Florida HIV/AIDS Advocacy Network (FHAAN)

Monthly Committee Meeting: **Structure**

Date: Monday – June 18, 2012  
Time: 2:00 p.m. (ET) – 3:00 p.m. (ET)  
Call-In #s: **888.627.7005, 110097#**

**NOTES** and **ACTION ITEMS**

<table>
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<tr>
<th>Committee Tri-Chairs:</th>
<th>Administrator:</th>
<th>Participants:</th>
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| James Talley (North/Rural)  
Alelia Munroe (Central/Metro)  
John Eaton (South/Major Metro) | Ted Howard (TAI) | Bargar, Ken Fry, Jesse King, Jason Pope, Jeffrey |

**Welcome, Roll Call, Quorum**  
Committee Quorum (33%).  
Met with 88% (7 of 8)

**Meeting Guidelines**
- Introduce yourself when entering call.  
- Mute phone (*6) when in listen mode, unmute (#6) to speak.  
- State your name prior to speaking.  
- Don’t place your phone on hold.  
- Committee and members must adhere to our FHAAN Operating Agreement, including Consensus Process and Code of Conduct.

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

**Minutes Approval**
Structure Committee Notes (2012.05.21)  
Approved

**Old Business:**

**FHAAN News:**
- Weekly News Brief  
- Monthly Newsletter
  
  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](#)  
  - If you have news to include, email to: FHAAN@theaidsinstitute.org

**Full FHAAN Meeting Speakers**  
(guest speaker selection, invite, and details)

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.

**Upcoming:**
- **July:** Medicaid DOH Rep. – Melanie Brown-Woofter: Jesse to follow-up with her.  
- **August:** Sherry Riley: John to schedule.

Speakers who should be moved to stand-alone TAI webinars:  
AVAC – Mitchell Warren  
BSSV - Danielle Pope  
**FHAAN Policy:** Take these names and type organizations/speakers to CG for approval. If not approved, email them to mruppal@theaidsinstitute.org for TAI to consider for TAI stand-alone webinar.

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): mruppal@theaidsinstitute.org

Prospects:
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

| Upcoming Full FHAAN Meeting Facilitators | July: Cathy Robinson-Pickett  
August: Alelia Munroe |
| Committee Agendas | Templates sent to chairs to build their own agendas – 3 Structure Committee chairs to work on their standing agenda, then fill-in and present to FHAAN Administrator before following month’s committee meeting. |
| Committee Duel Motions | ”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 full FHAAN approval. |
| FHAAN Admin Motions | Can FHAAN Administrator make motions, etc as a full participant? Yes. Approved in March CG meeting. For 6/4/12 full FHAAN approval. |
| FHAAN Social Media | Recruitment Committee about facebook, LinkedIn, Twitter – Layne Kinney lead volunteer. Within our outside TAI social medias? To Convening Group. OK to stay with TAI, but would be great if FHAAN has independent accounts. Layne can lead. Need team to maintain - Recruitment Committee to manage. |
| FHAAN Business Cards | Each Convening Group member has template to personalize and use to promote FHAAN and recruit members. |
| Interns/Volunteers | Bryant Smith in Jacksonville, others? Ken to meet with Bryant in person. Convening group and Members are asked to help promote our Internship positions with our Intern information and application link: www.theaidsinstitute.org/get-involved/interns-volunteers/internships-aids-institute Needed Intern Position: Policy research, etc. description helpful to recruit - Advocacy Committee to draft. Ken to ask Cathy if there is a list/resource for all colleges/universities in FL for this advocacy intern promotion. |
| FHAAN Photos/Videos | All FHAAN members asked to capture photos, video clips, presentation materials, etc to send to FHAAN@theaidsinstitute.org for use in newsletter, website, social media, etc. |
| 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:** to cg, if not FHAAN, then to tai for consideration, and they get more time to present and Q&A.

Announcements:

Next **Structure Committee Monthly Meeting**
Click to Register: Mon, Jul 16, 2012 2:00 PM - 3:00 PM EDT  
Call-In #s: 888.627.7005, 110097# (Thanks to Mick Sullivan and Tibotec)
This committee meets the 3rd Monday of each month at 2pm (ET).