



**Membership Development Committee Meeting**  
**Monday, November 5, 2018, 5:15 p.m. to 7:15 p.m.**  
**Denver Public Health**  
**605 Bannock St., MTG Pavilion H, 2<sup>nd</sup> Floor, Rm. 245**  
**Denver, CO 80204**  
**Skype Conference Call Number:**

### Minutes

***Membership Development Committee Purpose:** Recruits and recommends potential Denver HIV Resources Planning Council (DHRPC) members to the Mayor for appointment to Council vacancies. The Committee trains new DHRPC members to provide leadership and direction for DHRPC Committees.*

Agenda Item	Discussion Points	Decisions/Actions	Who/What/When
<b>Introductions</b>	<b>Members:</b> Jim S, Robert P, Hayes C, Mashawn M, Josh K, Will A, Philip D, Lili C*, Randy M* <b>Staff:</b> Carina S. (*= participation via phone)		
<b>Review and approve (month) Minutes</b>	<ul style="list-style-type: none"> <li>No edits were suggested</li> </ul>	<ul style="list-style-type: none"> <li>Robert P made a motion to accept the minutes as were written. Hayes C seconded the motion.</li> <li>The motion passed with 7 “yes” votes, 0 “no” votes, and abstentions: Will A,</li> </ul>	
<b>Open Comments</b>		<ul style="list-style-type: none"> <li></li> </ul>	
<b>Amend Bylaws</b>	<ul style="list-style-type: none"> <li>Philip D discussed amendments to the bylaws after receiving feedback from Leadership</li> <li>Philip discussed the new revisions to 3.5 Member Duties &amp; Responsibilities. The group discussed whether the retreat and PS/RA should be counted as a general council meeting. The group decided to change J. It will now say, “All members are expected to attend one Data Training. Attendance at One Data Training is required to vote at PS/RA.</li> <li>Philip discussed that the removal process will no longer be amended.</li> <li>Philip discussed the housekeeping edits and the addition made to Article VIII – Conflict of Interest. The committee agreed on these changes.</li> </ul>	<ul style="list-style-type: none"> <li>Will A made a motion to new language for Section A.</li> <li>Mashawn M seconded this motion. 8 “yes” votes 0 “no” votes and 1 abstention: Lili C.</li> <li>Philip D made a motion that Section B stays as is written in the current bylaws. Will A seconded the motion. The motion passed with 9 “yes” votes, 0 “no” votes and no abstentions.</li> <li>Philip D made a motion to approve the Sect. C amendments Josh K seconded 9 yes votes. The motion passed.</li> </ul>	

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	<ul style="list-style-type: none"> <li>Philip asked that the current Grievance Procedure be linked into the Bylaws.</li> <li>Josh K will present the bylaws to Leadership and to the Planning Council.</li> <li>Carina asked that MDC allow the co-chairs and her to make changes if necessary after the bylaws are reviewed by the City Attorney and Leadership. The committee agreed to this. The co-chairs and Carina will share any edits with MDC prior to presenting the bylaws at the December Planning Council meeting.</li> </ul>		
<b>New Member Recruitment</b>	<ul style="list-style-type: none"> <li>The group discussed the slate of new members.</li> <li>The nine candidates who will be added to the Planning Council are Maritza O, Taylor H, Matthew W, Katherine F, Mary Grace M, Sarah L, Carly D, Eduardo G, and Noel G-C.</li> <li>Two candidates will not be offered a membership: Bill H and Brian M.</li> <li>In the past, PLWH have left the Planning Council more so than people with expertise.</li> </ul>	<ul style="list-style-type: none"> <li>Philip D made a motion to accept the new member slate. Jim S. seconded the motion. The motion pass with 9 “yes” votes, “no” votes, and no abstentions.</li> <li>Wait until after Planning Council meeting to send new member slate to the mayor for approval.</li> <li>Send decisions letters to candidates.</li> </ul>	
<b>Mentorship</b>	<ul style="list-style-type: none"> <li>The group discussed mentorship. The group assigned possible mentors for new members.</li> </ul>	<ul style="list-style-type: none"> <li>Josh K will send out emails to Planning Council members to ask if they would be interested in mentoring.</li> </ul>	
<b>Digital Disclosure at PC Meetings</b>	<ul style="list-style-type: none"> <li>The group discussed Facebook Live being used at Council meetings.</li> <li>The group discussed the confidentiality agreement and that accidentally disclosing status is the concern.</li> <li>Consider reiterating confidentiality agreement during the onboarding process.</li> </ul>	<ul style="list-style-type: none"> <li>Consider adding a clause about social media in the confidentiality agreement.</li> </ul>	
<b>Membership Update</b>	<ul style="list-style-type: none"> <li>Carina discussed membership updates.</li> <li>Rabecka B has missed 6 meetings. MDC will recommend the removal of Rabecka B from the Planning Council. A warning letter regarding her recommendation for removal will be sent.</li> <li>Carina will send verge of losing voting rights letters to: Josh K, Melanie R, Khalil H, Rick P, Robert P, and Will A</li> <li>Carina will send loss of voting rights letter to Robert R.</li> <li>Carina discussed that we need more Leadership nominations specifically co-chairs.</li> </ul>	<ul style="list-style-type: none"> <li>Will A. made a motion to recommend the removal of Rabecka B from the Planning Council. Robert P seconded the motion. The motion passed with 10 “yes” votes, 0 “no” votes, and no abstentions.</li> <li>Send recommendation for removal warning letter to Rabecka B.</li> <li>Send verge and loss of voting rights letters.</li> <li>Send out call to nominations for Leadership positions.</li> </ul>	
<b>MDC Workflow</b>	<ul style="list-style-type: none"> <li>Josh K and Mashawn M discussed listening sessions.</li> <li>Mashawn M is reaching out to HOPE and going to set a January date with them.</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>	

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	<ul style="list-style-type: none"> <li>• Josh K is reaching out to Clinica Tepayac.</li> <li>• Revisions were made to the MDC workflow</li> <li>• Assign mentors should happen at the November meeting.</li> <li>• Bylaw changes should be moved to July.</li> </ul>		
<b>Announcements</b>	<ul style="list-style-type: none"> <li>• 5280 Committee is looking for focus group data and we should provide our information from listening sessions.</li> <li>• Philip was awarded the Carl Frasier Award last month.</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>	
<b>Close</b>			

### Contacts

	Name	Phone or Email
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