

# MEETING AGENDA

*VIRTUAL:*

*Thursday, December 12th, 2024*

*12:00 p.m. – 2:00 p.m.*

- ◆ Call to Order
- ◆ Welcome/Introductions
- ◆ Approval of Agenda
- ◆ Approval of Minutes (November 14th, 2024)
- ◆ Report of Co-Chairs
- ◆ Report of Staff
- ◆ Discussion item
  - Recruitment Presentation
- ◆ Other Business
- ◆ Announcements
- ◆ Adjournment

Please contact the office at least 5 days in advance  
if you require special assistance.

Office of HIV Planning, 340 N. 12TH Street, Suite 320, Philadelphia, PA 19107  
(215) 574-6760 • FAX (215) 574-6761 • [www.hivphilly.org](http://www.hivphilly.org)

The next Nominations Committee meeting is

**VIRTUAL: January 9th, 2025 12:00pm - 2pm**

**Please contact the office at least 5 days in advance  
if you require special assistance.**

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**VIRTUAL: Nominations Committee  
Meeting Minutes of  
Thursday, November 14th, 2024  
12:00 p.m. – 2:00 p.m.**

Office of HIV Planning, 340 N. 12<sup>th</sup> St., Suite 320, Philadelphia PA 19107

**Present:** Juan Baez (Co-chair), Sharee Heaven

**Excused:** Lupe Diaz, Michael Cappuccilli (Co-Chair)

**Staff:** Tiffany Dominique, Debbie Law, Sofia Moletteri, Mari Ross-Russell, Kevin Trinh

**Call to Order:** J. Baez called the meeting to order at 12:14 p.m.

**Introductions:** J. Baez skipped introductions.

**Approval of Agenda:**

J. Baez referred to the November 2024 Nominations Committee agenda and asked for a motion to approve. **Motion:** S. Heaven motioned, J. Baez seconded to approve the November 2024 agenda. **Motion passed:** All in favor. The November 2024 Nominations Committee agenda was approved.

**Approval of Minutes (October 10th, 2024):**

J. Baez referred to the October 2024 Nominations Committee minutes. **Motion:** J. Baez motioned; S. Heaven seconded to approve the October 2024 Nominations Committee Meeting Minutes. **Motion passed:** All in favor. The October 2024 Nominations Committee minutes were approved.

**Report of Co-chairs:**

None.

**Report of Staff:**

None.

**Discussion Items:**

***-Recruitment Presentation-***

In the last Nominations Committee meeting, J. Baez had suggested that each committee would have a 5-minute presentation to recruit members to their committees from the HIV Integrated Planning Council. T. Dominique had created a template slideshow that each committee could use for the presentation.

S. Moletteri asked if S. Heaven was comfortable with adding her name to the presentation. S. Heaven agreed to add her name to the presentation. S. Moletteri said they would reach out to L. Diaz with the same question later since she was excused from the meeting.

The committee reviewed their “goals” slide. The slide contained descriptions of the Nominations Committee from the website and the ByLaws. J. Baez asked if they could remove the description from the ByLaws since the description from the website listed on the slide was comprehensive enough and he wanted to shorten word count on the slide.

The committee reviewed the “Roles and Responsibilities” slide. The slide stated that the Nominations Committee was in charge of reviewing applications, holding the Open Nominations Process, ensuring HIPC reflected key populations of the local epidemic, overseeing the HIPC new member orientation, maintaining membership retention and recruitment. S. Heaven suggested changing the title of the slide to read “Our mission is to.” J. Baez agreed with her idea.

The next slide detailed the benefits of joining the committee for the individual and the community. The committee began with listing the benefits to the community. J. Baez said the Nominations Committee ensured the people impacted by the epidemic were represented and heard. T. Dominique said they were the committee that shaped the culture of the group by choosing who was accepted into HIPC. S. Moletteri wrote down that the committee had the privilege of forming rapport with members through their retention efforts. S. Heaven suggested adding that they identified and addressed the needs of the members and sought to understand the barriers that members had faced.

The committee listed benefits a person would have if they joined the Nominations Committee. S. Heaven said they would learn personal accountability. The Nominations committee added to the slide that were able to see their own attendance record and keep themselves accountable by attending meetings.

The next slide said that the Nominations Committee met on the 2nd Thursday of the month before the HIPC meeting. The last slide asked HIPC members to contact D. Law or K. Trinh if they were interested in joining the committee.

S. Moletteri said they would spend the next Nominations Committee meeting discussing who the presentation speakers would be and finalizing the presentation slides.

**Other Business:**

None.

**Announcements:**

None.

**Adjournment:**

J. Baez called for a motion to adjourn. **Motion:** S. Heaven motioned; J. Baez seconded to adjourn the November 2024 Nominations Committee meeting. **Motion passed:** Meeting adjourned at 12:35 p.m.

Respectfully submitted,

Kevin Trinh, staff

Handouts distributed at the meeting:

- November 2024 Nominations Committee Agenda
- October 2024 Nominations Committee Minutes

DRAFT