

RICPG HIV/AIDS MONITORING/MEETING MINUTES

Meeting Type: Task Force <input type="checkbox"/> Committee <input checked="" type="checkbox"/> Full Day <input type="checkbox"/> Other <input type="checkbox"/> Specify: Community Capacity Committee	REPORTED BY: LORRAINE KAUL
DATE OF MEETING: April 27, 2006	LOCATION: North Providence Library
TIME BEGAN: 6:00	ADJOURNED: 7:45PM

IN ATTENDANCE: LORRAINE KAUL, DEE-DEE WILLIAMS, DEB DAVIS, PAUL LOBERTI, LUCILLE MINUTO, DON LALIBERTE, STEPHANIE HOWIE

Project/Ideas Discussed:

Minutes and New Member Discussion:

Co-Chair Deb Davis asked the group to approve the minutes all approved.

Deb gave an update on the status of interviews for new candidates. They are working on finding space, but expect to have interviews completed in the upcoming week.

Deb asked the group to rearrange the agenda to discuss the Retreat as the first item since Lucille had to leave a little early. Dee Dee offered Sojourner House as a meeting space.

Final Review of Retreat Goals/Objectives & Outcomes

Lorraine distributed a final draft of the proposed agenda with her revisions, based on discussions from the Consultant and Co-Chair meetings. The group was asked to finalize their ideas on the retreat schedule and content and delivery. The group discussed reducing some time on the ice breaker activity, increasing time allotted for the epi data and decided to break up the material with the networking lunch break. The epi data continue to be presented by Shannon from JSI and Sutopa from the HEALTH. The lunch break will be 45 minutes in order to allow for all the needed content. The group felt that Lucille could best present the planning process and priority setting experiential exercise. Dee Dee asked that Lorraine and Lucille Co-Facilitate an experiential activity related to cultural competency and lead discussion on action plans.

Lucille recorded the Retreat timing changes and will get the final copy out.

The group reviewed the Membership Gaps.

Assessment of Membership Representation Gaps and Plan Specific

Recruitment Strategy. Lorraine distributed the CPG summary to look so members could review the stats. The group reviewed current membership representation and decided to pick 4 priority categories of expertise to begin targeting for recruitment.

They included: *HIV Positive Individuals, African American male, Gay African American males or African American males that have sex with men, and IDU in Recovery.* The group agreed upon a strategy to begin the first phase of recruitment. Member Representatives in this meeting agreed to meet and refer some people to generate interest in membership. The suggestion was to assign specific members to assist at the next meeting. When these gaps are filled, the group will repeat the process to re-assess the next priority.

Charter Recommendations from Jenn: The group reviewed recommendations from Jenn and reviewed the Rules of Operation and decided that the separate document was not necessary. They felt that the charter was inclusive. In addition, they looked at some of other needed changes and decided to table further discussion for the next CCC meeting. The group discussed ideas to assist in keeping the charter as a working document that members will know well. The group discussed ideas as having a charter review as part of a regular agenda item on a quarterly basis. Sending out charter trivia, or replacing the Red Ribbon Raffle with fun charter challenges were some of the brainstormed ideas.

Action Plan: *Who What Where and When?*

Lucille will revise the Retreat Agenda Times, Lorraine will send out the identified priority categories for recruitment, to solicit help from the rest of the RICPG members.

Deb and Don will begin with trying to identify another IDU and possibly HIV positive member candidate. Stephanie and Dee Dee agreed to try to identify an African American male that may have an interest in membership. Deb, Don and Phil will be interviewing new members at Sojourner House in the upcoming week. Deb will schedule the meetings.

Motions/Votes: Consensus on approval of minutes was achieved.

Next Agenda Items: What' Next?

- Revisit Charter w/ Revisions
- Revisit New Recruitment Status
- Discuss new member interviews
- Other items that may be identified in the May 11th RICPG meeting

DATE, TIME, AND LOCATION OF NEXT MEETING:

Thursday, May 25th 6:00-8:00PM North Providence, Library