

**Membership /Finance Committee  
Meeting Summary – DRAFT  
Fast Fact Page**

Meeting Date: Thursday, November 6, 2008 scheduled from Noon to 3 p.m.  
 Start Time: Noon  
 End Time: 2:45 p.m.  
 Location: Optimus Health Care, Bridgeport  
 Presiding Chair: Ken Teel  
 Recorder: Tracy Kulik, Planning Council Staff

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**SUMMARY OF COMMITTEE BUSINESS VOTES**

- Minutes Approved: October 2, 2008
- Motion to go into Executive Session
- Motion to exit Executive Session
- Motion to forward one Membership Application
- Motion to Adjourn

**COUNCIL MEMBER ASSIGNMENTS**

- Review of Current Bylaws given items for Consideration

**STAFF MEMBER ASSIGNMENTS**

- Procurement of full member application (missing final page)
- Prepare meeting minutes for 11/6/2008

**ATTENDANCE RECORD - 2008**

	<b>Committee Members</b>	01/31	2/28	3/27	4/24	5/1	6/5	7/3	8/7	9/4	10/10	11/6	12/4
1.	CARLOS BARBIER	•	•		•	•				•			
2.	ADALINE DEMARRAIS	•	•	•	•		•	•				•	
3.	JOSE GARCIA	•	•	•	•	•	•			•	•		
4.	AWILDA GONZALEZ	•		•		•	•	•		•	•		
5.	JEROME HARRIS						•	•	•	•		•	
6.	AFRICKA HINDS-AYALA											•	
7.	TOM KIDDER	•	•		•	•	•	•	•	•	•	•	
8.	ROBERT SIDELEAU	•	•	•	•	•	•	•	•	•	•	•	
9.	ROBERTA STEWART	•	•		•	•	•	•	•	•	•	•	
10.	<b>MR. KEN TEEL*</b>	•	•	•	•			•	•	•	•	•	
	<b>Other Attendees</b>												
11.	THOMAS BUTCHER (RYAN WHITE OFFICE)	•	•	•	•	•	•	•	•	•	•	•	
12.	JEFF DANIEL (PC STAFF)	•	•	•	•	•	•	•	•	•	•	•	
13.	PC Members & Public Participants	Charlotte Burch (PC), Jerod Geter (PC), Joanne Loschiavo (PC), Jose Aquino (PC), Brian Datcher, Joanne Montgomery and Jeff D. (Public)											

**(1.0) MOMENT OF SILENCE**

Co-Chair Ken Teel began the Committee meeting at 12 noon. A moment of silence was held in recognition of all who have been affected by HIV/AIDS.

**(2.0) WELCOME AND INTRODUCTIONS**

Ken reminded attendees that this is a public meeting and open to the press. Participants are asked to use good judgment disclosing any personal information during introductions.

**(3.0) CO-CHAIR ANNOUNCEMENTS**

Ken Teel reviewed the agenda and stated that the objective of the meeting is to review Planning Council By-Laws as they pertain to Committee Co-Chairs and Members as related to three (3) separate areas:

- 1) Terms
- 2) Roles & Responsibilities
- 3) Committee appointment, election and/or removal

**(4.0) APPROVAL OF OCTOBER 10, 2008 MEETING SUMMARY**

Mr. Teel asked attendees to review the October 10, 2008 Committee Meeting Summary for accuracy and content. He stated that the purpose of reviewing the minutes is to determine their accuracy in reflecting the discussion that occurred at that meeting. Roberta Stewart moved to approve the 10/10/2008 meeting summary, seconded by Robert Sideleau. Corrections were noted and a vote to approve passed (see Voting Record).

**(5.0) NEW /OLD BUSINESS**

**a. REVIEW OF PLANNING COUNCIL BY-LAWS**

Ken Teel reminded the group of the discussion from last month's meeting regarding Co-Chair terms, roles and responsibilities and appointments to their position. Recent events caused the Planning Council to realize that the By-Laws don't specifically state details about removal policies, only appointment to these Committee Co-Chair positions.

