



# Meeting Minutes

Oregon HIV/Viral Hepatitis/Sexually Transmitted Infection  
Integrated Planning Group (IPG)



Committee: **Membership**

Date: January 25, 2012

Number of voting members present: 3

Number of others/non-voting members present: 1

Agenda Item/Topic	Key Themes in Discussion	Outcomes (Decisions or Next Steps)
<p><b>Welcome &amp; Introductions</b></p>	<p>The Committee consists of four volunteer members (one person could not attend the first meeting), and one support staff. Members introduced themselves, demonstrating a wide variety of community knowledge, experience and connection.</p>	
<p><b>Selection of Committee Chair</b></p>	<p>One Committee member volunteered to chair the Committee for the duration of this year. This person will work with the assigned support staff, and will report back to the Membership at quarterly meetings, and to the Executive Committee regarding the Membership Committee's activities.</p>	
<p><b>Discussion of who is missing</b></p>	<p>The Committee noted certain membership categories are vacant, including faith-based community, medical professional, Asian Pacific Islander, People of Color (specifically African immigrant), young adult(s), Oregon Department of Education, Veterans, and Substance Abuse and Mental Health (persons receiving services in addition</p>	<p>Provide Committee members with the current membership grid.</p>

	to professionals providing service).	
<b>Discussion of Proposed Data Questions</b>	<p>The Committee generated the following questions.</p> <ul style="list-style-type: none"> <li>○ What are the demographics of current IPG members?</li> <li>○ How do demographics of the current membership compare to those of former SPG and OHCC groups? What groups are mandated by funders to be here?</li> <li>○ How was the current IPG membership recruited, and what other strategies might be used?</li> <li>○ What is the "gold standard", or ideal mix for IPG general membership? How do we achieve and maintain optimal balance?</li> </ul> <p>What barriers prevent potential IPG members from joining the group (example: people who were invited and declined)?</p>	Submit data questions to Linda Drach at PDES.
<b>Discussion of New Member Applications for Review</b>	<p>Three applications were received before the January 25, 2012 meeting, and copies of the applications were distributed to Committee members. Due to organizational business priorities, the Membership Committee agreed to review the applications individually first, and then discuss them via teleconference.</p>	<p>Distribute updated membership grid and membership graph (showing desired numbers for membership categories) to assist in review</p> <p>Review applications; compare data in applications to data slots in grid to determine recommendation for membership. Discuss findings in teleconference.</p>

		<p>Arrange teleconference meeting for Friday, February 10, 2012, at 10:30 a.m. Confirm date and time with Committee members.</p>
<p><b>Discussion of New Member Orientation Process</b></p>	<p>It is the Membership Committee's responsibility to provide orientation for new members, and assign orientation mentors. Currently, there is an orientation webinar tape available for the Committee's use. Committee members can also be available for, or perhaps sit next to, a new member during that person's first meeting. The Committee would like the new member orientation to be available as an online learning module. The Committee was advised by State staff that this is intended to happen later this year.</p>	<p>Discuss new member orientation process for the immediate future in a separate teleconference.</p>