

**HIV Integrated Planning Council
Nominations Committee
January 11, 2018**

12:00-2:00pm

Office of HIV Planning 340. N 12th Street, Suite 320, Philadelphia, PA 19107

Present: Juan Baez, Kevin Burns, Michael Cappuccilli, Lupe Diaz, Sharee Heaven, Samuel Romero

Excused: None

Absent: None

Staff: Antonio Boone, Debbie Law, Stephen Budhu

Call to Order: M. Cappuccilli called the meeting to order at 12:05pm.

Welcome/Introduction: M. Cappuccilli welcomed the committee members. Those present then introduced themselves.

Approval of Agenda: M. Cappuccilli presented the agenda for approval. Motion L. Diaz moved, S. Heaven seconded to approve the agenda. Motion passed: All in favor.

Approval of Minutes: M. Cappuccilli presented the minutes for approval. Motion S. Heaven moved, M. Cappuccilli seconded to approve the minutes. Motion passed: All in favor.

Report of Chair: None

Report of Staff: A. Boone informed the committee social media could be used for the HIPC recruitment. He stated the Office Planning has improving their social media outlet through Twitter and FaceBook. He noted OHP posts regularly and asked the committee to start “checking in” on social media when they are present for the HIPC meetings. He suggested when committee members “check-in” they could also post pictures of the agenda or write a brief tag line about what the meeting is about. L. Diaz agreed with A. Boone, and suggested some social media platforms that the committee could start using.

Action Items: None

Discussion Items:

- **Report back from Executive Committee**

M. Cappuccilli stated the Executive Committee met in January, and discussed the attendance policy for the HIPC officers. He stated the committee decided to keep the attendance policy the same for the officers. He noted the only change to policy was the Nominations Committee will notify officers after they have accrued 2 unexcused absences. He stated the Executive Committee would present their recommendations at the January HIPC meeting.

M. Cappuccilli stated the Executive Committee recommended the HIPC should hold nominations for an interim co-chair position. He explained the interim position would be until September 2018¹, and the Executive Committee would revisit co-chair tenures during the fiscal year. M. Cappuccilli stated the Executive Committee decided the interim co-chairs did not have to HIV+, but he noted the bylaws did require one of the HIPC officers to be HIV + and open about their status. He stated the Executive Committee would take their recommendations to the HIPC in their upcoming meeting.

1. The HIPC previously decided co-chairs elections would be held in September 2018.

A. Boone suggested the committee could ask presenters to post on their social media platforms when they are presenting at HIPC meetings. He reminded the committee in the upcoming months Dr. Brady will be attending as well as Prevention Point. He stated Dr. Brady would be presenting her National HIV Behavioral surveillance data, her epidemiology update. He continued, Prevention Point would be doing an overdose reversal training and the medication-assisted treatment training. He proposed if HIPC members could ask Dr. Brady or the representatives from Prevention Point to post on their personal social media accounts about their presentations the HIPC would have improved attendance. The committee agreed and stated they would request special presenters at HIPC meetings to post about their presentations on their social media accounts.

The committee moved conversation back to newspaper advertisement. J. Baez proposed instead of using a newspaper advertisement, the committee should look to contact the editor of the PGN. He added the editor could write an editorial about the HIPC and its members. He noted the editorial would be longer and reach more people. K. Burns noted if the committee was able to get an editorial published the article would be free as opposed to allocating \$1100. K. Burns stated the interim editor of the PGN was amiable and probably would be more than willing to publish a piece on the HIPC.

Motion: The committee moved to contact the PGN editor for an editorial piece, and decided not to pursue the advertising venture. **Motion Passed:** All in favor.

A. Boone mentioned the One-Step Away newspaper. He explained to the paper focused on social injustices and was written by those who are or previously were homeless. He stated the paper was released monthly and suggested the committee could look into advertisement there. K. Burns agreed and recommended the committee should do a press release. K. Burns explained that way whomever was interested in the HIPC would write an article that would be no cost to the committee.

Motion: The committee moved to draft a press release inviting reporters to the HIPC meetings. **Motion Passed:** All in favor.

Old Business: The committee discussed the appealing party from their last meeting. The committee reviewed appeal and shared their thoughts on the appellant. S. Heaven asked what the consensus plan was in case the appealing party did not show to the January HIPC meeting. D. Law stated if the appealing party is absent they will be removed.

New Business: None

Announcements: None

Adjournment: **Motion:** M. Cappuccilli moved, S. Romero seconded to adjourn the meeting. **Motion Passed:** All in favor. Meeting adjourned at 1:30pm

Respectfully submitted by,

Stephen Budhu, staff

Handouts distributed at the meeting:

- Meeting Agenda
- December (date) Meeting Minutes
- OHP Calendar
- Recruitment Calendar