1) Term Limits - Discussion occurred about term limits for Co-Chairs of Planning Council Committees. It was determined that:

1. Terms be staggered between the two Co-Chairs
2. A two-year term is too limited
3. Auto-renewal is appropriate
4. A policy of 'training and mentoring' a successor is ideal

2) Roles & Responsibilities – The charge of the Committee, Role of the Co-Chair and ability to give more flexibility (alternate presence at Executive Committee versus having both Co-Chairs present at each meeting) was discussed. In addition,

1. Qualifications for the role should be spelled out (e.g. Planning Council member for at least 6 months, Committee member preferred for 6 months, at least 3 months required)

2. Structured process up to appointment: a) Review candidates b) Express/Request/Verbalize Interest c) Determine metrics for best candidate if more than one interested party
3. Training outlined for the role; Mentorship to include peer review of agenda items, orientation to duties, shadowing of Co-Chair until a level of comfort exists with the role that the individual is assuming.

3) Cause/Process for Removal – The clause contained in the Austin, Texas By-Laws (Section 5) references both 5.3 Member Responsibilities and 5.9 Co-Chairs of Planning Council Committees. This section will serve as a reference for consideration by the Strategic Planning & Assessment Committee in drafting language for revision to the By-Laws.

**b. ORIENTATION & TRAINING FOR PLANNING COUNCIL MEMBERS**

Discussion ensued about the need to orient and train both Planning Council members and Committee Co-Chairs.

**b. REVIEW OF MEMBERSHIP APPLICATIONS**

Two (2) membership applications were reviewed. Prior to their review, a motion was made by Roberta Stewart and seconded by Robert Sideleau to go into Executive Session. A brief overview of Executive Session and its use occurred, with distinction between “Executive Session” and “Executive Committee” made for Public members. The motion passed (see Voting Record), consideration of the two applications occurred, and then a motion was made to go out of Executive Session. This motion passed, and the Committee reconvened. (see Voting Record)

A motion was then made to consider one of the two applications since the second was incomplete. The motion to accept the application was made by Robert Sideleau and seconded by Roberta Stewart. This motion passed (see Voting Record). The application will now be forwarded to the Planning Council and then be considered by the Mayor for appointment.

**(6.0) ANNOUNCEMENTS**

- Robert Sideleau announced that a “Red Ribbon Gala” would be held on Saturday, November 8, 2008 at the Westport Women’s Club on behalf of Mid Fairfield AIDS Project.
- GBAPP announced a World AIDS Day event
- Ken Teel announced that the next meeting will be held on December 4, 2008 at Hill Health Center.

**(7.0) ADJOURNMENT**

The meeting adjourned at 2:45 p.m., with a motion by Jennifer Loschiavo, seconded by Robert Sideleau. The motion was approved (see Voting Record).

## VOTING RECORD

	<b>Committee Members</b>	<b>10/10/2008 Minutes</b>	<b>Motion to go into Executive Session</b>	<b>Motion to go out of Executive Session</b>	<b>Motion to Forward PC Application</b>	<b>Motion to Adjourn</b>
1.	CARLOS BARBIER	NP	NP	NP	NP	NP
2.	ADALINE DEMARRAIS	NP	NP	NP	NP	NP
3.	JOSE GARCIA	NP	NP	NP	NP	NP
4.	<b>AWILDA GONZALEZ</b>	NP	NP	NP	NP	NP
5.	JEROME HARRIS	Y	Y	Y	Y	Y
6.	AFRICKA HINDS-AYALA	Y	Y	Y	Y	Y
7.	TOM KIDDER	NP	NP	NP	NP	NP
8.	ROBERT SIDELEAU	Y	Y	Y	Y	Y
9.	ROBERTA STEWART	Y	Y	Y	Y	Y
10.	<b>KEN TEEL*</b>	AB	AB	AB	AB	AB
11.	JOSE AQUINO	Y	Y	Y	Y	Y
12.	JEROD GETER	Y	Y	Y	Y	Y
13.	LEIF MITCHELL	Y	Y	Y	Y	Y
14.	JENNIFER LOSCHIAVO	Y	Y	Y	Y	Y
15.	CHARLOTTE BURCH	Y	Y	Y	Y	Y

Y = yes; O = opposed; AB = abstention; NP = not present at time of vote; NV = no vote.