Austin Area Comprehensive HIV Planning Council
Executive Committee Meeting Minutes
December 6, 2016

MEMBERS PRESENT

Justin Smith, AACHPC Chair
Glenn Crawford, Secretary
Dr. Victor Martinez

MEMBERS ABSENT

L.J. Smith, AACHPC Vice-Chair

AACHPC STAFF PRESENT

Laura Still, Planner Dwight Scales, Admin

ADMINISTRATIVE AGENT STAFF PRESENT

None

OTHERS PRESENT

I. **Call to Order:** AACHPC Chair, Justin Smith at 6:03pm

II. **Certification of Quorum:** Quorum was established and certified by Chair, Justin Smith

III. **Introductions/Announcements:** None

IV. **Approval of November 4th, 2016 Minutes:** *Chair, Justin Smith motioned the minutes to be Approved as submitted*

V. **Discuss and review Bylaws:**
The executive committee reviewed the current AAHPC Bylaws

VI. **Review of AACHPC and Committee Attendance:**
The Chair, Justin Smith expressed concerns about the Planning Council being below HRSA requirements and discussed strategies to recruiting new members. The council also reviewed different attendance formats. Program Manager, Crystal Flores discussed recruiting plans, upcoming events, strategies and possible collaborations with other organizations for further recruitment. She also discussed the status of one potential Planning Council candidate.

VII. **Sub-Committee Reports:**
- **Allocations Committee**: did not meet
- **Comprehensive Planning Committee:** did not meet

VIII. **HIV Planning Council Staff Report :**
- Community Star Awards Vote
- Upcoming training opportunities
- Meeting Planning Calendar

IX. **Meeting Adjourned at 6:45 pm**

NEXT SCHEDULED MEETING
City Hall 301 W 2nd St, Austin, TX 78701 Room 2003
Tuesday, January 3rd, 2017 6:00 P.M.