WOMEN'S AIDS NETWORK

PURPOSE
To prevent the spread of HIV disease and improve the quality of life of all women infected and affected by HIV.

MISSION
As a network, we advocate and provide for the development and improvement of public policies, education and services for the diverse population of women affected by HIV disease.

STRATEGIES
WAN's methods for achieving its Mission and Purpose are: Public Policy Advocacy, Education, Service Advocacy and Provision, and Community Networking.
What is WAN?

The Women's AIDS Network (WAN), founded in 1983, is the oldest women's AIDS organization in the world. WAN advocates and provides for the development and improvement of public policies, education and services for the diverse population of women infected and affected by HIV.

How does WAN serve the community?

- WAN holds monthly educational forums that bring together the diverse population of HIV+ women, activists, and service providers that make up our membership and the surrounding community. Together we learn, question, challenge, and take action on behalf of women living with HIV while connecting with other individuals and organizations within the community.

- WAN advocates for the rights and needs of women living with HIV and the organizations that serve them on the local, state, national, and international policy levels.

- WAN distributes a monthly newsletter alerting the community to upcoming events, available services, and policy trends that impact the lives of women living with HIV.

- WAN provides empowering information to women living with HIV and the people who care for and about them through educational forums, a monthly newsletter, a resource library, and responses to telephone and written requests for information and referrals.

- WAN's Special Women's Fund provides $50 annual cash grants to women living with HIV who are San Francisco residents and have an income of less than $1300/month.

How can you get involved?

- Attend our monthly General Membership Meetings (held the first Tuesday of every month at Lyon-Martin Women's Health Services*)
- Join our Policy, Education, or Membership/Development Committees*
- Donate time, office/computer supplies, or funds to WAN
- Donate toiletries to the Special Women's Fund
  (*call our office for meeting dates and times)

*BECOME A MEMBER!!!! FOR MORE INFORMATION, CONTACT:

WOMEN'S AIDS NETWORK
584 CASTRO STREET, SUITE 321
SAN FRANCISCO, CA 94114
TEL: (415) 621-4160
FAX: (415) 863-4740

*WAN is a 501(c)(3) organization
WAN BOARD OF DIRECTORS ROLES AND RESPONSIBILITIES

(Approved by WAN Board 10/93)

President
Responsible for general oversight of WAN, including oversight of activities and involvement of Board of Directors. Responsible for developing, in coordination with the Board, the vision, mission and direction of WAN. Responsible for ensuring that monthly general meetings occur and have a solid agenda that forwards the community work of WAN; and for ensuring that Board meetings occur on a monthly basis and are utilized to not only accomplish the necessary business of WAN, but also to meet the overarching vision, mission and direction of WAN. Oversight of all WAN fundraising efforts and liaison to the Fundraising Committee, with responsibility to ensure that WAN’s funding needs are addressed. Generally responsible for networking with other women’s and HIV/AIDS organizations nationally. Responsible for speaking engagements on behalf of WAN. Responsible for respectfully delegating tasks, when necessary, to various Board Members (with their permission) in any of the above categories, and then ensuring that the tasks are addressed by Board Members. If tasks are unable to be delegated, President is responsible for ensuring that the work is accomplished.

Vice President
Responsible for administrative oversight of WAN, including hiring and oversight of any staffpeople. Responsible for ensuring that the internal administration of WAN is in place and functioning well, including all issues related to the office and meeting spaces of WAN. Generally responsible for networking with other women’s and HIV/AIDS organizations locally. Oversight of and liaison to the Education/Outreach Committee. Works closely with President; acts in her stead when necessary.

Treasurer
Responsible for any and all issues related to the finances of WAN, keeping President and Board fully informed. Responsible for oversight of the Women’s Fund; liaison to the administrator of the Fund and the Women’s Fund Committee. Responsible for hiring and oversight of the Bookkeeper/Accountant. Responsible for ensuring that all taxes and financial obligations/liabilities are taken care of and for alerting the organization to any short- or long-term financial concerns. Responsible for monthly financial updates, based on information provided by the Bookkeeper/Accountant.
Secretary
As a recording secretary, responsible for taking minutes, or ensuring that minutes are taken, at all Board Meetings, and for sending minutes in a timely manner to all Board Members. As a corresponding secretary, responsible for sending out letters, or ensuring that they are sent out - by request of Board Members - on behalf of WAN. Responsible for keeping track of Board Member attendance and for advising the President when action needs to be taken regarding the removal of Board Members or the need to bring on new Board Members.

