



Membership & Awareness Committee
March 15, 2023 Meeting Summary



****This is a review copy of the meeting summary. MAC will finalize and approve the summary at its next meeting.****

Date:	15 March 2023	Start Time:	11:00 a.m.	End Time:	12: 15 p.m.
Chair Stand-In:	Xavier Day	DPH Liaison:	-	Location:	Zoom
Attendees:	Refer to page 5	Recorder:	Shay Montemurro		

Meeting Accomplishments

1. The group approved the February 2023 Membership and Awareness Committee (MAC) meeting summary.
2. The group agreed upon themes and contributors for the first CHPC newsletter of 2023, to be disseminated in April 2023

Identified Tasks

1. Staff will produce and circulate a draft of the March MAC meeting summary.
2. MAC participants spoke about creating a dissemination plan to increase the visibility of newsletter to a larger audience.
3. MAC participants will send the names and contact information of any individuals who may be fluent in Creole.
4. Staff will work with the MAC Chair and other CHPC leaders to identify preferred themes for the remaining two CHPC newsletters that will be published during 2023; members/participants considering themes now.
5. CHPC leaders/staff will discuss options with Ryan White Planning Councils to facilitate coordination for community engagement and outreach activities.

WELCOME & INTRODUCTIONS

Stand-In Membership and Awareness Committee (MAC) Xavier Day called the meeting to order at 11:00 a.m. and welcomed committee members. Participants introduced themselves. Mr. Day reviewed the charge of the MAC and explained that the beginning of the meeting would be dedicated to completing the review of the Work Plan and requesting group consensus on items from last month’s meeting. Mr. Day also explained the changes in leadership with Mr. Dante Gennaro as he goes through his transition from his position with the Connecticut Department of Public Health to a new position within the community.



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APPROVAL OF PRIOR MEETING SUMMARY

The group approved the February MAC meeting summary by consensus, with no changes.

ATTENDANCE AND MEMBER EXPERIENCE CHECK

Mrs. Shayona Montemurro explained that three (3) members were called for a check-in on their attendance and that CHPC staff would be doing follow-ups with these members. No dismissals are occurring at this time.

2023 WORK PLAN REVIEW

Participants viewed the updated draft 2023 Work Plan using screen share. Mr. Gennaro described the primary areas of focus and what areas were changed from the last meeting, such as layout of the plan for visibility and adjustments to scheduling. He explained that some of the administrative functions that had been addressed during MAC meetings will be taken care of by CHPC staff.

Mr. Gennaro invited individuals to share any additional comments they may have regarding the updates to the 2023 Work Plan. The participants agreed the work plan represented priority tasks, aligned with the HIV plan, and felt the tasks would be achievable during 2023.



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CHPC Newsletter

Mr. Day explained that the MAC leads the development of the CHPC Newsletter (CHPC News and Notes) and has historically published three (3) newsletters each year in April, July, and October. MAC is currently planning for distribution of the first article set for April 2023. All MAC member/participant contributors have turned in their articles at the time of the March meeting.

MAC participants has decided that there needs to be a strategy for sharing the newsletter to ensure increased visibility to a larger audience. Mr. Ruiz would like to discuss this strategy of disseminating the newsletter to the Planning Councils and also being able to share the newsletter internally to our own professional organizations.

- Participants agreed that as a best practice we should collect information from members who would prefer to receive the newsletter by mail:
 - Links for newsletter must be embedded in the eNewsletter, how can this be translated smoothly to a printed newsletter?
 - All members would like a link provided to the newsletter once published so that they can share the newsletter with their network.
 - Mr. Carl Ferris and Ms. Norma Little have both noted that they would like to receive print copies of the newsletter.

Community Engagement Events

Mr. Day and Mrs. Montemurro pointed out the shift in the MAC to more of a focus on working with partners, engaging community members, and increasing awareness of CHPC and its partners to encourage individuals to get more involved and to recognize the amazing work already underway.

MAC will be responsible for the first CHPC social event in CHPC. Mr. Gennaro organized a collaboration with HIV care providers and pharmaceutical representatives.

The first event will occur at the end of March 2023 (updated: April 26, 2023). Mr. Gennaro suggested that over time, these events could occur quarterly and in coordination with Planning Councils or other community partners.

- MAC Committee participants had some concerns at the time of this meeting about what the representative would be presenting and if it would be entirely technical, with little time for socializing with other CHPC members.
- Mr. Ferris states that he would like to attend, but will need a ride. Multiple other participants will need rides, and staff must organize this.

Committee participants would like to start planning for other community engagement events to garner interest in CHPC membership and outreach activities.



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- Members would like to participate in Ryan White Pride Event activities for June by having an information table.
- Members would also like to provide access to CHPC membership application and other swag, if possible, at these events.
- MAC participants and Mr. Day will gather information from the committees of these events and contact organizers to understand how CHPC can participate.

PROCESS CHECK

The group shared comments about their meeting experience in the chat box. In general, individuals felt the discussion covered a great deal of information. Participants were looking forward to future meetings and activities, regarding that this meeting was enjoyable and all things in the agenda were adequately covered.

ADJOURNMENT

Mr. Day thanked everyone for their participation and adjourned the meeting at 12:10 p.m.



