

# Houston Ryan White Planning Council

## Speakers Bureau Workgroup

2:00 p.m., Thursday, August 11, 2016

Meeting Location: 2223 W. Loop South, Room 532, Houston, Texas 77027

### Agenda

- |      |  |   |
|------|--|---|
| I.   | Call to Order  | John Lazo                                       |
|      | A. Welcome   | Workgroup Chairman                              |
|      | B. Moment of Reflection                                |   |
|      | C. Adoption of the Agenda                              |   |
|      | D. Approval of the Minutes                             |   |
| II.  | Review Purpose and Goals of Ryan White Speakers Bureau | Tori Williams, Director<br>RW Office of Support |
| III. | Updates from the May 2016 Workgroup Meeting            | John Lazo<br>Workgroup Chairman                 |
| IV.  | Brainstorming for New Opportunities                    |   |
| V.   | Announcements  |   |
| VI.  | Adjourn  |   |

## Houston Area HIV Services Ryan White Planning Council

### Speakers Bureau Workgroup

1:30 p.m. Thursday, May 12, 2016

2223 West Loop South, Room 532, Houston, TX 77027

### Minutes

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#### MEMBERS PRESENT

John Lazo, Chair  
Bianca Burley  
Ardry Skeet Boyle  
Carol Suazo  
Curtis Bellard  
Denis Kelly  
Tana Pradia  
Teresa Pruitt  
Isis Torrente  
Robert Noble  
Rodney Mills  
Rodriga Avila

#### MEMBERS ABSENT

Arlene Johnson  
Gloria Sierra  
Steven Vargas

#### 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 1:38 p.m. and asked for a moment of reflection.

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

**Review Purpose and Goals of the Speakers Bureau:** The purpose of today's meeting is to organize to identify specific speaking opportunities in 2016. Lazo said that there are six speakers. Last year he booked six speaking engagements and he is hoping to double that this year. He said that members of the workgroup can help the speakers by bringing Blue Books and distributing/collecting the evaluation forms at each event. Boyle and Pruitt volunteered to attend the June 16<sup>th</sup> speaking engagement and bring Blue Books, evaluation forms and pens. Volunteers for subsequent speaking engagements will be requested as they come up.

**Brainstorming for New Opportunities:** Lazo asked the workgroup to think about people they may know who are part of Chambers of Commerce, Rotary Clubs and other businesses that he can contact about a speaking engagement. He asked the Office of Support to email a copy of the letter sent to the Chambers of Commerce, speaker's bureau flyer, the speaker list, and the HIV factsheet to the workgroup members. Workgroup members are to contact him when they find a group that might need a speaker so that he can make contact and schedule a speaker to fit their needs.

**Announcements:** None.

**Adjournment:** The meeting was adjourned at 2:05 p.m.