

Recorded By Allison Merkman UPTYME Prevention Services

Rhode Island Community Planning Group for HIV Prevention Minutes

Date: January 13, 2005

Time: 4:00-8:00 PM

Place: DATA Training Center, Providence, RI

Present: Paul Loberti, Lucille Minuto, Stephanie Howie, J. Philip Kane, Patricia Threats, Midge Sabitini, Jenn Steinfield, Deb Davis, Jeremy Giller, Derrill Isom, Lorraine Kaul.

- Paul called meeting to order at 4:25PM. Meeting objectives were reviewed. Questions Pertaining to Meeting Objectives/Opening Remarks:
- Midge asked to add to the agenda information about Dept of Education Online Program.
- Paul explained that Elisa is absent due to her attendance in a Leadership conference. Re: CPG Conference: Lorraine asked if the group wanted her to take registration based on the save the date card that went out or if they would like her to accept registrations after the actual invitations went out. The group agreed to accept registrations immediately.

1. Task Force/ Committee Update (Task Forces and Committees ordinarily meet twice per month)

IDU TASK FORCE: Lucille She has not met with the Task Force in January. Next meeting is scheduled for Jan 20th 2005.

REACH/Program Committee: Jenn: Next meeting for REACH is on Tuesday 18th at 10AM. The catalogs of classes are now available on the website.

Women's Task Force: Pat and Stephanie: Reported the women's task force has not met in January. They will be scheduling no date has been set.

Empowerment Committee: Philip: Empowerment Committee has not met in January. No new updates.

Paul noted that CPG members should review the catalog and try to attend the next REACH meeting and he encouraged members to sign up for classes that are relevant to Task Force work (priority populations).

2. Unsung Hero Award:

Lorraine announced that the deadline for nominations was over Jan. 10th. As a result of discussion members decided to solicit nominations and complete the process of nominations. The members made nominations and voted on the award recipients in the following categories: MSM, Youth, Women, IDU, and General HIV/AIDS work.

Members will notify all nominees. There was discussion on the merits of distributing certificates. It was decided that nominees would be announced at the awards ceremony and then certificates would be mailed to them after the event. Only awards recipients would be presented with an award at the event.

An executive session was called so as to keep the award recipients a secret prior to the event. Members then voted upon those nominees in each category. A quorum was present. Award winners will be announced at the conference.

3. Conference:

Jeremy stated the application for the annual conference and scholarship form should be made available online. He reported on the breakdown of the conference agenda.

Lorraine ordered conference materials including conference bags, pens, and informational pamphlets etc. Paul is working on the Keynote speaker. Jenn is still taking recommendations from the group regarding presenters for the break out sessions. The group discussed the conference schedule. Four breakout sessions covering the priority populations will be repeated.

Jenn agreed to draft an outline of the workshops and send to Elisa, Paul, Lorraine and Lucille for review. There will be a letter of invite for conference workshop panelists and the facilitators of the workshops will be notified of the format. A possible meeting for facilitators of the workshops was discussed.

4. Other Business:

Paul reported on the status of the Task force Work Book. Some revisions have been made based on feedback. Paul is suggesting that the groups begin working with the workbooks and make recommendations for needed changes as they present themselves. The workbooks are the product of the Strategic Planning Committee.

5. Old Business:

Phil asked for a plan for the community forum to discuss the new RFP process. Paul reported that a meeting date would be scheduled after the contracts were signed.

6. Closing:

Lorraine reviewed the objectives and there was a consensus that the meeting objectives were met.

Meeting adjourned at 7:20PM