

**Community Coalition Roundtable
New Business Items
March 25, 2024**

Review of Strategic Planning Committee Suggestions

Background: The Strategic Planning Committee is a standing committee of the Partnership. Each year they conduct a survey called the Assessment of the Recipient Administrative Mechanism (AAM). This is a Health Services and Resources Administration (HRSA) requirement of Ryan White Program Planning Councils. In last year's AAM survey of Partnership members, there were suggestions for procedural improvements to make meetings more engaging and encourage active participation.

Suggestions:

1. **Before each meeting:** Offer to have a quick phone call with people who RSVP to prepare them for what to expect at a meeting.
2. **During the meeting:**
 - a. Acknowledge that meetings can be fast-paced and confusing and encourage everyone to ask questions if anything is unclear.
 - b. Stress the importance of active participation and encourage members and guests to speak up about their concerns and to help with problem-solving.
 - c. Announce a post-meeting debriefing session during Housekeeping and again at the end of the meeting.
 - d. Print definitions of common meeting terminology on the back of agendas.
3. **After each meeting:**
 - a. Hold post-meeting debriefing sessions to clarify anything that might still be confusing, and
 - b. Use this feedback for continued process improvement.

Do you think these improvements would encourage you or others to attend more meetings?

Partnership Promotion Ideas

Open discussion about how to raise awareness of the Partnership and membership opportunities. All suggestions will be reviewed by staff and the Executive Committee to determine what can be achieved within our budget.

Some suggestions for your consideration and discussion:

- | | |
|-------------|------------|
| ▪ Surveys | ▪ T-Shirts |
| ▪ Brochures | ▪ Buttons |
| ▪ Events | ▪ New Logo |



Developing a Feedback Form for Community Input and Problem-Solving

See next two pages . . .



FEEDBACK FORM

Please use this form to ask a question, highlight a concern, and help with problem-solving.

Question or Concern

Solution

Please write your suggestions for addressing your concern.
What do you think would help?

Check here if you would like to be contacted about your concern.

Contact Information (Optional)

Name

Email

Phone

For Staff: Date Received

TAG!

Use the T.A.G. method to give meaningful feedback about today's meeting!

Meeting: _____ Date: _____

(Optional) Your Name: _____

T

Tell us
something
you liked

A

Ask a
question

G

Give a
suggestion



MIAMI-DADE
HIV/AIDS PARTNERSHIP