

## **Rhode Island Community Planning Group for HIV Prevention Minutes**

Date: August 24, 2004

Time: 5:00 - 8:00 PM

Place: Royal Buffet, Cranston

**Present:** Elisa Delbonis, Vinnie Velasquez, Deborah Davis, Midge Sabatini, Stephanie Howie, Lucille Minuto, Susanna Rhodes, Jeremy Giller, Christine Heenan

Meeting was called to order at 5:10 by Elisa.

Lucille opened the discussion regarding the opening and closing activities and their objective for inclusion of new members and guests at CPG meetings. Lucille advised the group about the importance of having a clear opening and ending of the meeting. The opening allowed the members to "put on their RICPG hats", put aside other agendas and concentrate on the RICPG agenda. Lucille stated that the activities are also important in bonding the group. This will be important to new members to help them join in and feel comfortable with the other members. Lucille additionally noted the member feedback requesting that activities not be too "touchy feely" and will recommend using activities that allow members to get to know each other in a comfortable way.

### **CPG Marketing Plan - Communications Plan 2004 Annual Meeting and Red Ribbon Rally - Clarendon Presentation**

**Annual Meeting** - Christine H. opened the presentation by reviewing objectives of past Annual Meetings. She outlined new objectives, target audience, messages to be conveyed to the public and suggested approaches. Her observation is that the key to a successful meeting is organization and attention to detail.

**Awards** - The recommendation is that awards be limited to two - one related to the chosen annual theme and the other awarded to an active member to the HIV/AIDS prevention community. A plaque is the suggested award. A marketing approach to solicit nominations for the awards would be a combination advertisement/postcard at agencies and throughout the community. There was discussion about the number of awards and concern voiced by Vinnie V. that there be more inclusion and representation of various groups. One factor to consider is the "essay process" as a possible barrier for some candidates.

There was discussion about whether the Annual Meeting and the Red Ribbon Rally should be at the same time or scheduled as two separate events. Additional media coverage would be an advantage of having two events. A decision by CPG regarding this should be made by early October at the latest. Christine requested that by the next meeting a decision about location, food, parking etc. be made by the group.

**Red Ribbon Rally** - Susanne R. led the presentation by reviewing traditional objectives, current objectives, target messages and suggested approaches. There was consensus about moving the event back to the State House. Susanne recommended that further discussion about the event take place at the next meeting due to this meeting's low attendance. The group needs to decide what they want to do, then a committee will be formed to carry out the logistics. Stephanie volunteered to be on the RRR committee. Vinnie volunteered to be on the Annual Meeting committee. Elisa suggested that Clarendon send information to absent members.

**Process and Production Update - 2005 Comprehensive Plan for HIV Prevention** - Jeremy G. informed the group that the Executive Summary was being created from the Comprehensive Plan. Information for this comes from the task force and committee summary reports and epidemiological profile from 2004. The 2005 Plan design and format will be similar to the 2004 Plan. There was positive feedback about the Executive Summary. Vinnie recommended the Executive Summary include a tear off postcard for potential new members to express interest in joining CPG. Jeremy requested assistance from the group to review sections of the

Comprehensive Plan. A sign up sheet was passed around. Responses need to be made back to Jeremy by the 2nd week of Sept.

**2005 Cooperative Agreement** - effective 1/1/05-12/31/05. Lucille M. will be submitting the Cooperative Agreement to CDC to obtain grant money for 2005 prevention activities. The grant is based on how many HIV/AIDS cases are reported in the state. The Plan is part of the Cooperative. The Cooperative is RI's request to CDC for funding. The 5 Year Plan consists of goals, objectives, epidemiological profile, community service assessment and the priority population/behavior and intervention. The Cooperative Agreement's focus is on *Advancing HIV Prevention*. Lucille reviewed a handout on a draft of estimated state and federal funding for prevention services in 2005.

### **Committee/Task Force Updates**

**Women** - reported by Stephanie H. The next meeting is being scheduled. No new information to report. Donna Williams was trying to arrange for someone from the STD clinic, Family Health (Cherly Leclair), Nancy Libby Fisher from Women's Health.

**Youth** - reported by Midge S. No new information.

**IDU**- reported by Vinnie V. They are developing a road map for clarifying the direction of the group using the logic model in the task force workbook..

**Empowerment** - reported by Deb D. They are working on the charter and with Lorraine on the committee reports. They are also developing a new member orientation. There are 2 potential candidates to be interviewed for new membership. Midge suggested a list of acronyms be given to new members. The next meeting is Wed. 9/15 at 4:00 PM.

### **Business**

Vinnie reported that she and Stephanie attended the grant writing training. They were the only two people in attendance. The training was informative. Vinnie informed the group that the catalog still is not out yet.

Elisa requested that Lorraine include the Reach calendar on the website.

Elisa requested that the charter be reviewed for clarification on unexcused absences and tardiness.

Lucille promoted the use of the workbooks as guidelines for focusing the work of the task forces. The plan is to have the task forces work with the workbook and Clarendon and Health will fine tune the workbook for the future based on the members' feedback..

The meeting schedule was reviewed. CPG meets on the 2nd Thursday of the month from 1:00-5:00 PM and on the 4th Tuesday from 5:00-8:00 PM. The group needs to decide at the next meeting if they will still be meeting on November 11th since it is Veterans Day.

**Closure/Adjourn** - There was consensus that the meeting was informative and the objectives were met. The meeting ended at 7:35 pm

Minutes RICPG August 24, 2004  
Carol Mauro UPTYME Prevention Services