

# End HIV 901 CAB Monthly Meeting

MINUTES

WEDNESDAY, SEPTEMBER  
10, 2025

2:00 PM – 3:30 PM

MICROSOFT TEAMS

TYPE	Virtual
PRESENTER / FACILITATOR	Elizabeth Propst, St. Jude Children’s Research Hospital (elizabeth.propst@stjude.org) N/A Nate Boutte, Amgen (drnateboutte@gmail.com)
TRANSCRIBER	Elizabeth Propst, St. Jude Children’s Research Hospital (elizabeth.propst@stjude.org) N/A
CAB MEMBERS PRESENT	Aramis Jones, Renew Mobile Heath (aramis@renewmobilehealth.org) Brandon Allen, Community Member (brandonjallen681@gmail.com) Chasity Bolton, Christ Community Health Services (chasity.bolton@christchs.org) DeMarcus Jones, SisterReach (demarcus@sisterreach.org) Jenieya Peterson, Score Health (jenieya.peterson@scorehealth.org) Kayihura Manigaba, University of TN Health Sciences Center–Pharmacy (kmanigaba@gmail.com) Kayla Collins, OUTMemphis (kcollins@outmemphis.org) Krista Wright Thayer, Shelby County Health Department (krista.wright-thayer@shelbycountyttn.gov) Nancy Brownlee, Prideworks Foundation ( prideworksagency@gmail.com) <b>Nate Boutte, Amgen (drnateboutte@gmail.com)</b>
OTHER PARTICIPANTS	<b>Elizabeth Propst, St. Jude Children’s Research Hospital (elizabeth.propst@stjude.org)</b> Karrie Reed, St. Jude Children’s Research Hospital (karrie.reed@stjude.org) Latrice Pichon, University of Memphis—Public Health, (lcpichon@memphis.edu) Robin Bell, St. Jude Children’s Research Hospital (robin.bell@stjude.org) Yasser Yusef, Shelby County Health Department (yasser.yusuf@shelbycountyttn.gov)
CAB MEMBERS ABSENT	Cristobal Valdebenito, Friends for All (cristobal.valdebenito@friendsforall.org) Nicole Brewer, A Betor Way (nicole@abetorway.org) Sharmain Mayes Winston, TN Dept of Health (sharmainmayes@gmail.com) Tomekicia Wren, Hope House Memphis (twren@hopehousememphis.org)
AGENDA	<div style="text-align: center;">  <p>Community Advisory Board (CAB) Meeting Wednesday, <b>September 10, 2025</b> Virtual, <i>Microsoft Teams</i> 2:00 PM, CST</p> </div> <ol style="list-style-type: none"> <li>I. <b>Call to Order</b></li> <li>II. <b>Disclosure Statement:</b> The meetings and activities of the End HIV 901 CAB Meeting are a matter of public record. Each meeting will be recorded, and a transcript of the meeting minutes will be kept. Each member will receive copies of recordings and meeting minutes for their personal record keeping. Discussions associated with End HIV 901 CAB are not considered private or confidential.</li> <li>III. <b>Roll Call/Conflicts of Interest:</b> Reminder: Conflicts of interest are for organizations who receive direct funding from Tennessee Department of Health (TDH) or United Way of Greater Nashville (UWGN) as a continuation of EHE related work. Those who do not receive such funding from either TDH and/or UWGN, please indicate “no conflicts” during roll call.</li> <li>IV. <b>Old Business:</b> <ol style="list-style-type: none"> <li>A. <b>Bylaws</b> <ul style="list-style-type: none"> <li>• Review changes completed by executive board members</li> <li>• Approval of bylaws</li> </ul> </li> </ol> </li> <li>V. <b>New Business:</b> <ol style="list-style-type: none"> <li>A. Review and revise <b>Prevent Pillar</b></li> <li>B. Executive Updates</li> <li>C. End HIV 901 Website</li> <li>D. Select Holiday Give-Back</li> <li>E. Agenda items for next meeting</li> </ol> </li> <li>VI. <b>Announcements/Public Comments:</b> Announcements should be submitted to the executive team no later than 1 week prior to End HIV 901 CAB monthly meeting to be printed on the agenda. C2P Memphis Coalition Quarterly Meeting – Wed., September 17, 2025, 10:00 AM to 1:00 PM, Shelby County Health Department Mid-South PRIDE 50<sup>th</sup> Anniversary Festival – Sun., September 14, 2025, 2:00 PM to 7:00 PM, Overton Park Shell HIV Summit – Wed., October 15, 2025, 8:30 AM to 3:30 PM, FedEx Institute of Technology (The Zone) University of Memphis</li> <li>VII. <b>Adjournment</b> Next Meeting: <b>Wednesday, October 1, 2025</b> 2:00 PM, <i>Microsoft Teams</i></li> </ol>

