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**EXECUTIVE COMMITTEE
MEETING SUMMARY**
 Wednesday, January 16th, 2019 AT 1PM

Willing Heart Community Center
 555 Martin Luther King Blvd. Newark, NJ 07102

Present	Excused Absences	Unexcused Absences
1. Patricia Moore 2. Mario Portilla 3. Warren Poole 4. Robert Johnson, MD 5. Ketlen Alsbrook 6. Cezar Dumago 7. Joann McEniry	8. Karen Dinsmore 9. Sharon Postel	

1. Welcome & Moment of Silence

Robert Johnson MD, Chair of the Planning Council, welcomed the members of the Executive Committee. Dr. Johnson called for a moment of silence for all those past and present, affected with HIV/AIDS.

2. Roll Call

Dr. Kent O'Bryant, Staff Support, conducted the roll call and quorum was established later on during the meeting.

3. Approval of Meeting Summary from December 19th, 2018

Dr. Johnson called for the approval of the meeting summary from December 19th. It was approved.

4. Report from the Recipient

Ketlen Alsbrook provided the Recipient Report. A major highlight was the preparation for the Oaths Ceremony scheduled for the Planning Council meeting in February.

5. Standing Committee Updates

- **COC:** Mario Portilla, COC chair, no updates at this time.
- **CPC:** Joann McEniry, CPC chair provided an update. The CPC is making preparations for the Provider meeting scheduled for March 8th, 2019. The flyer is to be finalized and invitations sent to all NEMA contacts.
- **REC:** Ann Bagchi, Ph.D. reported that the REC committee last met in December.
- **CIA:** Warren Poole, CIA chair was absent. Dr. Ken O'Bryant reported that CIA has no updates at this time.

6. Treasurer Report

- Pat Moore, Treasurer, provided the Treasure Report Update. The budget was approved. See attached.
- A discussion was held about the NEMA website. The Planning Council is required to publish its meeting summaries and meeting dates.

7. Old/New Business

- There was no old business to discuss.

8. Administrative Issues

The Planning Council is required to publish its meeting summaries.

9. Next Meeting

The next Executive Committee will take place on February 20th, 2019 at 1:00 pm at the Willing Heart Community Center, located at 555 Martin Luther King Blvd. Newark, NJ 07102

10. Adjournment

A motion to adjourn was approved by Dr. Johnson. The meeting was adjourned at 1:30 PM.