

Ryan White EMA Planning Council

New Haven and Fairfield Counties



Caesar Moffett, Jr. & Andrew Lyons, Co-Chairs

Membership/ Finance Committee Meeting Minutes

Meeting Date: Thursday, November 1, 2012
Start Time: 12:30pm
End Time: 2:10pm
Location: The Greek Olive
Presiding Chair: Caesar Moffett, Jr.
Recorder: Sara Seaburg

Summary of Committee Votes

- Approval of October 4, 2012 meeting minutes

Council Member Assignments

- Attend Committee/Council meetings as outlined in the Council By-Laws
- Recruit/Promote Planning Council to increase PLWHA participation

Staff Member Assignments

- Facilitate Council Membership Process
- Maintain Attendance Records for all meetings
- Maintain Council Reflectiveness “Grid”

(1.0) Moment of Silence

Caesar Moffett, Jr. called the meeting to order at 12:30pm. A moment of silence was observed in recognition of all who have been affected by HIV/AIDS

(2.0) Welcome and Introduction

All participants introduced themselves.

(3.0) Co-Chair Announcements

None

(4.0) Approval of October 4, 2012 Meeting Minutes

Sara was unable to make the meeting, therefore the minutes from October 2, 2012 will be voted on at January 3, 2013 meeting at the Burrough’s Community Center.

(5.0) New Business/Old Business

a. Review Membership/Finance PCAT

The Committee reviewed the PCAT and determined it was on target with all assigned activities.

b. Manage Membership Application Process

We have one open application pending and the applicant has one more meeting requirement to fulfill.

c. Assist with Membership Recruitment Campaign

The Consumer Forum will be held on December 6th at Waterbury Hospital from 1:00pm – 3:00pm. We will have Planning Council applications in both English and Spanish to hand out to interested people. We will also have our Ryan White Planning Council brochures in both English and Spanish as well. Caesar Moffett, Jr. will attend as well as Ray Ruiz to help with Spanish translation if needed.

d. Review Planning Council Feedback/Feedback Form

Ryan White EMA Planning Council

New Haven and Fairfield Counties



Caesar Moffett, Jr. & Andrew Lyons, Co-Chairs

The feedback forms from Planning Council were with Sara, therefore these will be looked at in January as well.

e. Review PC Member Attendance

Attendance will be gone over in January due to Sara's absence

f. Analyze PC Membership for Federal Reflectiveness Mandate

This will be looked at in January.

g. Discuss Planning Council Activity Timeline for FY 2013

The following question came up during this discussion – how many forums during the year are needed and when decided, this will be added to the PCAT

Membership training 3 times during the year will be added to the PCAT

(6.0) Adjournment

The meeting adjourned at 2:10pm.

Ryan White EMA Planning Council
 New Haven and Fairfield Counties



Caesar Moffett, Jr. & Andrew Lyons, Co-Chairs

Attendance Record – 2012

	Council Member	1/5	2/2	3/1	4/5	5/3	7/12	8/2	9/6	10/4	11/1	12/6
1.	Ric Browne				X							
2.	Kenneth Cousar			X		X	X	X	X	X	X	
3.	Brian Datcher	X	X	X	X		X		X			
4.	Heidi Jenkins											
5.	Tom Kidder	X	X		X	X		X				
6.	Brian Kuerze		X	X		X			X	X	X	
7.	<i>Beverly Leach PC Co-Chair</i>	X	X	X	X	X	X	X		X	X	
8.	Ronald Lee	-	-	-	X	X	X	X	X			
9.	Andrew Lyons	X			X		X	X	X			
10.	<i>Leif Mitchell PC Co-Chair</i>	X	X		X			X	X	X		
11.	Caesar Moffett, Jr. Co-Chair	X		X		X	X	X	X	X	X	
12.	Joanne Montgomery											
13.	Alex Ortiz	-	-	-	-		X	X	X	X	X	
14.	Christine Romanik											
15.	Ray Ruiz Jr.	-	-	-	-		X	X	X	X	X	
16.	Robert Sideleau											
17.	John Sousa	-	-	-	-	-	-	-			X	
18.	Roberta Stewart		X	X	X	X	X	X	X	X	X	
19.	Ken Teel											
20.	Dennis Torres	X								X		
21.	Ryan White Office	X	X	X	X	X	X	X	X	X	X	
22.	Planning Council Staff	X	X	X	X	X	X	X	X	X		
23.	% of Council present:	45%	35%	35%	45%	38%	48%	50%	53%	48%	45%	