



MEETING AGENDA

COMMITTEE: CEC ad-Hoc Youth Advisory Subcommittee

Date/Time: April 23, 2019, 3:00 p.m.

Location: World AIDS Museum

Chair: Andrew Ruffner

1. **CALL TO ORDER:** *Welcome, Review meeting ground rules, Statement of Sunshine, Introductions, Moment of Silence, Public Comment*
2. **APPROVALS:** 1/24/19 Meeting Minutes, 4/23/19 Agenda
3. **STANDARD COMMITTEE ITEMS** (10 minutes)
 - a. Testimonials
4. **UNFINISHED BUSINESS**
None.
5. **MEETING ACTIVITIES/NEW BUSINESS**

Agenda Items/Tasks for next Meeting (Work Plan Item/Goal#)	Information requested (i.e. data, research, etc.) action to be taken, presentation, discussion, brainstorm etc.
Member Event Prep Assignments Update	ACTION ITEM: Determine status of thrift store partnerships, DJ/MC and designers/stylists.
Event Marketing & Promotions (Handout A)	ACTION ITEM: Review and finalize marketing and promotional materials.
Event Program Timeline/Logistics (Handout B)	ACTION ITEM: Select a new event date, discuss fashion show logistics and timeline for task completion
Model Casting Call (Handout C)	ACTION ITEM: Plan and finalize details for the fashion show casting call for models. Review and approve model casting call flyer.

6. **RECIPIENT REPORT**
7. **PUBLIC COMMENT**
8. **AGENDA ITEMS/TASKS FOR NEXT MEETING: Date: TBD Venue: TBD**

Agenda Items/Tasks for next Meeting (Work Plan Item/Goal#)	Information requested (i.e. data, research, etc.) action to be taken, presentation, discussion, brainstorm etc.

9. ANNOUNCEMENTS

10. ADJOURNMENT

PLEASE COMPLETE YOUR MEETING EVALUATIONS

THREE GUIDING PRINCIPLES OF THE BROWARD COUNTY HIV HEALTH SERVICES PLANNING COUNCIL

- Linkage to Care • Retention in Care • Viral Load Suppression •

VISION: To ensure the delivery of high quality comprehensive HIV/AIDS services to low income and uninsured Broward County residents living with HIV, by providing a targeted, coordinated, cost-effective, sustainable, and client-centered system of care

MISSION: We direct and coordinate an effective response to the HIV epidemic in Broward County to ensure high quality, comprehensive care that positively impacts the health of individuals at all stages of illness. In so doing, we: Foster the substantive involvement of the HIV affected communities in assuring consumer satisfaction, identifying priority needs, and planning a responsive system of care
Support local control of planning and service delivery, and build partnerships among service providers, community organizations, and federal, state, and municipal governments
Monitor and report progress within the HIV continuum of care to ensure fiscal responsibility and increase community support and commitment



MEETING MINUTES

Committee: CEC Advisory Subcommittee (CEC)

Date/Time: Thursday, January 24th 2019, 1:00 p.m.

Location: World AIDS Museum

Chair: Andrew Ruffner

ATTENDANCE				
#	Members	Present	Absent	
1	Anthony Brautigam	X		
2	Priscilla Brown	X		
3	Jackisha Fanfan	X		
4	Jeremy Hinton	X		
5	Regina Gerbier	X		
6	Andrew Ruffner; Chair	X		
		6		
	Quorum: 4			
				Guests
				Russell, K.
				HIVPC Staff
				Jolly, J.
				Oratien, V.
				Johnson, B.
				Recipient Staff
				Anderson, T.

1. CALL TO ORDER:

The Chair called the meeting to order at 1:28 p.m. The Chair welcomed all present. Attendees were notified of information regarding the Government in the Sunshine Law and meeting reporting requirements, which includes the recording of minutes. Attendees were advised that the meeting ground rules are present, for reference. In addition, attendees were advised that the acknowledgement of HIV status is not required but is subject to public record if it is disclosed. Chairs, committee members, guests, Grantee staff and HIVPC staff self-introductions were made. A moment of silence was held.

2. APPROVALS:

Motion #1: To approve today's meeting agenda

Proposed by: Gerbier, R. **Seconded by:** Brown, P.

Action: Passed Unanimously

Motion #2: To approve the 12/4/18 minutes

Proposed by: Brown, P., **Seconded by:** Gerbier, R.