Public Policy Representative
Responsible for providing direction to WAN regarding public policy issues and for coordinating activities of Policy Committee. As Board liaison to Policy Committee, responsible for keeping WAN Board up to date on public policy issues and activities of Policy Committee. Liaison to all local and national women’s and AIDS policy organizations. Responsible for speaking about policy issues on behalf of WAN. As any full Executive Committee Member, accountable for additional Board responsibilities, as needed.

All Executive Committee Members, along with all Board Members, are responsible for assisting in fundraising efforts for the organization. (The extent of Board fundraising needs to be more fully addressed, with a plan implemented to ensure Board responsibility for increasing WAN funds.) All Executive Committee members are expected to attend one Executive Committee meeting per month, along with one Board meeting and one general membership meeting. All Executive Committee Members are expected to participate fully in any organizational planning efforts, such as retreats and strategic planning sessions. The Executive Committee is responsible for decision making whenever the full Board is unable to do so. If any Executive Committee Member is unable to perform a particular duty as noted herein, she is responsible for respectfully delegating, with permission and only when necessary, and then ensuring that the task is accomplished by another Board Member.

Facilitation and minute taking of Executive Committee Meetings will rotate among Executive Committee Members. If someone cannot take her turn, the next person in line will take that turn. The minute taker is responsible for communicating with the facilitator of the upcoming Board Meeting, in order to note items for inclusion in the Board Meeting agenda.

[If, in the future, a large part of WAN’s work falls in an area other than policy, the Board of Directors may decide to substitute another representative for the Public Policy Representative. Currently, it is appropriate to include a Public Policy Representative as a separate Executive Committee Member, with other committees having representation or a liaison on the Board. In the future, we may want, for example, an Education/Outreach Representative on the Executive Committee, if that work is significant enough that it becomes too much for an officer to take on as liaison, in addition to her other responsibilities as an Executive Committee Member.]

(drafted by E. Hansen)
HISTORY AND ACCOMPLISHMENTS OF THE WOMEN'S AIDS NETWORK
1983 - 1988

The Women's AIDS Network (WAN) was formed at the second national AIDS conference in Denver in 1983. Begun primarily as a support group for women doing AIDS-related work, WAN quickly evolved into an advocacy organization and an informational resource, both for women directly affected by HIV, and for the providers who serve them.

Most of WAN's 200+ dues-paying members are women or organizations directly involved in some aspect of AIDS work: as educators, social workers, health care professionals, substance abuse counselors, and researchers. Since 1984, the organization has sponsored monthly information-sharing meetings for Bay Area members, and provided monthly informational mailings to members worldwide. Other activities and projects have included:

- Authoring three brochures subsequently produced by the SF AIDS Foundation, "Women and AIDS," "Las Mujeres y el SIDA," and "Lesbians and AIDS: What's the Connection?"
- Sponsoring three major educational forums and numerous speaking engagements, including a conference for Bay Area researchers on women, children and AIDS
- Advocating for a legislative climate responsive to HIV-affected women's needs, including numerous letters, testimonies, and a 5,000-piece postcard drive
- Providing informal technical assistance to other agencies, including assistance with the development of Planned Parenthood's antibody testing program, work on a citywide committee exploring the feasibility of housing for women with AIDS, and review of numerous educational pieces developed by the San Francisco AIDS Foundation
- Distributing brochures, articles and other information in response to over 200 information requests each year: letters and phone calls from all over the U.S. and from numerous Latin American and European countries
- Developing a model policy statement on Perinatal AIDS Antibody Testing, currently slated for nationwide distribution
- Preparing and distributing a list of "San Francisco Resources for AIDS-Affected Women," updated at least once/yearly
- Sponsoring several social events for HIV-infected women, and providing small financial grants to women with AIDS and ARC
- Providing numerous speakers on women and AIDS, both service providers and HIV-infected women, to a wide variety of groups
- Conducting workshops and facilitating networking at numerous AIDS and women's health conferences.
Do not misconceive the importance of boards. A discussion about boards begins with the nonprofit corporation.

**Why Do Nonprofits Have Boards?**

A group of people sitting around a kitchen table decide to launch a new organization. Typically, such a group would choose to incorporate, that is, form a corporation, in order to give the organization a legal framework. A corporation is like a fictitious person, who, instead of the real individuals involved, can sign leases, hire staff, and engage in business activity.