CALL TO ORDER /  
CONFLICTS

Welcome and Call Meeting to Order – Nate Bouttee – 2:12 pm

OF INTEREST	<p><b>Disclosure Statements</b></p> <p><b>Roll Call / Conflict of Interests</b></p> <p>Roll call completed by Chair, Nate Boutte. The board met quorum for this meeting.</p> <p><i>* CAB members are responsible for verifying that their attendance is accurately recorded in the meeting minutes each month for the official record.</i></p>
OLD BUSINESS	<p><b>A. Bylaws</b></p> <ul style="list-style-type: none"> <li>• <i>Review Changes made by Executive board</i> <ul style="list-style-type: none"> <li>○ Board members received a copy of the bylaws that included the latest revisions. A brief overview of these changes was provided during the meeting.</li> <li>○ The Program Coordinator announced plans to resume providing a brief summary of the previous meeting’s minutes, beginning with the October meeting.</li> </ul> </li> <li>• <i>Approval of Bylaws</i> <ul style="list-style-type: none"> <li>○ The Executive Board confirmed their approval. The floor was then opened for questions, but no inquiries were raised at that time.</li> </ul> </li> <li>• The Program Coordinator provided an update on outreach efforts to former CAB members, informing them of the recent bylaw changes and extending an invitation to rejoin. As of now, no responses have been received from the email communications sent.</li> </ul>
NEW BUSINESS	<p><i>The following business items were not discussed in the order displayed on the agenda and prioritized due to time sensitivity.</i></p> <p><b>A. Review and revise <i>Prevent Pillar</i></b></p> <ul style="list-style-type: none"> <li>• Board members discussed reviewing activities from other EHE jurisdictions. It was recommended to explore whether any of those activities could be adapted for implementation in Memphis. Additional EHE plans and resources are available at NASTAD’s website: <a href="https://nastad.org/resources/ehe-plans-and-websites">https://nastad.org/resources/ehe-plans-and-websites</a>.</li> <li>• The Board emphasized the importance of maintaining an up-to-date community resource list. The Program Coordinator noted that updates are ongoing and part of a continuous effort. During the meeting, PrEP-related resources—including navigation services and prescriber information—were shared. The Board requested that this document be distributed widely among its members.</li> <li>• The Board recommended adding a new activity under the <i>High Priority</i> section of <b><i>Pillar Three: Prevent</i></b>—specifically, to update PrEP resources (including PrEP Navigation and Prescriber information) on a quarterly basis. Board members who volunteered to support this effort include <b>Krista Wright-Thayer, Nate Bouttee, DeMarcus Jones, and Nancy Brownlee</b>.</li> <li>• Under the <i>High Priority and Disruptively Innovative</i> section of <b><i>Pillar Three: Prevent</i></b>, the Board reviewed the first proposed activity: identifying all current and potential PrEP providers and inviting them to participate in a Clinician Roundtable to assess capacity needs. <ul style="list-style-type: none"> <li>i. The Board reviewed proposed revisions to the activity, which included removing the word “potential” and establishing a standalone activity: Identify all current PrEP providers and invite them to participate in a Clinician Roundtable for capacity needs.</li> <li>ii. An additional activity was identified stemming from the original discussion. The recommended action is to connect with physicians who can prescribe PrEP and evaluate their capacity to provide services. The Board noted that the upcoming HIV Summit may serve as a valuable opportunity to further explore this initiative.</li> </ul> </li> <li>• An additional idea was proposed to host town halls modeled after the quarterly Connect to Protect (C2P) Memphis Coalition meetings.</li> </ul>

## B. Executive Updates

- No additional updates.