Action: Passed Unanimously

3. STANDARD COMMITTEE ITEMS

Testimonials: None.

4. UNFINISHED BUSINESS

None.

5. MEETING ACTIVITIES/NEW BUSINESS

Member Event Prep Assignments: The Chair gave a brief explanation of the last meeting and transitioned to the importance of selecting an event location immediately. The preferred location would be Art Serve but they currently only have 3 dates available within the preferred time frame: 3/29, 5/10 and 5/24. These dates are not close to the dates that were originally suggested (around April 15th, which is Youth HIV/AIDS Awareness Day). Another event space was suggested; The Venue. The Venue is in the Wilton Manors area. The Venue was not thought to be inviting for other demographics who are not LGBT. Committee members agreed on ArtServe as the location and Friday, May 10th as the date. The proposed event time is 7-10pm.

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ACTION ITEM: Reach out to Hal and reserve event date- May 10th 4-10pm. The fashion show will be split up into three rounds, with three designers styling in each round, and have educational HIV videos and messaging in between rounds. Members no longer like the Project Runway idea. Potential asks from sponsors include a shopping voucher for styling teams to receive for the fashion show styles. This would be veering away from the initial idea of having designers creating designs from scratch.

Ways for the crowd to be engaged include: Best runway looks being voted on by the audience, having audience members walk the runway for prizes, and having an Avant Garde segment at the end of the show. As designers are no longer being asked to design original pieces, committee members will work to find a place in the show where designer pieces can be displayed or purchased. To date, there is no confirmation from any designers who are willing to participate. It was determined that if there are no designers on board by the next meeting, the fashion show will be strictly styled only; no original designs.

The CQM/PC Manager suggested that the theme needs to guide the uniformity throughout the show. There will be a model casting call to find models for the fashion show. Model Casting will be an agenda item for the next meeting. In April, stylists will select their models and rehearsals will begin. Stylists will be expected to recruit models for the casting call. Committee members will also work together to find diversity in the stylists/models that are selected. **ACTION ITEM:** Create a flyer for the model casting call.

Fashion Show Outline Suggestion: **Round 1.** Red - Awareness, **Round 2.** Blue - HIV Prep, **Round 3.** White - Fighting Stigma. There will be a 10-minute intermission after every round. As models are walking the runway, slides will be playing to educate the attendees throughout the fashion show. HIV education professionals and/or agency employees will be invited to present during the show to break up/add to the program. Other suggestions for livening up the show include selecting the right MC and having local performers in between rounds to bring in more attendees. Jeremy volunteered to find some local performers in addition to management of thrift shop sponsorship. Event will start at 7, but the fashion show will not begin until 8pm. An opening act will be determined soon. A committee member spoke with Funclution founder and she would like more information, as she could not attend the meeting. The committee agreed to work on marketing materials that can be presented at the next meeting.

Event Sponsorships & Marketing: Committee members gave an update on sponsorships. A committee member is in contact with the district manager for goodwill stores. The district manager is excited about partnering and would like for the committee to create a proposal to send to them with more details. **ACTION ITEM:** Create an event proposal that can be sent out to all potential sponsors for the event. Proposal should include how much of a donation is needed. Out of the Closet will also be contacted for clothing donations. Models also have their own clothes that they could wear during the show. Pink Sub- potential food sponsor for food. Gilead still needs to be contacted. Sponsorship: Makeup-MAC; has HIV/AIDS campaign. Walgreens/CVS Pharmaceuticals- if getting a donation, there would be a need for a makeup artist to apply it. Empire Beauty School students may be interested in helping with makeup application on the day of the show. MAC will be the first point of contact and then the other two options. Sephora will be the second point of contact if MAC is not able or willing to participate. Regina will ask DOH to donate via vendor table at the event. Other agencies can be asked if they want to purchase a table as well. The venue space will need little decorating, up lighting may be needed. In the entryway, show videos and have literature about PrEP/Awareness/etc. World AIDS Museum has vignettes that can be played during the event as well.

Outreach Event Timeline: Event- May 10, 7pm-10pm. By next meeting: Draft list of local performers and MC, bring examples of marketing for event/casting call, bring sample flyers for the models casting call (Anthony),

Within the next week- create a facts sheet for the event to send to committee members, find runway music (DJ), get confirmation from NSU and Funclution (Fanfan), confirm designers (bring to next meeting), secure the Art Serve space. Recruiting needs: MC, Performing artists (3)- Jeremy, Stylists/Designers/Models, Makeup-Sponsorships. Designers and stylists will be confirmed by the next Feb meeting.