A next step is to obtain nonprofit, tax exempt status for the corporation (at both the federal and state levels). Being a nonprofit, tax exempt corporation has some important advantages. Corporations identified as 501(c)(3) organizations (after the section in the Internal Revenue Code which describes them) enjoy several important advantages:

- Do not pay income tax on income made by the corporation;
- Can accept donations that are tax-deductible to the donor;
- Are eligible for foundation and government grants that are only for nonprofits;
- Are eligible for nonprofit bulk mail postage rate; and
- Are eligible for state and county tax benefits in some areas.

What Are the Responsibilities of the Board?

A Board of Directors is a required organizational component of a corporation and boards have formal responsibilities for directing an organization. A discussion about boards begins with the nonprofit corporation.

The government grants those tax advantages to nonprofits because nonprofits provide services to society which may not be provided through the commercial sector (it is estimated that the tax benefits to nonprofit organizations represent about $30 billion each year).

The members of the Board of Directors of a for-profit corporation represent the stock owners—the shareholders—of the company. On behalf of the shareholders, the board members hire and oversee the head of the company, review financial performance, and make sure that the company is headed in the direction that will result in profit for the shareholders.

The members of the Board of Directors of a nonprofit corporation represent the public. The board acts as the representative of the government, to ensure that the funds are used for the organization’s nonprofit purpose, rather than to make the board members or staff members wealthy. The board also acts as the representative of the clients, to ensure that services are of good quality, appropriate, and accessible. Finally, the board acts as the representative of the donors, to ensure that funds are spent for maximum impact.

The formal responsibilities of boards of directors are:

- To ensure that the organization stays in compliance with laws and regulations relating to nonprofit corporations.
- To ensure that the organization uses its resources towards fulfillment of its mission as stated in its tax-exempt purpose.
- To determine the organization’s mission, strategies and program priorities; and
- To hire a Chief Executive Officer (CEO, frequently called the Executive Director) to manage the corporation.
The Board Responsibility Matrix

There are two fundamental types of board responsibility: governance and support, each of which has distinctive characteristics, shown in the chart below:

On one hand, the board, acting as the formal representative of the public, governs the organization's affairs. At the same time, board members help support the organization by volunteering, raising money, and advising.

<table>
<thead>
<tr>
<th>The Board Acts to Govern the Organization</th>
<th>The Board Acts to Support the Organization</th>
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<tbody>
<tr>
<td><strong>Objectives</strong></td>
<td><strong>Objectives</strong></td>
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<tr>
<td>• To represent the community's interests within the organization</td>
<td>• To represent the organization's interests in the community</td>
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<td><strong>Process for Action</strong></td>
<td><strong>Process for Action</strong></td>
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<tr>
<td>• The board acts as a body</td>
<td>• Board members act as individuals or through committees</td>
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<tr>
<td><strong>Responsibilities</strong></td>
<td><strong>Responsibilities</strong></td>
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<tr>
<td>• Determine mission and purpose</td>
<td>• Fundraising: Develop fundraising strategy; ensure adequate resources by raising funds and assisting staff in raising funds</td>
</tr>
<tr>
<td>• Legal: Ensure compliance with federal, state and local regulations, and fulfillment of contractual obligations</td>
<td>• Public relations and community contacts: Act as ambassadors to the community on behalf of the organization and its clients</td>
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<tr>
<td>• Financial: Safeguard assets from misuse, waste, embezzlement</td>
<td>• Volunteer recruitment and volunteering</td>
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<tr>
<td>• CEO: Select the Chief Executive Officer (usually called the Executive Director), monitor &amp; evaluate performance</td>
<td>• Act as individual advisors: advise staff in areas of expertise, act as a sounding board for executive director and other executive staff</td>
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<tr>
<td>• Planning: Determine strategies and overall priorities</td>
<td>• Lend names and personal credibility and reputation to the organization to use in brochures, grant proposals, and other formats</td>
</tr>
<tr>
<td>• Programs: Determine the organization's program priorities, monitor implementation and conduct program evaluations to measure impact</td>
<td>• Efficiency &amp; impact: Ensure a realistic budget that maximizes use of resources</td>
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FINANCIAL RESPONSIBILITIES OF BOARDS

There may be no board responsibility more important than responsibility for the financial integrity and accountability of a nonprofit organization. In its role as representative of the organization's public—its clients, donors, volunteers and society at-large—the board must ensure that the organization uses its funds efficiently, as donors have designated, and in pursuit of the organization's goals. But at the same time, many board members are uncertain exactly how they can carry out this responsibility.

