from Previous Meeting</strong></th>
<th><strong>Discussion</strong></th>
<th><strong>Plan of Action</strong></th>
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<td>Ted Howard</td>
<td>N/A</td>
<td>Established this standard today, going forward.</td>
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</table>
   - Walk-through of reason’s needed for move from Google Group “Files” to Google Docs.
   - Discussion to create a User Documentation to help all FHAAN members understand these reasons and how to access our FHAAN documents in our new Google Docs web page.
   - Ted Howard to draft and submit User Documentation to full FHAAN membership in January for review.
   - Ted Howard to post this User Documentation in FHAAN web page Library (and our FHAAN Google Docs) for reference in January.

2. Minutes & notice for calls formatting
   Reviewed James Tally’s Meeting Agenda/Notes template.
   Committee approved for Ted Howard to pilot the use of this template for all FHAAN January meetings.
   Committee will review results in February committee meeting to assess value.

3. Notice for Calls
   To determine Monthly Schedule of Committee meetings
   THIRD Monday of each Month 2:00pm (ET)
   Approved by Committee
   Ted Howard to include in notice of all meetings’ schedule to full FHAAN Directory

New Business:
Operating Agreement edit proposal
Attached proposed edits submitted by Ken Bargar (Merge Executive Committee and Convening Group, and other edits)
Ted Howard submitting these proposed edits to committee for review in January
Committee to discuss these and any other proposals in committee’s February meeting.

New Business:
Formal election of chairs for this committee
Co-Chairs nominated: James Talley and Ted Howard
Committee approved.

New Business:
Meeting call in # and thanks
Meeting invitation emails to add call in # outside of registering for webinar, and a thanks to Mick and Tibotec.
Ted Howard to include this information going forward.

New Business:
Establishing a stand-alone FHAAN web presence
FHAAN.org, .net, .com
Committee approved.

Purchased all (while on call) by Michael Ruppal.

**Next FHAAN Focus and Structure Committee Meeting:**
**THIRD Monday** of each Month at **2pm (ET)**
Monday February 21, 2011

**Location:**
**Webinar** (online registration email to be delivered by one week in advance)