



EXECUTIVE COMMITTEE

October 6th, 2015 ~ 6:00 p.m.

Meeting Location:

7201 Levander Loop Austin TX 78702

Building H - Conference Room

MEETING A G E N D A

All topics below will be discussed by the Executive Committee of the HIV Planning Council, with the possibility of recommendations and/or motions made for consideration by the full Planning Council membership.

CALL TO ORDER (Dr. Victor Martinez, *Chair*)

1. Public Communication & Community Announcements
2. Approve previous meeting minutes (September 1st, 2015)
3. Chair Report
 - a. Review of Membership Activity Report & Updated Membership Roster
 - b. Review of Attendance Report
4. Bylaws review and discussion
 - a. Grievance procedure document
5. Discuss Secretary nomination process
6. Sub-Committee Reports (updates on committee timelines, meetings, and deliverables)
 - a. Allocations (Victor Martinez, Chair)
 - b. Needs Assessment (Justin Smith, Chair)
 - c. Comprehensive Planning (Justin Irving, Chair)
7. HIV Planning Council Staff Report
 - a. Polling Quorum Procedures w/including Meeting Materials Packet
 - b. New Meeting Agenda and Minutes format
 - c. New Planning Calendar
 - d. Minutes content
 - e. Meeting locations

ADJOURN