Financial matters span a broad range of topics, including personnel and internal controls as well as accounting and the budget. Not all board members need to be familiar with financial terms and concepts, but each organization needs to develop a clear and explicit agreement for how financial accountability will be ensured. The following is a starting point for a "contract" which the board and staff can make to ensure a partnership for accountability.

Related to Tax & Legal Responsibilities,

The staff will:

• Immediately notify the board with complete information related to any delays in payroll tax payments or any legal matters.
• Immediately notify the board of any tax problems or penalties; and
• Immediately notify the board of any legal suits.

The board will:

• Work closely with staff to respond to notification of possible tax problems and develop plans for resolving tax and legal problems; and
• Formally approve any tax and legal settlements.

Related to Accounting,

The staff will:

a) Complete monthly or quarterly statements within three weeks of the end of the month;
• Income & expense statement for each major program and for the organization as a whole (should include statements for the previous month and on a year-to-date basis);
• Balance sheet for the organization as a whole;
• For large organizations with substantial restricted funds and/or an endowment fund, a balance sheet for the restricted funds; and
• Comparison of actual to budget on a year-to-date basis for the organization and, if appropriate, for each program.

b) Mail statements to Finance Committee in advance of meeting.

c) If the statements are not available, explain the delay and estimate a date by which the statements will be completed.

d) In a timely manner, prepare end-of-year statements, Federal Form 990 and other federal and state forms.

The board will:

• Form a Finance Committee of members that understand financial information and standard accounting terms and practices;
• Carefully read financial information;
• Ask questions to be sure the statements are understood;
• Periodically review key accounting policies, such as depreciation, cash or accrual basis statements, etc., and
• Be patient and understanding when statements are occasionally late or infrequent accounting problems occur.
In Cash Flow Projections, The staff will:

- If appropriate for the organization, prepare monthly, quarterly or annual cash flow projection;
- If appropriate, prepare a comparison of actual to projected cash flows;
- If cash flow shortages are projected, develop a plan for bridging the shortages; and
- If cash flow surpluses are projected, develop a plan for maximizing investment.

The board will:

- Pay attention to cash flow reports and
- Determine whether preparation of cash flow reports provides important enough information to justify the staff time required.

In Financial Analysis, The staff will:

a) Prepare brief written narrative monthly or quarterly including the following:
- Highlights of recent period;
- Outstanding and/or anticipated problems;
- Anticipated opportunities;
- Analysis of financial health; and
- Comments on recent financial performance.

b) As part of the annual budget preparation or at another key juncture:
- Investigate and analyze outside trends affecting the organization's finances;
- Revisit key decisions related to assets and liabilities, such as mortgages, debt, investments; and
- Prepare vertical and, if possible, horizontal analyses.

The board will:

- Propose items for ad hoc investigation;
- Discuss analyses with staff; work with staff to improve financial performance; and
- In the absence of the expertise on staff, one or more individual board members may be able to do some of the analysis.

In relation to the Audit and Internal Controls, The staff will:

- If audited, ensure that audited statements and management letter are completed within four months of the end of the fiscal year;
- Prepare a written response to comments and recommendations in the management letter; and
- Develop a written set of internal controls and follow procedures in spirit as well as to the letter.

The board will:

- Determine whether or not an audit is appropriate;
- Take the lead in interviewing prospective auditors and review of bids;
- Select the auditor;
- Meet at least once per year with auditor when no staff is present;
- Receive audit letter directly from auditor; and
- Review written internal control procedures.
- In relation to the Budget,

  The staff will:

  • Develop a proposed budget by program and for
    the organization as a whole.
  • Be given the authority to make minor changes
    (such as shifting dollars among line items, or
    increases in variable costs that are matched by
    increases in earned revenue) in the budget
    without board approval; and
  • If significant budget variances occur, explain the
    variances and proposed action such as better
    attention to budget control or revised end-of-
    year projections.

  The board will:

  • Establish salary ranges for each category of
    employee;
  • Approve guidelines for performance-based com-
    pensation, if appropriate;
  • Negotiate and approve the executive director's
    salary;
  • Ensure that other salaries are within approved
    salary ranges, or if not, to have approved excep-
    tions;
  • Approve personnel policies; and
  • Periodically review employee benefits.

