

TRAINING, EDUCATION AND MEMBERSHIP (TEAM) COMMITTEE AGENDA

3/24/2026 • 10:00am-11:30am

[Microsoft Teams Digital Meeting](#)

Item	Topic/Action	Facilitator/Presenter
1.	Determination of Quorum	Alain Barnes
2.	Welcome, Introductions, and Declarations of Conflict-of-Interest	Alain Barnes
3.	Review and Acceptance of Agenda The Committee will review the agenda for this meeting.	Alain Barnes
4.	Review and Approval of the Minutes The Committee will review the summary minutes of previous meetings from January 27, 2026. Please inform the Chair of any revisions that should be incorporated into the summary minutes. A vote may take place regarding this agenda item.	Alain Barnes

	Chair Update	
5.	The Committee Chair will review the recent activity of the committee and provide comments. A vote may take place regarding this agenda item.	Alain Barnes
	Ryan White HIV/AIDS Part A Recipient Update	
6.	A representative of the RWHAP Part A Recipients office will discuss business items relevant to the functions of the Ryan White Part A Program. A vote may take place regarding this agenda item.	Jeremy Hyvärinen
	Planning Council Support Updates	
7.	<p>Planning Council Support Staff will review items related to membership and training. A vote may take place regarding this agenda item.</p> <ul style="list-style-type: none"> ● Review Membership Matrix for Compliance with Federal Mandate ● Review and Manage Planning Council Membership Attendance ● Review and Manage Planning Council Training 	Gwendolyn Bishop
	Develop Annual Membership Recruitment and Engagement Plan	
8.	The Committee will review the Annual Membership Recruitment/Engagement Plan. A vote may take place regarding this agenda item.	Gwendolyn Bishop
	Review and Manage Membership Application Process	
9.	The Committee will review the Membership Application Process and manage any submitted applications. A vote may take place	Alain Barnes

	<p>regarding this agenda item.</p> <ul style="list-style-type: none"> • New Membership Application for Vote – As Applicable. 	
10.	<p>Review and Resolve Parking Lot Items</p> <p>Any unresolved items may be discussed at this time. A vote may take place regarding this agenda item.</p>	Alain Barnes
11.	<p>Review Scope of Work and Planning Council Activity Timelines (PCAT)</p> <p>The Committee will review the Scope of Work and the Planning Council Activity Timeline for the upcoming Grant Year. A vote may take place regarding this agenda item.</p>	Alain Barnes
12.	<p>Determination of Agenda Items for the Next Meeting</p> <p>The Committee will discuss and set the agenda items for the next meeting.</p>	Alain Barnes
13.	<p>Current Event Summaries</p> <p>This is the time for Planning Council members to share a brief summary of current events. Members of the Planning Council cannot propose, discuss, deliberate, or take legal action on any matter voiced during this time.</p>	Alain Barnes
14.	<p>Call to the Public</p> <p>This is the time for the public to comment. Members of the Planning Council cannot propose, discuss, deliberate, or take legal action on any matter voiced during this time.</p>	Alain Barnes
	<p>Adjourn</p> <p>The next TEAM Committee meeting will be on May 26, 2026, at 10:00 am</p>	

Meeting Ground Rules

- The public is encouraged to take part in all of our discussions. However, due to time constraints, the Chair may limit the number of people who speak and/or the length of time allowed for discussion.
- Everyone is expected to respect the authority of the Chair.
- Anyone wishing to comment should raise their hand to be recognized for talking.
- Please be courteous when others are talking. No sidebar conversations, please.

- Please remain calm and focused on the topic at hand.
- Stay open-minded and flexible to allow for and honor individual differences and diversity.
- When meetings are held in person, many attendees are very sensitive to fragrances, so please refrain from using colognes and perfumes at Planning Council meetings or events.

Microsoft Teams Meeting Information

- Meeting link: https://teams.microsoft.com/l/meetup-join/19%3ameeting_NzVkMTM5NDMtYTUyMi00MDM3LWE1MGMtYmJiZjI2ZjNkYzc4%40thread.v2/0?context=%7b%22Tid%22%3a%2230cd35d4-9951-4a72-978e-89655075c17f%22%2c%22Oid%22%3a%22fc8864f7-6e2c-4b87-8e63-9f0af75392af%22%7d
- Meeting ID: 287 405 857 618 33
- Passcode: DN7Ta6ah

View Meeting Minutes

- Minutes will be available after approval at the following meeting.