## C. End HIV 901 Website

- The Program Coordinator reviewed the concept of making the Community Advisory Board (CAB) section on [www.endhiv901.org](http://www.endhiv901.org) more engaging by highlighting the faces and stories of board members. The Coordinating Site team (Community Outreach and Engagement Manager and Communications Team) expressed a shared interest in enhancing this section and identified a need for further development.
- The CAB recommended that meeting dates be added to the website to inform visitors of when the board convenes, and to increase community awareness and potential attendance at these meetings.
- A suggestion was made to incorporate photos from *901 Vibe Fest* and previous CAB meetings to visually showcase the board's community involvement.
- The Coordinating Site requested Executive Board Members to submit headshots for inclusion on the website. Additionally, the team discussed the opportunity to take new photos during the November in-person board meeting.

## D. Select Holiday Give-Back

- The board reviewed the opportunity to participate in the Angel Tree program, which launched on September 15. The Board members expressed interest in assisting with gift pickup and distribution.
- There was additional discussion around tailoring the Angel Tree initiative to have a more focused impact, specifically by prioritizing HIV-affiliated organizations.
- The Board also explored ways to engage non-traditional agencies to help broaden awareness of the End HIV 901 campaign. The Program Coordinator shared a new opportunity for collaboration through a coat drive initiated by Youth Villages' Memphis Allies, a newly aligned community partner.
- For next steps in the Holiday Give-Back, the Board Chair requested continued communication via Slack to coordinate plans. Board Member Aramis Jones volunteered to explore the capacity and needs of HIV-related organizations for potential involvement.

## E. Agenda items for next meeting


*\*Co-chair encouraged board members to follow Slack for additional communication that may occur.*

- Continue reviewing and revising **Prevent Pillar**.
- The PrEP Providers and Navigation document should be uploaded to Slack by Krista Wright-Thayer. Additional support will be provided by Nate Bouttee, DeMarcus Jones, and Nancy Brownlee.
- The Board will finalize Angel Tree project and plans with affiliated organizations.
- The Program Coordinator will share information about Youth Villages' Memphis Allies within Slack for board to review.
- Brandon Allen announced plans to evaluate meeting capacity of End HIV 901 CAB's November in-person meeting to be held at the University of Memphis.

## ANNOUNCEMENTS

Please submit any announcements for the next meeting *at least seven (7) days in advance* so they can be included in the agenda.

**Quarterly C2P Meeting – Wednesday, September 17<sup>th</sup>** – Thank you all CAB members who joined us for our quarterly meeting.

	<p><b>Mid-South PRIDE 50<sup>th</sup> Anniversary Festival</b> – Sunday, September 14, 2025 – Thank you for CAB members visiting the End HIV 901 table during the event. You contributed to over 79 interactions that were held during this event.</p> <p><b>Shelby County 2025 HIV Summit – Wed., October 15, 2025, from 8:30 AM to 3:30 PM</b>, at FedEx Institute of Technology (The Zone) at The University of Memphis. Contact Krista Wright-Thayer at <a href="mailto:krista.wright-thayer@shelbycountyttn.gov">krista.wright-thayer@shelbycountyttn.gov</a>. Please see the flyer attached.</p>
<p>END HIV 901 SOCIAL MEDIA</p>	<p style="text-align: center;"><b>Follow us on Social Media:</b> <b>@endhiv901</b></p> <div style="text-align: center;">  </div>
<p>RECORDING LINK</p>	<p><b>Microsoft Teams Recording link:</b> <a href="#">Recap: End HIV 901 September Monthly Meeting Wednesday, September 10   Meeting   Microsoft Teams</a></p>
<p>NEXT MEETING</p>	<p style="text-align: center;"><b>Next End HIV 901 CAB Meeting:</b> <b>Wednesday, October 1st, 2025, 2:00 pm – 3:30 pm (CST)</b> <b>Virtual via Microsoft Teams</b></p> <p style="text-align: center;"><i>* All calendar invitations for the 2025 End HIV 901 CAB meetings have been sent. Meeting documents will be added to the calendar events ahead of each session.</i></p>
<p>ADJOURNMENT</p>	<p><b>3:28 pm</b></p>