- In General,

  The staff will:

  • Develop parameters for staff to guide prepara-
    tion of the draft budget, such as maximum
    allowable deficit for the year, reduction of
    Accounts Payable, etc.;
  • Give careful attention to budget reports;
  • Engage in long term planning for funding, such
    as identifying a target mix of contributed and
    earned monies; and
  • Formally accept the budget, thereby authorizing
    the beginning of operations as planned.

  In Salaries and Personnel,

  The staff will:

  • Prepare an annual schedule showing each staff
    person and that person's salary for the Finance
    Committee and/or Personnel Committee; and
  • Prepare an annual schedule of individuals to
    whom 1099s were issued, and the amounts.

• Formulate and accept the budget, thereby authorizing
  the beginning of operations as planned.

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  employee;

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  salary;

• Ensure that other salaries are within approved
  salary ranges, or if not, to have approved excep-
  tions;

• Approve personnel policies; and

• Periodically review employee benefits.
To fulfill these responsibilities, the board must have adequate knowledge of the organization's operations and be in control of important decisions. This important work often takes the form of detailed discussions about administrative and financial matters. A constant challenge for board members is to remain aware of the link between administrative responsibilities and accountability to clients.

HIV/AIDS service organizations, like other nonprofits, need boards not only for legal reasons but because boards contribute immensely to an organization's ability to succeed. By the very act of serving on the board, board members demonstrate through volunteer leadership both the contribution of the community and the community's responsibility to lead. Acting for the public and the community, the board of directors also has a special role as the conscience of the organization—ensuring ethical and effective work that makes a difference in the world.
The Six (sometimes seven) Important Principles of a Financial Statement

submitted by: jeanette gandionco lazam

OVERVIEW:

Financial statements are not just a set of numbers. Quite the contrary! It is a whole bunch of numbers that reveal the overall health of an organization. Thus, monthly, quarterly or year-end financial statements are a tool to evaluate the health and growth of an organization. I bet you never thought that you could glean that much by simply looking at a financial statement, but you can, and I offer you six (sometimes seven) Important Principles that, when reviewing a financial statement will hopefully bring more meaning to the "numbers". I am not afraid to admit that at one point in my life the world of finances and numbers was totally intimidating and awesome, but after a few short words of encouragement and hanging around folks who are versed in finance, program and organization...AND who understood their role, responsibilities and accountability as members of their respective Board of Directors, my fears soon subsided.

The Six (sometimes seven) Important Principles of a Financial Statement

1) Financial Health: A financial statement allows you to access the past, present and future financial health of an organization. It allows you to evaluate the stability (or lack of) and organization

2) Program: A financial statement allows you to evaluate/assess whether the program activities are in sync with the Mission of the organization. In other words, does WAN "walk its talk?"

3) Management: A financial statement allows you to evaluate/assess critical areas of finance: taxes paid, legal costs, accounting accuracy, consultant costs, audits, etc. It allows you to view Board and staff relations: commitment to staff development, and lastly it allows you monitor Board development: board retreats, board sessions devoted to specific topics.

4) Development Potential: A financial statement allows you to monitor and evaluate the overall fundraising health of an organization. It does this by indicating line items for fundraising. It also gives you a picture of diversified (or not) funding.

5) Public Relations Capacity: A financial statement allows you evaluate and assess the strength (or weakness) of an organization's priority setting for public relations: printing brochures, pamphlets, leaflets, about the overall agency and/or the various programs.

6) Organizational Development: A financial statement allows you to evaluate, assess and pinpoint the state of development of an organization: From simple to complex

7) That's a secret to be raised in discussion at our Board meeting!
THE
CHANGING
ROLE
OF
BOARDS

Prepared by: Kelley D. Gulley
Community Development Institute

Originally Formatted by: Bonnie Jameson
MANAGE Trainer

Materials From: United Way TASMA Sponsored
MANAGE Course
THE CHANGING ROLE OF BOARDS

LEGAL RESPONSIBILITIES

* Boards are more aware of their legal liabilities and responsibilities
* Litigation against non-profits and their Boards is increasing
* Law suits have set standards for Board responsibilities
* Advocacy groups and government regulators are increasing their scrutiny of non-profit management practices
* The Board of Directors "ALWAYS" maintains full legal responsibility for the organization's actions...LEGAL RESPONSIBILITY CAN NEVER BE DELEGATED!!!

