

DENVER HIV RESOURCES PLANNING COUNCIL

Membership Development Committee
DEH, 200 W. 14th Avenue, Suite 210, Denver CO 80204
February 9, 2010
11:30am-1:30pm

Minutes

- **Membership Development Committee** – Recruits and recommends to the Mayor potential Council members for vacancies on the Council. The committee also trains new Council members.
- **Welcome/Introductions for all members** – Thomas D., Randy P., Maria L., Anthony S., Berenice O., and Daniel O.
- **Approval of Minutes** - Approved
- **Discussion Items**
 - Tasks as defined in Comprehensive Plan/Prioritize
- **DHRPC New Members:**
 - Full Voting Rights – New Members can start voting now!
 - Name tags – Maria will order them for new folks
- **Strategic Membership Recruitment for 2010**
 - Reflectiveness of council membership in regards to the Denver TGA
 - Matrix in Development
 - Representation Gaps to fill. Please let us know if you have a contact!
 - Substance Abuse Provider
 - Mental Health Provider
 - Medicaid Representative
 - Hep C – Co-Infected PLWH/A
- **Recruitment and Retention/Community Event for 2010**
 - Create timeline
 - Make suggestions to Executive Committee
 - Begin process again once committee has reviewed reflectiveness matrix

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- **Review Forms: Confidentiality, New Member and reapplying Council Member Interview Questionnaire.** – Will be available online
- **Interview Tool** – Revisions Made Today.
- **Orientation and Ongoing Training of Members**
 - Annual Planning Council Retreat was a great refresher orientation for both new and old members.
 - Overview Power Point was very helpful to new and old members and also available on website.
- **New Member Orientation Manual (June 2009) (Done!)**
 - Update annually
 - Online version – Maria will set up a password specific orientation manual for new members.
- **Mentorship for New Members** – Tabled as a Future Project.
- **Annual Evaluation of Council's Effectiveness and Members**
 - Define Expectation/Timeline (In progress)
 - Maria to type up individual council member report and re-applying tool.
- **Assess Workgroup Participation**
 - Define Expectation/Timeline (In progress)
 - Sub-Committee/Workgroup Participation Matrix in development
 - 5 Standing committees – 3 workgroups
- **Update By-laws as needed (in collaboration with Leadership Committee)**
 - Needs Review Annually

Next Meeting:

March 9, 2010
11:30am-1:30pm
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