

Houston Ryan White Planning Council

Speakers Bureau Workgroup

10:00 am, Tuesday, June 6, 2017

Meeting Location: 2223 W. Loop South, Room 240, Houston, Texas 77027

Agenda

- | | | |
|------|---|---|
| I. | Call to Order | Skeet Boyle and
Steven Vargas, Co-chairs |
| | A. Welcome | |
| | B. Moment of Reflection | |
| | C. Adoption of the Agenda | |
| | D. Approval of the Minutes | |
| II. | Review Evaluation – March 22, 2017 Presentation | Amber Harbolt,
Office of Support |
| III. | Review Revised Procedure for Securing a Speaking Engagement | |
| IV. | Develop “FAQs” for Calls with Representatives | |
| V. | Training on Speaking on the Phone with Confidence | |
| VI. | Announcements | Skeet Boyle
Steven Vargas, Co-chairs |
| | a. Next Meeting: | |
| | August 17, 2017 | |
| | 2:00 p.m. | |
| | Room 416 | |
| VII. | Adjourn | |

Houston Area HIV Services Ryan White Planning Council

Speakers Bureau Workgroup

2:00 p.m. Thursday, November 17, 2016
2223 West Loop South, Room 240, Houston, TX 77027

Minutes

MEMBERS PRESENT

John Lazo, Chair
Bianca Burley
Carol Suazo
Curtis Bellard
Robert Noble
Rodney Mills
Tana Pradia

MEMBERS ABSENT

Skeet Boyle, excused
Arlene Johnson
Denis Kelly
Isis Torrente
Gloria Sierra
Teresa Pruitt

OTHERS PRESENT

Tori Williams, Ofc of Support
Amber Harbolt, Ofc of Support
Diane Beck, Ofc of Support

Call to order: John Lazo, chair, called the meeting to order at 10:25 a.m. and asked for a moment of reflection.

Adopt the Agenda: Motion #1: *it was moved and seconded (Bellard, Pradia) to adopt the agenda. Motion Carried.*

Approval of the Minutes: Motion #2: *it was moved and seconded (Bellard, Burley) to approve the August 11, 2016 minutes. Motion carried.* Abstention: Pradia.

2016 Wrap Up: Lazo said that there were three presentations done this year, the first was a business breakfast for the Spring Klein Chamber of Commerce; Nancy Miertschin gave a general HIV updated and talked about prevention and the cost of Health Insurance. The other two were done by Steven Vargas; one was to the Spring Klein Young Professionals and the other will be next week to the Cy Fair Rotary Club.

The focus of the speaker's bureau is the business community; it is another avenue where we can spread awareness. Having such a narrow focus can be challenging so we need to be organized and have a plan for educating these groups.

New Leads: Suggested leads were undergrad programs at HCC Coleman and West Loop and the College of Business at the University of Houston Downtown. At the first meeting in 2017, the workgroup will look to make contact with specialized/ethnically-affiliated chambers of commerce.

Announcements: Noble said that Houston Area Community Services (HACS) is now called Avenue 360 Health and Wellness. Williams said that Harbolt and Beck will staff the workgroup next year.

Adjournment: The meeting was adjourned at 10:57 a.m.

Speaker's Bureau Engagement Evaluation - Houston Methodist Willowbrook - 03-22-2017

Eval ID	<i>What was the most memorable aspect of today's presentation?</i>	<i>What, if anything, did you learn from today's presentation that you did not previously know?</i>	<i>How relevant was the information presented today to your job or organization? (5=Extremely relevant; 1=Not relevant at all)</i>	<i>Based on today's presentation, how likely are you to recommend the Ryan White Planning Council Speakers Bureau to a colleague or another organization? (5=Extremely likely 1=Not likely at all)</i>	<i>What HIV-related topics would you like to see offered in the future?</i>	<i>Add to RWPC info contact list?</i>
1	How to help our patients get treatment	Surprised there's so many resources	5	5	Any	Y
2	More knowledge of care in Houston for HIV	Did not know all the support that is provided in addition to general HIV care - dental, transportation, housing, etc.	5	5	N/A	Y
3	New knowledge of process for HIV patients for follow-up care	Didn't know the referral process	5	5	More options for medication assistance and transportation to appointments	Y
4	Informational	List of clinics	5	4	[missing]	N
5	Learning more about the services offered to the population	The resources available	4	4	[missing]	N
Average	---	---	4.80	4.60	---	---

SPEAKERS BUREAU

PROCEDURE FOR SECURING A SPEAKING ENGAGEMENT

(Updated: 05-26-17)

Establishing Contact & Scheduling the Event

1. Contact the Chamber of Commerce representatives to see if they are interested in securing one of our speakers with mailing (Office of Support) and follow-up calls (Workgroup Contact Appointee). If yes:
2. A Workgroup Contact Appointee works with the Chamber representative and speakers to select at least two appropriate speakers (one alternate) and a date for the presentation. The Workgroup Contact Appointee then sends this information to the Office of Support via email.

Anyone who has a contact with a local Chamber of Commerce/Business Group should obtain contact information for the Chamber/Group member responsible for coordinating speaker, sends this information to the Office of Support via email, and the Office of Support will confirm that the Chamber is within the Houston HSDA, and share the contact information with a Workgroup Contact Appointee.

Before the Event

3. The Office of Support contacts all Workgroup members to see if 1 – 2 event volunteers can assist at the event.
4. Event volunteers will contact the Office of Support to arrange a date when they can come to pick up:
 - a. Evaluation forms
 - b. Case(s) of Blue Books (when available)
5. The Office of Support sends follow up reminders to the Chamber representative, speaker and event volunteers assigned to the event.

The Day of the Event

6. Event volunteers will meet up with the speaker and:
 - a. Offer to help the speaker hand out any materials
 - b. Manage distribution of Blue Books (when available)
 - c. Distribute and collect evaluation forms near the end of the presentation

After the Event

7. Event volunteers will return to the Office of Support to drop off completed evaluations and any remaining Blue Books.
8. The Office of Support will create and send thank you notes to the Chamber representative and speaker, which the Workgroup co-chairs and the Council chair will sign
9. Staff will compile the evaluations for review at the next Workgroup meeting. Attendees who indicated they would like to be contacted regarding Ryan White news and events will be added to the email distribution list.