



**MEETING AGENDA**

**COMMITTEE:** CEC ad-Hoc Youth Advisory Subcommittee

**Date/Time:** December 4, 2018, 3:00 p.m.

**Location:** Governmental Center Room A-337

**Chair:** Andrew Ruffner **Vice Chair:** Vacant

1. **CALL TO ORDER:** *Welcome, Review meeting ground rules, Statement of Sunshine, Introductions, Moment of Silence, Public Comment*
2. **APPROVALS:** 12/4/18 Agenda
3. **STANDARD COMMITTEE ITEMS** (10 minutes)
  - a. Testimonials
4. **UNFINISHED BUSINESS**  
None.
5. **MEETING ACTIVITIES/NEW BUSINESS**

<i>Agenda Items/Tasks for next Meeting (Work Plan Item/Goal#)</i>	<i>Information requested (i.e. data, research, etc.) action to be taken, presentation, discussion, brainstorm etc.</i>
<b>Subcommittee Guidelines</b>	ACTION ITEM: Review subcommittee purpose, planning council laws and subcommittee limits/ parameters.
<b>Finalize Outreach Event (Handout A)</b>	ACTION ITEM: Finalize CEC's next upcoming outreach event & event date.
<b>Event Sponsorships &amp; Marketing (Handout B)</b>	ACTION ITEM: Review the list of suggested sponsors for event, pin down 5 sponsors. Review potential marketing strategies to attract more young adults (18-38 years old).
<b>Outreach Event Timeline</b>	ACTION ITEM: Create a timeline of action items to be completed between December and event date.

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

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

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

## Finalizing Outreach Event

### 1. Outreach Event Basics

**Target Age group:**

- 18-29
- 30-38

**Event Choice/Goal:**

- Paint with Purpose**      Goal: \_\_\_\_\_
  - Room with sinks / running water
  - Stain resistant floors (i.e. no carpet, flooring that easily stains)
  - Space for easels and chairs
  - Private entrance preferably
- Fashion Show**      Goal: \_\_\_\_\_
  - Parking
  - Space for minimum 100
  - Lighting & A/V Set-up
  - Décor
  - Dressing Room/ Backstage space
  - Kitchen/Restroom access

### 2. Space/date

**Potential Location Options:**

- AHF Space
- Civic Association (*offered event space*)**
- FAT Village
- Museum of the Arts
- Central Broward
- College Campus: \_\_\_\_\_

**Potential Event Dates:**

- February (week of)**
  - 4<sup>th</sup> -10<sup>th</sup>
  - 11<sup>th</sup>- 17<sup>th</sup>
  - 18<sup>th</sup>-24<sup>th</sup>

### 3. Logistics/ Volunteers & Support Staff

- CBO Partnerships & Sponsorships (Handout A)**      Lead \_\_\_\_\_
- What will partnership look like? (advertise, attend, contribute to day-of-event prep, etc.)
  - What type of sponsorships will we need? (food, space, donations, etc.)
  - Which organizations will we reach out to for partnerships/sponsorships?
  - Identify point persons on subcommittee for both
- Youth Volunteers**      Lead \_\_\_\_\_
- Where will we look for young adult volunteers? How many?
  - Young Adult Volunteer Job Duties?
- Marketing & Promotion**      Lead \_\_\_\_\_
- Interagency marketing/promoting
  - Social media & Other medias (radio/publications)
- Next steps (next meeting date, etc.)**
- By the next meeting:**
    - Sponsorship/space/date confirmed
    - Deliverables from partnerships identified
    - Updates from leads on logistics/marketing/promotions for the event
  - Next Subcommittee & CEC Meeting Dates?

CEC Event Partners/Sponsorships

Agency Name	Potential Services Offered	Contact Info	Ad-Hoc Member/Follow-up
AHF	<b>Space</b>		
Council of Civic Associations Fort Lauderdale		<b>Michael Albetta</b> 954.560.8649	
NSU/FAU/BC (Davie)			
Museum of the Arts			
FAT Village			
Children's Services Council	<b>Partnership</b>		
OIC			
The Kiki Project			
Pharmaceutical Companies	<b>FREE Catering w/ presentation</b>		
Walgreens, CVS	<b>Donations?</b>		
<b>Young Adult Volunteers</b>		Determine Source of Volunteers & Recruit	<b><u>LEAD:</u></b>
<b>Marketing</b>		Determine & Execute Marketing Plan	<b><u>LEAD:</u></b>