

# MEETING AGENDA

*VIRTUAL:*

*Thursday, January 9th, 2025*

*12:00 p.m. – 2:00 p.m.*

- ◆ Call to Order
- ◆ Welcome/Introductions
- ◆ Approval of Agenda
- ◆ Approval of Minutes (December 12th, 2024)
- ◆ Report of Co-Chairs
- ◆ Report of Staff
- ◆ Discussion item
  - New Member Orientation
- ◆ 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: February 13th, 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, December 12th, 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), Michael Cappuccilli (Co-Chair), Lupe Diaz, Sharee Heaven

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

**Call to Order:** M. Cappuccilli called the meeting to order at 12:14 p.m.

**Introductions:** M. Cappuccilli skipped introductions.

**Approval of Agenda:**

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

**Approval of Minutes (November 14th, 2024):**

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

**Report of Co-chairs:**

None.

**Report of Staff:**

M. Cappuccilli asked for an update on the recommendation letters for the new members. M. Ross-Russell reported that they have still not received the letters and she had heard that the Mayor's Office was aiming to have the letters signed by the end of the week. If they were not signed, they would assign a person to sign the letters. It had been approaching three months since the letters had been submitted and M. Ross-Russell was concerned that it would affect member retention in the future. She said they were to start recruiting more members soon while also still waiting for the current recommended members' letters.

**Discussion Items:**

***-Recruitment Presentation-***

The committee decided to review the slides and assign speakers for the Jan 9th HIPC meeting. S. Moletteri asked if they wanted to alternate between speakers. The committee agreed this was a good idea.

D. Law said they had sent the presentation to each of the members on November 14th. During this meeting, the committee members would decide who would be assigned speaking roles. All of the members would speak during the introductory slide section. Afterward, M. Cappuccilli and J. Baez, the co-chairs, divided the remaining slides among themselves. S. Moletteri said they would write the names of the speakers on each slide so they knew which slides were theirs. The committee would have a 5-minute presentation at the next HIPC meeting on January 9th, 2025.

**Other Business:**

None.

**Announcements:**

None.

**Adjournment:**

J. Baez called for a motion to adjourn. **Motion: M. Cappuccilli motioned; S. Heaven seconded to adjourn the December 2024 Nominations Committee meeting. Motion passed: Meeting adjourned at 12:24 p.m.**

Respectfully submitted,

Kevin Trinh, staff

Handouts distributed at the meeting:

- December 2024 Nominations Committee Agenda
- November 2024 Nominations Committee Minutes