

Membership and Training Committee Meeting
Friday, September 15, 2023
10 a.m. – 12 p.m.
Virtual Meeting

Committee Members Present:	
Terri Wilder	Quay Catalpa
Stephen Jensen (co-chair)	Shea Grutemaro (co-chair)
Loyal Brooks	Deon Kirby
Committee Members Absent:	
Tyrie Stanley	
Hennepin County (Part A) Representative:	
Eriika Etshokin	DHS (Part B) Representative:
Scott Bilodeau	Shea Grutemaro (DHS)
MDH (Prevention) Representative:	
Quay Catalpa (MDH)	MCHACP Staff:
	Audra Gaikowski (council coordinator)
	Jeremy Stadelman (minutes)

Quorum present? **Yes**

I. Welcome and introductions

- Stephen Jensen called the meeting to order at 10:01 am.
- Introductions were made.

II. Review and approval of June 16 meeting minutes and June agenda

- The July 21 minutes were approved.
- The proposed agenda was reviewed and approved.
 - Loyal has not missed two meetings in a row; Jeremy will make the correction to the minutes.

III. Review attendance

- Audra displayed the ***FY22 MCHACP Attendance Tracking and Council Standing*** spreadsheet.
 - Charlene has missed 3 council meetings and 2 committee meetings in a row. She will need to attend the next committee meeting and cannot miss more than one more meeting over the next months.
 - Shea agreed to call Charlene.
 - Gage has 5 combined absences for council and committee meetings. Must attend all meetings through October.
 - Quay agreed to call Gage.

IV. Vacancies, recruitment, and outreach plan

- Audra noted that we received one new application.
 - The individual was previously on the council but was not nominated for a second term because they violated bylaws and the code of conduct.
 - **MOTION:** Loyal Brooks moved that the individual be sent an email indicating that an interview will not be conducted at this time but we will keep their application on file for a year. Quay Catalpa seconded.
 - **DEBATE:** None.
 - **VOTE:** With 4 ayes and 0 noes, the motion passes.
- Members suggested that mileage reimbursements should be available for those who drive members to meetings and make this more explicit in bylaws.
- Audra noted that 2 members will be terming off in February and 7 members are up for reelection to a second term. Audra has asked members who are up for reelection if they would like to serve another term.
 - 2 individuals have responded that they would like to have a second term.
 - Audra shared **Council Vacancies as of 9/13/2023.**
 - Part D rep- will reach out to Alissa for a possible replacement.
 - City of Minneapolis- will reach out to Sarah about a possible replacement.
 - Youth and AIDS Projects (YAP) has been contacted about having those aged 18-25 to apply for membership.
 - Audra shared **Projected FY23 MCHACP membership reflectiveness grid.**
 - Need to focus on recruiting:
 - Black/non-Hispanic
 - Unaligned, female
 - Greater MN
 - Men

V. Discuss exit interviews & retention

- Audra shared **Exit interviews document.**
 - Four former members have responded in the last 6 months.
 - Comments:
 - More orientation activities:
 - Can we add that someone should be more specific with their answers?
 - Look at orientation surveys at a future meeting to better understand how effective orientation is.
 - Change some of the questions for the exit survey at a future meeting.

VI. Unfinished business/New business

- Shea took over facilitation.

- No new or old business.

VII. Set agenda for October meeting

- Review new applications and discuss recruitment.
- Membership nominations and committee assignments, if needed.
- Review Exit Interview questions
- Review NMO evaluation

VIII. Announcements

- National HIV/AIDS Aging Awareness Day is on September 18, 2023.
- December 1, 2023 is World AIDS Day and the Community Voices Committee is working on event and looking for volunteers.

IX. Adjourn

- Shea Grutemaro adjourned the meeting at 11:19am.

Meeting summary:

- The committee reviewed attendance and assigned members to reach out to those who are at risk of being in violation of attendance policies.
- The committee discussed recent interviews, vacancies, and recruitment.
- The committee approved a motion to not interview the most recent applicant.
- The committee reviewed the exit interviews of former members.

Documents distributed before meeting:

- 2023.07.21 M&T minutes
- 2023.09.15 M&T agenda
- Exit Interviews

Documents distributed during the meeting:

- Projected FY23 MCHACP membership reflectiveness grid
- Council Vacancies as of 9/13/2023
- FY22 MCHACP Attendance Tracking and Council Standing

JS/ag