



**EXECUTIVE COMMITTEE MEETING**  
**Minutes from the February 5, 2013 Executive Meeting**

**MINUTES**

**Meeting Location:** 1520 Rutherford Lane, Austin TX

**Meeting Called to order at:** 6:05 p.m.

**Committee Members in attendance:** Dr. Victor Martinez, Paul Hassell, Shanika Cornelius, Amelia Reinwald and Justin Irving.

**City of Austin Staff in attendance:** Kimberly Williams

**Community members in attendance:** 1

**Approve Minutes**

- Minutes from the Executive meeting held on December 4, 2012 were not approved because the sub-committee reports were incorrect, Paul Hassell asked for staff to review the transcripts from December Executive meeting and correct the minutes.

**Review membership new application**

- A motion was made to accept Justin Smith's new member application for membership. Vote: 5-favor; 0-opposed; motion passed.

**Chair report**

- Dr. Victor Martinez reviewed the Membership report.

**Administrative Agent report**

- Dr. Victor Martinez reviewed the attendance policy agreements and he reviewed the confidentiality agreement; it was decided that the wording in the confidentiality agreement would be changed and after the changes are made the full Planning Council will review it at the Business meeting.

**Discuss food for business meeting**

- Dr. Victor Martinez stated that individual lunch boxes will be served at all future the Business meetings.

**HIV Planning Council Staff Report**

- Kimberly Williams gave the staff report the items discussed were:  
The Beyond the Plan Newsletter  
Sub-Committee Assignments  
BVCOG Part B Health Planner

**Committee Report:**

Allocations:

- Dr. Victor Martinez stated that there was nothing to report due to no Administrative Agent report being available at the Allocations sub-committee meeting.

Comprehensive Plan/ Needs Assessment:

- Justin Irving stated that he would like the sub-committee to evaluate the goals of the Comprehensive Plan to ensure the Planning Council is meeting them.

Hearing no objection the meeting was adjourned at 8:28 p.m.

Approved