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ATTENDANCE

CHPC Members	1/18	2/15	3/15					
Victor Acevedo	x	x	x					
Angel Cotto	x	x						
Jennifer Dragaca	x	x	x					
Dante Gennaro, Jr.	x	x						
Stephen Feathers	x	x	x					
Nilda Fernandez	x							
Carl Ferris	x	x	x					
Jessica Figueroa	x	x	x					
Marcelin Joseph	x	x	x					
Norma Little	x	x	x					
Jack Neto (Belmiro)	x	x	x					
Marie Raynor	x							
Angel Ruiz	x	x	x					
Charles Hardy		x	x					
William Knox			x					
Xavier Day			x					
CHPC Member #	13	12	12					
Public Participants	1/18	2/15	3/15					
Danielle Warren-Dias		x	x					
Kelly Moore		x						
Shavon Gordon	x							
Jackie Robertson	x							
Public Participant #	2	2	1					
Total Attendance	15	14	13					

For information about CHPC, contact CHPC staff at Cross Sector Consulting, LLP (203) 772-2050 or gooding@xsector.com. CT DPH is an equal opportunity provider. Call 860-509-7801 if you require aid/accommodation to participate fully and fairly.

Committee Name		Membership and Awareness Committee (MAC)			
Committee Charge		Increase awareness of and engagement in CHPC activities			
2023 Area of Focus	Plan Obj	Inputs <i>(What does the committee need? Subject matter experts, data sources)</i>	Process <i>(What does the committee do?)</i>	Outputs <i>(What will the committee produce?)</i>	Comments / Concerns
Enhance CHPC membership application and recruitment process to reflect prevention and syndemic focus	4.1.1	MAC Committee and Cross Sector Support Staff. Data sources of areas to target HIV demographics for recruitment.	Review of epidemiological information; finalize CHPC membership application; coordinate with communication and outreach activities; update CHPC Diversity Chart	Updated Diversity Chart and Membership Application. Updated Outreach/Promotion Strategy. High number of applicants for CHPC Membership openings	In talks with other planning councils to discuss lack of participation in planning groups among the HIV community.
Increase community outreach and engagement of persons with lived experience in CHPC and local HIV planning groups	4.1.1	HIV providers and other groups dedicated to the serving communities impacted by HIV. Resources from other partners including pharmaceutical companies.	Collaborate with HIV care providers to conduct community events.	At least 2 outreach events to promote the CHPC and recruitment of new members. One will include the Voice of the People Event.	Time intensive to plan, promote, and produce. Need to identify appropriate level of resources and work with local partners.
Publish "News and Notes" newsletter at least 3 times per year	4.1.1	MAC Committee, contributing authors, and Cross Sector Support. Graphic design contractor. Translator. Partners who can assist in promoting the newsletter.	MAC will write newsletter letters 3x per year focusing on HIV-related news and topics/Integrated Plan implementation.	Newsletter to be distributed 3x annually.	April will be 1 st newsletter; draft needs to be back by March
Ensure leadership development and/or mentoring opportunities exist within the CHPC (*adjusted to CHPC staff / admin)	4.1.1	CHPC leaders as mentors CHPC members as peer supports CHPC staff NEAETC trainer	CHPC project staff monitors new CHPC member experiences and changes to mentoring approach. Provide additional supports as indicated.	Exceptional CHPC Member experience; open CHPC leadership positions filled; CHPC members assume leadership positions on other groups	New mentoring approach in place as of January 2023
Update CHPC members supports including stipends (*adjusted to CHPC staff / admin)	4.1.1	Cross Sector Support MAC Committee	CHPC project staff monitors eligible CHPC member experiences and shares information as indicated.	Exceptional CHPC Member experience	New policy already in place as of January 2023.

Work Plan Activity and Milestones Over Time	Month 2023											
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
General Committee Management (administrative)												
Approve meeting summary	x	x	x	x	x	x	x	x	x	x		
Attendance monitoring and individual outreach	x	x	x	x	x	x	x	x	x	x		
Member experience and mentoring updates			x			x			x			
Monitor and update member supports			x			x			x			
Enhance CHPC membership application and recruitment process to reflect prevention and syndemic focus	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Confirm priority populations and any other preferences for CHPC members		x										
Develop any recommended changes to CHPC Member recruitment / application (attend CHPC meetings, interviews)		x	x									
Update CHPC Membership application			x									
Update CHPC Diversity Chart and Membership Dashboard		x	x									
Review of epidemiological information and previous membership outreach attempts for QA (postponed from Feb)				x								
Recruit potential CHPC members		x	x	x	x	x	x	x	x	x		
Select new CHPC members											x	
Orient new CHPC members												x
Increase community outreach and engagement of persons with lived experience in CHPC and local HIV planning groups - includes Voice of People	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Outreach to Ryan White Planning Councils to coordinate approach	x	x										
Identify theme(s) for community engagement event		x										
Identify tentative community venue, partners, and timing			x	x	x							
Planning, promotion, and outreach of Event #1: Voice of People			x	x	x	x						
Deliver Event #1						TBD	TBD	TBD				
Assess success of Event #1 + identify areas of improvement						TBD	TBD	TBD				
Planning, promotion, and outreach of Event #2						x	x	x	x			
Deliver Event #2								TBD	TBD	TBD		
Assess success of Event #2 + identify areas of improvement								TBD	TBD	TBD		
Planning, promotion, and outreach of Event #3 (may be for 2023)									x	x	x	
Publish "News and Notes" newsletter at least 3 times per year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Identify themes and any changes to format (e.g., RW Part A articles)		x			x			x				
Engage authors to write draft content		x			x			x				
Finalize copy and receive approval from CT DPH			x			x			x			
Translate			x			x			x			
Publish and disseminate				x			x			x		