Florida HIV/AIDS Advocacy Network (FHAAN)

Monthly Committee Meeting: **Membership**

Date: Wednesday – August 3, 2011
Time: 9:00 a.m. (ET) – 9:30 a.m. (ET)

**Notes and Action Items**

<table>
<thead>
<tr>
<th>Committee Co-Chairs</th>
<th>Members Attending:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attending:</td>
<td>Laura Dunn</td>
</tr>
<tr>
<td>Ken Bargar</td>
<td>Ted Howard</td>
</tr>
<tr>
<td>Cathy Robinson-Pickett</td>
<td>R. J. Hadley</td>
</tr>
<tr>
<td></td>
<td>David Hornsby</td>
</tr>
<tr>
<td></td>
<td>Layne Kinney</td>
</tr>
<tr>
<td></td>
<td>Vivian Momah</td>
</tr>
</tbody>
</table>

**Agenda**

<table>
<thead>
<tr>
<th>Agenda</th>
<th>Discussion</th>
<th>Plan of Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Welcome</td>
<td>Committee Quorum (33%).</td>
<td>Yes</td>
</tr>
<tr>
<td>Roll Call Quorum Determination</td>
<td>Committee and members must adhere to our FHAAN Operating Agreement, including Consensus Process and Code of Conduct.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Meeting Guidelines</td>
<td>Mute phone when in listen mode. Please do not place your phone on hold.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>State your name prior to speaking.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Review of Missions</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Old Business:**

1. Full Members: 266 (surpassed 2011 goal of 250) New August 2012 Goal = 500

2. August Plan for More Members

   - Use [www.FHAAN.org](http://www.FHAAN.org) for info, and this link for folks to register directly online: [http://survey.constantcontact.com/survey/a07e3kmqe4bglfgftt5/start](http://survey.constantcontact.com/survey/a07e3kmqe4bglfgftt5/start)

   - A. HIV Prevention Conference in Atlanta (Cathy HIVEducation@aol.com & Layne)
   - B. Consortia and planning meetings
   - C. Other Opportunities
| Committee Written Policies | (see details below) | 1. Cmte recommendations  
2. Co-Chairs send to Convening group for review  
3. Co-Chairs present to full FHAAN for approval |

**Committee Written Policies:**

**Mission:** Grow membership and enhance membership involvement to help meet member needs and meet the needs of FHAAN.  
**Goals:** 500 members by August 2012  
**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

**Committee Meetings:**
Every first Wednesday monthly at 9am. Next day or week if this date falls on a Federal holiday.
Toll-free #s
Webinars, as needed

**Who**
Who we can ask to join and who we can’t:
- **Member:** FL residents/application categories (Advocate, Organization Leader, PLWHA, Care Provider)
- **Partner:** Pharm Reps. OK if living outside FL but cover FL (with their company approval)
Who we accept and who we don’t:
- Cmte co-chairs determination. Any issues go to full group by cmte co-chairs.

**Member interests follow through:**
Committee co-chairs and/or committee volunteers will follow-up with all current members to become more involved in FHAAN by how they responded to their FHAAN Membership application categories:
- Full-time, part-time, info only.
- State and/or National
- Committees
- Advocate, Organization Leader, PLWHA, Care Provider, Pharm Rep.

**Member Recruitment**
Membership Forms: Hardcopy, Online
Community Outreach: CAG, Men’s Group, PCPG, PPG, ASOs, Consortia and planning council, other groups/orgs, pride centers
Events and Meetings, presentations, booths/table
Calendar/Volunteers
Web, facebook, LinkedIn, Twitter, etc.
Fliers, posters, pamphlets, biz cards, etc.

**Google Groups: Membership Pending**
All the membership requests are approved or denied. We don’t have automatic approval based on some of the membership requirements. We approve people unless any Membership Committee co-chair or FHAAN Convening Group identifies them as not meeting our criteria and/or potential problems. No response to a new member request in 24 hours means that they are approved.

**Out of state membership requests**
Out of State folks forwarded to cmte co-chairs to review and communicate with about including.
### Applied without Agreeing to Operating Agreement
Can participate, but as an info only (non-voting) participant and not able to chair committee or FHAAN.

### How to handle FHAAN members without email
It is their responsibility to check in on the website for update documents and review. If there is anything they really need from us, we can mail to them – Like membership update. We should also encourage them to have a “substitute or friend” email.

Snail-Mail calendar and call info to them. They can ask for items in the call (agenda, minutes, forms).

### Inviting prospects to become members:
- Schedule: monthly
- Content of message: below
- Tracking: Admin in Google Docs

### FHAAN registration for membership
Thank you for your recent request to join the FL HIV/AIDS Advocacy Network (FHAAN) Google Group listserv. To also become a full member of FHAAN (with voting rights and able to run for office), please take a moment and complete our quick and easy online membership form at this link: [http://survey.constantcontact.com/survey/a07e3kmqe4bglfgftt5/start](http://survey.constantcontact.com/survey/a07e3kmqe4bglfgftt5/start)

Thanks,
Cathy Robinson-Pickett and Ken Bargar
Co-Chairs, FHAAN Membership Committee

### We Invite You to Join FHAAN as a Full Member

Dear FHAAN,

Thank you for your interest in the work of the Florida HIV/AIDS advocacy Network (FHAAN).

Your interest as either a FHAAN listserv member and/or someone who took action this year by writing your legislators or the Florida Department of Health is greatly appreciated.

Today, we invite you to join FHAAN as a full member. Membership includes greater opportunities to advocate for HIV/AIDS issues, including committee work and leadership as well as voting privileges for all FHAAN decisions. We Need you!

Signing-up is quick and easy, just [CLICK HERE](http://survey.constantcontact.com/survey/a07e3kmqe4bglfgftt5/start)

For more information about FHAAN, visit our FHAAN Web Page: [www.FHAAN.org](http://www.FHAAN.org)

If you have any questions, please feel free to contact us.

Thank you,
Cathy Robinson-Pickett,
hiveducation@aol.com

Ken Bargar,
RW2001President@aol.com

Membership Committee Co-Chairs
Florida HIV/AIDS Advocacy Network (FHAAN)

### FHAAN Member list
It is the policy of FHAAN that we do not share the FHAAN list serve with anyone. If someone wants info, The Membership Co-chairs will answer any and all requests.
Next FHAAN Membership Committee Meeting:
Wednesday September 7, 2011 @ 9am (ET)
This committee meets the 1st Wednesday of each month at 9am (ET).
[Next work day or week if this Wednesday is a Federal holiday]

Location:
1-888-811-6083, ID: 3283 (Toll-Free) (Thanks to David Poole/Gilead!)