



Executive Committee Meeting
Behavioral Science Research, 2121 Ponce de Leon Boulevard, Suite 230
April 7th, 2008 Minutes

Approved June 2nd, 2008

#	Members	Present	Absent	Guests
1	Batts, Metris	X		Holly Aliprandi
2	Burton, Richard Sullivan, Jr.	X		
3	Downs, Frederick	X		
4	Hallmon, Rolando		X	
5	McGuirk, John	X		
6	Smith, Leroy, Jr.		X	Staff
7	Taquechel, Orlando		X	Christina Bontempo
8	Waterman, Cheryl	X		Beth Hayden
9	Williams, Stephen		X	Marlen Hernandez
10	Vacant: Chair elect (SP)			Kim Tardalo
Quorum =4				

I. Call to Order/Introductions

The chair elect, John McGuirk, called the meeting of the Executive Committee to order at 10:19 a.m. Mr. McGuirk welcomed everyone and asked for introductions.

II. Resource Persons

Mr. McGuirk indicated Behavioral Science Research staff as resource individuals.

III. Review Agenda

The committee reviewed the agenda; Metris Batts was added to announcements.

IV. Review/Approve Minutes

The committee reviewed the minutes of March 4th, 2008.

Motion to approve the minutes of March 4th, 2008, as presented.

Moved: Frederick Downs

Seconded: Cheryl Waterman

Motion: Passed

V. Membership

▪ **Composition and Vacancy Report**

Staff asked the committee to review the composition and vacancy report (copy on file) and explained Parity Inclusion and Representation requirements for the full Partnership. Staff and members will contact qualified people to fill vacancies.

VI. New Business

▪ **Meetings**

Staff asked the committee to review the handouts (copy on file) in today's meeting materials. The following topics were addressed:

- *Meeting Preparation*

Officers should review the agenda, minutes and reports prior to a meeting.

- *Robert's Rules of Order*

Meetings are conducted in accordance with Robert's Rules of Order; officers should be familiar with the procedures; Robert's Rules Simplified was distributed at today's meeting. A copy of the abridged version of Robert's Rules of Order is available to any officer who needs one.

- *Running an Effective Meeting*

The committee discussed strategies to maintain order and process at a meeting.

▪ **Partnership Bylaws**

Officers should know the Bylaws and reference them at meetings when necessary. The Bylaws can be found on www.aidsnet.org.

▪ **Needs Assessment**

Staff asked the committee to reference the needs assessment flyer (copy on file) in today's meeting materials and explained the importance of attending the meetings. At the first Needs Assessment meeting a book with a preview of each meeting will be distributed so one can follow along even if he or she does not attend all four meetings.

▪ **Future Goals**

Officers should contact staff to work together on addressing goals for any of the committees.

VII. Announcements

Richard Sullivan Burton, Jr. announced a support group meeting at the PET Center the second Thursday of each month at 6:00 p.m.

Ms. Batts announced that the Coalition for Community Mobilization is organizing a project for National Testing Day. Their next meeting is on Thursday April 10th at 2:00 p.m. at The Village. The group is requesting that 27 agencies provide ten hurricane preparedness kits each. Event attendees must get tested to receive a kit.

VIII. Next Meeting

The next meeting will be scheduled as needed.

IX. Adjournment

Mr. McGuirk adjourned the meeting at 10:58 a.m.