



Membership & Public Relations Committee Meeting

October 8, 2026 | 10:00 AM | Zoom

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

Attendees: April Ganzy, Charlotte Kiehn, Eric Martinez, Ilemir Otaiza, Jackie Clarke, Myra Howie, Natasha Ramlagan, Rashiemah Birks, Saundra Rangel, Sherry Gizzarelli, Yenichel Ruan, Tiffany Harris (HCSEF), Renette Villanois (HCSEF), Emily Carmichael (HCSEF)

Excused Absences: Channel Bonner

Minutes

I. Introductions & Moment of Silence

- T. Harris called the meeting to order at 10:03 AM and welcomed the group. T. Harris conducted roll call and then 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, Attendance, and Vacancies

- T. Harris screenshared the current membership roster and 2026 attendance tracking sheet.
- No recommendations for removals were made.
- E. Martinez stated that he would share the contact information for a key community leader in Indian River County.
- R. Birks reported that a local medical representative expressed interest in becoming involved. E. Martinez explained that the representative would be welcome to attend General Body meetings, but the Executive Committee would need to further consider any potential conflicts of interest.

B. Website Update (New Updates)

- T. Harris reviewed the September 2026 website metrics:

New Visitors	Returning Visitors	Total Visitors	Total Page Views	Site Sessions
64	5	69	49	90

- T. Harris summarized additional website metrics, noting that most traffic came from direct links or QR codes. Visitors came from Florida, other U.S. locations, international locations, and unknown locations due to hidden IP addresses or VPN usage.
- T. Harris noted that most recently, the Outreach Events calendar had been updated to include the upcoming Needs Assessment presentations and WellView's upcoming Community Care Days. The group shared information about various upcoming events featured on the website.
- T. Harris opened the floor to additional suggestions for website improvements to ensure usability or increase CPN visibility.

- E. Martinez inquired about success with displaying Area 15 promotional slides in provider offices. The group noted that no updates were available, as some providers require formal internal review, while others rely on external technology partners to manage their monitors, which requires additional coordination.
- E. Martinez suggested collecting photos to feature the events and stressed the importance of promoting.
- E. Martinez emphasized the opportunity to collaborate on future CPN group events that engage all members and increase participation among new members, including a joint World AIDS Day event.

C. New Member Applications (if applicable)

- T. Harris reported that one new membership application was submitted through the website in September. Once approved by the Executive Committee, the application will be presented to the Membership Committee.

D. Recruitment Strategies & Activities

- R. Birks shared that Indian River County will be having a community health fair event on Saturday, October 24, to attract residents of Wabasso and Fellsmere and could be an opportunity to speak with residents about getting involved. She noted they typically see about 40 to 50 participants each year.
- T. Harris shared that HCSEF continues its outreach efforts via phone and email and has visited various partner sites throughout Okeechobee and Indian River County most recently in an effort to help spread the word about the focus group opportunity for residents living with HIV as well as the general CPN.
- E. Martinez suggested regularly hosting virtual events similar to the September event, featuring agencies from the previous session and using post-event surveys to gather attendee feedback.

E. Public Relations and Community Updates:

- No additional updates related to Public Relations or Community Updates were shared.

IV. Open Discussion

- T. Harris opened the floor to items for open discussion.
- R. Birks announced that Whole Family Health Center will host their annual World AIDS Day event on Tuesday, December 1 from 10:00 AM to 1:00 PM. The community and family event would include a toy drive, giveaways, and more than 15 vendors sharing information about their services. She encouraged all partners to participate.
- R. Birks reiterated her earlier suggestion to engage pharmaceutical representatives in CPN membership, and she offered to share contact information for an interested representative.

V. Closing and Adjourn

- T. Harris thanked the partners and called for a motion to adjourn.
- J. Clarke made a motion to adjourn, and R. Birks seconded the motion.

Meeting adjourned at 10:50 A.M.