Next meeting date: Proposed Tuesday, February 12th (3-5pm) All committee members confirmed attendance. Samantha will be point of contact for Regina for the months of February and March. All information from Ad-Hoc meeting will be presented at the February 5th CEC meeting.

6. RECIPIENT REPORT

None.

7. PUBLIC COMMENT

None.

8. AGENDA ITEMS/TASKS FOR NEXT MEETING: Tuesday, February 12, 2019 **Time:** 3:00 p.m. **Venue:** TBD

<i>Goal/Work Plan Objective #:</i>	<i>Accomplishments</i>
Event Marketing & Promotions	ACTION ITEM: Review and finalize marketing and promotional materials.
Event Program Outline	ACTION ITEM: Discuss fashion show logistics and timeline for task completion
Model Casting Call	ACTION ITEM: Plan and finalize details for the fashion show casting call for models.

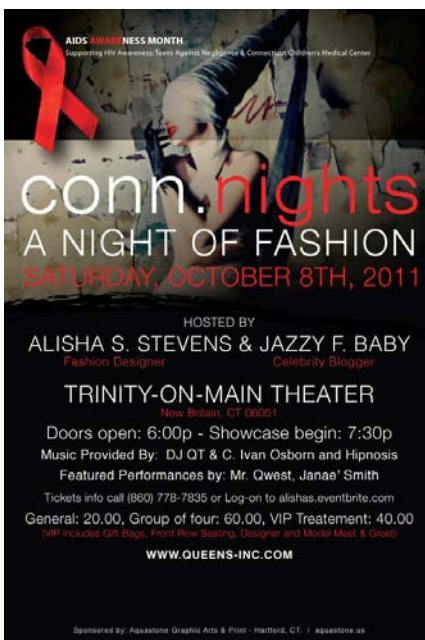
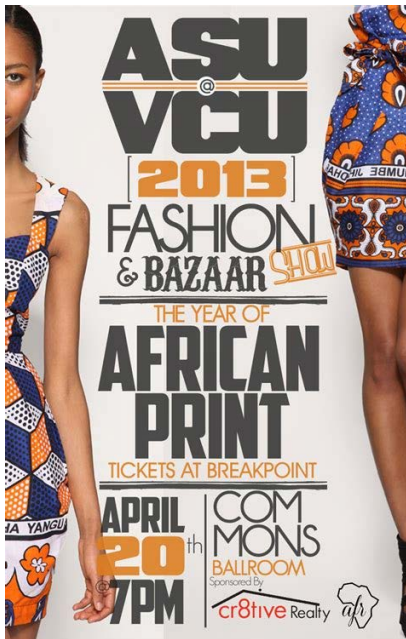
9. ANNOUNCEMENTS

None.

10. ADJOURNMENT

The meeting was adjourned at 3:02 p.m.

Fashion Show Flyer Samples



AD-HOC YOUTH ADVISORY EVENT PREP ASSIGNMENTS CHART

TASK	ASSIGNED COMMITTEE MEMBER	STATUS	DATE COMPLETED
Art Serve Space Rental	Andy/ HIVPC Support Staff	Art Serve confirmed for May 10 th NEW DATE NEEDS TO BE SELECTED: - July 5th, 12th*, 19th - August 2nd, 9th, 23rd <i>*date may be booked soon</i>	January 25 th
Contact Thrift Store about potential partnership	Jeremy – Goodwill Anthony- Out of the Closet	Proposal submitted, waiting on feedback	February 11 th
Contact Poverello	Jose ???????		
Local College Outreach/ Recruiting	Fanfan		
Find Potential event MCs and DJs	ALL		
Providing contact information for Funclution organization	Fanfan		
Reach out to Sun Serve /Kids for a Cure/ etc. for potential models/volunteers			
Event Flyer Design Sample /Advertisements (Casting Call/Event)			
Pharmaceuticals & ASO Partnership Follow up (Gilead/Walgreens/CAN)	Gilead- Fanfan Walgreens- Misty Eyes- Regina Pride Center-		
Finding other potential event venues	-----	-----	
Identifying Talent and Designers who would be interested in participating (Art students from Dillard, etc.)			

Casting Call Flyer: DRAFT

