

Lynea Hogan, Meyoni Beale - Co-Chairs

Community Access Committee Call Meeting

NOTES

Wednesday, February 28, 2024 – 6:00-7:30 pm

Meeting via Zoom Teleconference

ATTENDANCE

Members	Present	Absent	Recipient Representatives	Present	Absent
Lynea Hogan	P				
Meyoni Beale	P				
LaQuasia Cotton	P				
Cora Robinson		A			
Yasmine Black		A			
Gregg Fordham		A			
Ruth Fordham		A			
Denise Owens	P				
Travis Tucker	P				
Sheila Belin		A			
Mishell Whitaker		A			
PC Support Staff					
Deryk Jackson	P				
Teresa Malilwe	P				
Guests: None					

AGENDA

Item	Discussion, Motions, and Actions
(1.0) <u>Call to Order and Roll Call</u>	The Community Access Committee met virtually via Zoom on Wednesday, February 28, 2024. The meeting was called to order at 6:03 p.m.
(2.0) <u>Welcome and Introduction of Guests</u>	The Co-Chair welcomed participants to the meeting.
(3.0) <u>Moment of Silent Reflection</u>	A moment of silent reflection was observed to remember those infected and affected by and those that have been lost to HIV/AIDS.
(6.0) <u>Approval of Minutes of the Previous Meeting</u>	After review of the minutes which were emailed to the committee prior to the meeting date, a motion was moved by Meyoni and

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	seconded by LaQuasia to approve the minutes as written. The motion passed.
<p>(7.0) Planning For New Grant Year Events</p>	<p>The purpose of the Call meeting was to review the committee’s work plan and budget. Copy of the draft workplan and budget were emailed to the committee prior to the meeting date for review.</p> <p>Planning for the Community Access Committee Summer Cookout:</p> <ul style="list-style-type: none"> • <i>Date:</i> June 15th, and/or June 29th, 2024 as back up date • <i>Time:</i> 2:00 p.m. to 6:00 p.m. • <i>Venue:</i> Northside Park • <i>Number of anticipated participants:</i> 30 people • <i>Reservation Process:</i> Contact the Park for information about the Pavilion and reservation process. • <i>Refreshments:</i> Finalize food and menu, confirm food orders/catering • <i>Entertainment:</i> Secure DJ • Coordinate with local Agencies for marketing materials • <i>Transportation:</i> Coordinate transportation to the venue a month prior to the event. The committee agreed to add a Ryan White component to the event in order to get assistance with transportation from the Planning Council. They agreed to add a 20–30-minute educational segment to the event’s program. Lynea will follow up with the committee’s recommendation/s. • Confirm attendance count. <p>The committee discussed the assignment of tasks for the event, such as:</p> <ul style="list-style-type: none"> • Food setup • Clean up after the event • Grilling/Cooking • Purchasing the food <p>As discussed at the last meeting, Meyoni talked about the advice she received from Gregg after she reached out to him regarding</p>

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	<p>sourcing for group tickets to events for the committee. Gregg also asked Meyoni to keep him informed on the committee’s needs. He will assist by making his ideas available to the committee.</p> <p>Committee Budget Requirements: The committee reviewed the estimated budget requirements for the Community Access Committee Summer Cookout.</p>
<p>(10.0) <u>Recruitment Efforts</u></p>	<p>Housing Summit Workplan:</p> <p>The Housing Services presentation, which was one of the components at the last Town Hall event, was cancelled because the committee could not lock down a presenter. However, according to a survey that was done, Housing was one of the main issues that consumers wanted to hear about.</p> <p>As a result, the committee agreed to host a Housing Summit in September 2024 and will:</p> <p>Reach out to the HOPWA Representative to do the presentation.</p> <p>The committee will also ensure that there is a backup presenter in case of unforeseen circumstances.</p> <p>The committee will reach out to a Pharmaceutical company to provide refreshments at the event.</p> <p>The Planning Council will be requested for transportation assistance to the Summit venue.</p> <p>The committee will look into finding a free venue, such as a Library, or at EVMS, though parking is an issue at that location.</p> <p>The committee will assign tasks to committee members or an Ad Hoc committee to plan the catering, agenda, the flyers, coordinating the food, look at some more presentation topics, and/or other logistics of a successful summit. The committee agreed to model the Summit on the Town Hall with regards to the provision of transportation.</p> <p>The committee meets every third Wednesday of every other month. However, because of the two scheduled events, the committee and/or Ad Hoc Committee will meet as often as required to plan for the Cookout and the Housing Summit.</p>

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<p>(11.0) Announcements by Members</p>	<p>Donation Letter:</p> <p>The committee reviewed the Donation Letter requesting donations from the community at large. The committee will seek the Council’s permission to use the Planning Council’s logo. The letter will be tailored to the specific entity that it will be sent to for a specific donation. The committee will not ask for monetary donations, but rather it will be requesting for material donations. Lynea will make the noted adjustments to the letter and will present it to the Executive Committee for review and final decision.</p> <p>Task Force:</p> <ul style="list-style-type: none"> • Shay and Denise volunteered to do a little bit of everything including setting up the food and cook if needed. • Meyoni will work with the Recipient’s Office, and the LGBT Life Center to set up transportation. • Denise and Shay to breakdown and clean up. • Meyoni will help with anything that needs to be done. She will be at the Park, early to make sure everything is going according to plan. • LaQuasia will assist with the distribution of food. <p>Support Staff has been in contact with someone at the LGBT Life Center. The Life Center has been renovating one of their spaces in Norfolk and will be able to provide a meeting space for the Community Access Committee to meet in person starting in March. This will be a hybrid meeting and Collaborative Research will provide the refreshments.</p>
<p>(13.0) <u>Adjournment</u></p>	<p>With no further business to discuss, a motion was moved by Meyoni and seconded by Shay to adjourn the meeting. The motion passed.</p>

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