



IHIPC Membership Committee Meeting Agenda  
Monday, January 6th, 11:00 - 12:00

Roll Call:

In Attendance:

J. Nuss, A. Danner, M. Andrews- Conrad, S. Jones, C. Hoots, L. Roeder, K. Hoffman.

Absent:

M. Gaines, M. Williams, S. Fletcher.

1. **Review results of December meeting surveys:**

The committee discussed the survey results of the December meeting and comments. While we only had 17 responses to the survey, the comments and scores were positive. Most found WebEx user friendly for the webinar.

2. **Discussion of New Member updates: training and documentation and mentors:**

M. Andrews-Conrad reported that new members of IHIPC continue to work on trainings and required documentation. She will be sending another reminder. These are due by the end of January.

**Mentors** – these will be assigned once new members are assigned to committees during the Steering committee conference call tomorrow, 1/7/20.

**Action Taken:** The Membership committee has two new members, one of which is new to IHIPC and needs a mentor. L. Roeder sent out an e-mail to current members to inquire if anyone would like to mentor the new member.

3. **Committee Assignments:**

All new members were asked to list their 1<sup>st</sup> and 2<sup>nd</sup> preference for IHIPC committees. At this time, we are still waiting on two replies. So far, quite a few people are interested in the Primary Prevention Committee and the Linkage, Retention, Reengagement, Antiretroviral Therapy, and Viral Suppression Committee.

Although there are members needed on all committees, there was some discussion on whether or not the Epidemiology/Needs Assessment Committee and the Membership Committee needs as many members. There was also some discussion on whether the two larger committees, Prevention and LRAV, should be looked at further to see if there is a need for additional committee members to help ease the workload. It was suggested that this be further discussed during the Steering Committee conference call.

3. **Provide update on collection of members' Disclosure of Interest forms and Demographic surveys:**

M. Andrews-Conrad stated that these were due by Jan. 31<sup>st</sup>, and she would be sending out a reminder e-mail.

4. **Review draft 2020 Engagement Plan**

J. Nuss provided an overview of the 2020 Engagement Plan. There were no comments or suggested revision from the committee at this time. J. Nuss asked the committee to send any clarifications or edits but Jan 31<sup>st</sup>.

5. **Other Committee Concerns/Needs?** None

6. **Adjourn** –