



HIV Health Services Planning Council
MEMBERSHIP COMMITTEE
Monday, January 10, 2011
Department of Public Health
25 Van Ness Avenue, 3rd Floor, Room 330B
5:00-7:00 pm

Draft Agenda

1. **Introductions** Group 5:00
2. **Review/Approve January 10th 2011 Agenda – VOTE** Group 5:03
3. **Review/Approve December 13th 2010 DRAFT Minutes – VOTE** Group 5:05
4. **Announcements** Group 5:07
5. **Public Comment** Group 5:10
6. **Council Member Attendance Report/Letters to Send – VOTE** Group 5:15
*Council Support will update Committee on Attendance Letters sent, and status of Council Members.
Committee will review a three-month report (October and November, December 2010) on Council Member attendance. Committee will decide whether to send letters to Council Members not meeting attendance requirements.*
 - Letters of Warning to be sent:
 - Jesus Guillen
 - Letters of Probation to be sent:
 - Aaron Chandler
 - Cicily Emerson
 - Veronica Pillatzke
 - Update of Letters of Probation that have been sent:
 - Review New Member Applications:
 - Paul Klees
 - Interview/Discuss Prospective Applicant:
 - Review Renewals:
 - Aaron Chandler
 - Veronica Pillatzke
 - Request for Leave of Absence:

- Current Leave(s) of Absence:
 - Lara Tannenbaum (November 2010 – March 2011)
 - Steve Manley (December 2010 – February 2011)
 - Mark Molnar (December 2010 – February 2011)

- Committee Assignments:
- Resignations:
- Thank You for service to the Council:
- Dismissal Letters to be sent due to attendance requirements:
- Review Exit Interview(s):
 - Further Action(s):

7. Demographic Information Update – VOTE Group 5:35
The Committee will review the monthly demographic report.

8. Steering Retreat Discussion – VOTE Group 5:45
The Committee will discuss possible topics and issues to be brought up at the January 21st Steering Retreat.

- a. Monitoring and implementing cultural inclusiveness recommendations.*
- b. Ensuring compliance with council demographics, particularly women, trans-folks and people of color.*
- c. Collaborating with the CMA Outreach and Listening team in council education, recruitment and targeted outreach.*
- d. Collaborating with Policy and Procedure Workgroup regarding membership policies (e.g. LOA, excused absences, proxy voting and conflict resolution.*

9. Review Committee Quorum – VOTE Group 5:55
The Committee will review Committee attendance for the previous six months, particularly meetings that have lacked quorum.

10. Leaves of Absence Policy Discussion – VOTE Group 6:10
The Committee will continue discussing the Leave of Absence Policy, a parking lot item.

11. Next Meeting Date & Agenda Items Group 6:55
The next Membership Committee Meeting is tentatively scheduled for Monday, February 14th 2010, 25 Van Ness Room 330B from 5-7 pm.

Parking Lot:

12. Adjournment Group 7:00

Note: Agenda items are subject to change, postponement, or removal. Meeting agendas are considered to be in DRAFT form until reviewed and approved by Committee attendees.

MISSION STATEMENT
To recruit, screen, train and retain Council Members.

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HIV Health Services Planning Council
730 Polk Street, 3rd Floor, San Francisco, CA 94109

San Francisco Department of Public Health, AIDS Office
25 Van Ness Avenue, 3rd floor, San Francisco, CA 94102

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There is accessible parking in the vicinity of City Hall at Civic Center Plaza and adjacent to Davies Hall and the War Memorial Complex.

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or sound enhancement system
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Agendas are available on the Internet at <http://www.sfcarecouncil.org>

THE AGENDA PACKET IS AVAILABLE FOR REVIEW AT

*HIV Health Services Planning Council, 730 Polk Street, 3rd Floor, San Francisco, CA 94109
RECEPTION DESK.*