



Membership & Public Relations Committee Meeting

April 9, 2026 | 10:00 AM | Zoom

Facilitator(s): Eric Martinez, Co-Chair & Carrie Hollinger, Co-Chair

Attendees: Carrie Hollinger, Saundra Rangel, Natasha Ramlagan, Channel Bonner, Jackie Clarke, Myra Howie, Yenichel Ruan, Miranda Talley, Tiffany Canate (HCSEF), Emily Carmichael (HCSEF)

Excused Absences: Eric Martinez

Minutes

I. Introductions & Moment of Silence

- T. Canate called the meeting to order at 10:03 AM. T. Canate welcomed the group and conducted roll call.
- C. Hollinger led a moment of silence.

II. Review & Approval of Agenda and Meeting Minutes

- N. Ramalgan motioned to approve the Membership Committee agenda and previous meeting minutes as distributed, and J. Clarke seconded the motion.

III. Discussion

A. Current Membership Roster Review

- T. Canate presented the current membership roster and 2026 attendance tracking sheet. She highlighted R. Isaac as the newest approved member.
- T. Canate reviewed prospective members who expressed interest through the website, events, or partner referrals.
- The group discussed current representation, noting strong provider presence and some community member participation, and identified a need to expand engagement to more residents living with HIV and across additional sectors such as pharmaceutical partners, faith-based organizations, business leaders, and community figures.
- N. Ramalgan suggested leveraging the upcoming HIV symposium to recruit new members and emphasized the need to increase participation from clinical providers such as physicians and nurse practitioners in the CPN's efforts.

B. Attendance Tracking and Vacancies

- T. Canate screenshared a summary report of the Area 15 CPN Membership with attendance tracking measures for meetings held through March 2026.
- No questions were raised.

C. Website Update (New Updates)

- T. Canate reviewed the March 2026 website metrics:

New Visitors	Returning Visitors	Total Visitors	Total Page Views	Site Sessions
28	2	30	48	32

o Device Usage:

- Desktop: 39 page views, 23 sessions, 21 unique visitors
- Mobile: 9 page views, 9 sessions, 9 unique visitors
- Tablet: 0 page views, 0 sessions, 0 unique visitors

- T. Canate provided information on improvements made to the outreach events calendar, such as color-coding events by county and adding download buttons for flyers when they are available, all aimed at enhancing usability.
- T. Canate encouraged members to submit events through the SurveyMonkey link for inclusion on the calendar.
- No additional questions raised about the website.

D. New Member Applications (if applicable)

- T. Canate shared that no new member applications were received in March 2026.
- The group acknowledged that R. Isaac's orientation must be completed by June 10, per the bylaws.
- E. Martinez noted he would follow up with C. Bonner and C. Hollinger regarding some additional considerations prior to scheduling the new Member Orientation.

E. Recruitment Strategies & Activities

- C. Hollinger opened the floor for discussion on recruitment strategies and activities.
- T. Canate reminded the group about the [Area 15 CPN Provider Reminder Cards](#) and [Recruitment Slide Deck](#), which were shared via email with the full Area 15 CPN listserv and in the Zoom chat.
- T. Canate noted that provider reminder cards were distributed via email and in print, and that HCSEF can provide additional laminated copies upon request.
- T. Canate reiterated that the Recruitment Slide Deck is intended to be displayed in clinics or community settings to help engage potential new clients.

F. Public Relations:

- C. Bonner shared that there will be an in-person HIV training hosted by AETC scheduled for May 29 at the Holiday Inn in St. Lucie West. She noted that the training will cover various topics, including ADAP, linkage to care, PrEP, and motivational interviewing. C. Bonner noted that continuing education credits will be available and that the event offers networking opportunities with local providers.

IV. Open Discussion

- There were no additional items brought for open discussion.

V. Closing and Adjourn

- J. Clarke made a motion to adjourn.
- C. Bonner seconded the motion.

Meeting adjourned at 10:21 A.M.