LEGAL OBLIGATIONS OF BOARD MEMBERS

The reasonably prudent person avoids:

* **Mis-management**: failure to follow fundamental management principles -- failure to ensure that planning occurs; reports are reviewed; etc..."a rubber-stamp board"

* **Non-management**: failure to use existing opportunities for good management -- failure to use available control systems

* **Self-Dealing**: Concerns Board members voting on decisions in which they face possible personal gain
PRINCIPLES OF GOOD FAITH

The principle of "Good Faith" states that Board Members should:

* Attend all Board/Committee meetings regularly
* Have a thorough knowledge of the organization's by-laws
* Keep informed of general organizational activities
* Ensure that minimum legal/technical requirements are met
* Avoid any semblance of self-dealing
* Register disputes/conflicts officially

PROFESSIONALIZATION OF NON-PROFIT MANAGEMENT

* Managers of non-profits are becoming more sophisticated in their management practices
* This same trend is surfacing for Boards...Pressure to manage more effectively is moving in both directions.
* Boards are requiring increased accountability from their directors, e.g. up-to-date financial and program data
* Services of non-profits are becoming more complex, therefore, Boards need more education about agency services
* Directors desire more direction from Boards, especially in controversial policy decisions -- they also request regular evaluations from the Board
THE THREE TYPES OF BOARDS

1. POLICY-MAKING BOARD

* Governing body for the organization
* Makes policy decisions...purpose, functions, goals
* Selects, employs and evaluates the Executive Director

2. ADVISORY BOARD

* Gives advice and makes recommendations
* Executive Director is not appointed by or responsible to the Advisory Board

3. ADMINISTRATIVE BOARD

* A full-time working Board
* Has no paid staff
* Makes decisions regarding program and policy
* Acts as a "plural" chief executive
* Members carry out their own policies through administrative activities

**SOMETIMES TYPES 1 & 3 WILL BE COMBINED**
HOW TO HAVE A GOOD CEO/CVO RELATIONSHIP

* Get to know each other's working style

* Make a commitment to bring conflicts to each other openly as soon as they develop

* Provide regular feedback to each other

* Articulate expectations of each other clearly

* Define roles and responsibilities clearly and in writing

* Develop a shared understanding of the organization's mission

* Share information freely

* Get a third-party mediation if conflict cannot be resolved

COMMUNICATION IS THE KEY!!
THREE KEY POINTS ABOUT LIABILITY

There are 3 main points to keep in mind about the liability of volunteer directors and officers:

1. California Law provides strong protections against personal liability resulting from service on non-profit Boards -- protections that have been made even stronger by passage of SB2154. (see below).

2. Non-profit agencies should "not" cancel their Directors and Officers (D and O) liability insurance coverage. Even though judgements against directors and officers are rare, D and O insurance is particularly needed to cover the non-profits legal costs in case of suits.

3. Good Management is the best protection against liability suits.

SB2154 STATES THAT:

Except as to certain self-dealing transactions, distributions, loans, or guarantees, there is no monetary liability on the part of, and no cause of action for damages shall rise against, any non-paid director, including a non-paid director who is also a non-paid officer of a non-profit public benefit corporation where duties are performed:

1) In good faith;
2) In a manner such director believes to be in the best interest of the corporation;
3) And with such care, including reasonable inquiry, as an ordinarily prudent person in a like position would use under similar circumstances.
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TEL: (415) 621-4160
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NOTICE OF NEW EMPLOYER IDENTIFICATION NUMBER ASSIGNED

Thank you for your Form SS-4, Application for Employer Identification Number (EIN). The number assigned to you is shown above. It will be used to identify your business account, tax returns and documents, even if you don't have employees.

1. Keep a copy of the number in your permanent records.
2. Use your name and the number exactly as shown above on all Federal tax forms.
3. Use the number on all tax payments and tax-related correspondence or documents.

It is important to use the IRS prepared label when filing tax documents or the FTD coupons when making FTD payments. However, if this is not possible, you must use your EIN and the complete information as shown below to identify your account and avoid processing delays.

If for any reason the information below is not correct, please make the necessary changes.

WOMENS AIDS NETWORK OF THE UNITED STATES
% SAN FRANCISCO AIDS FOUNDATION
PO BOX 426182
SAN FRANCISCO CA 94142

DO NOT send documents or payments using your address as listed at the top of this letter. That address is for IRS use only.

We have established the filing requirements and tax period shown above for your account based upon the information provided. If you need help to determine your required tax year, get Publication 538, Accounting Periods and Methods, which is available at most IRS offices.

Assigning an Employer Identification Number does not grant tax-exempt status to nonprofit organizations. Any organization, other than a private foundation, having annual gross receipts normally of $5,000 or less is exempt by statute if it meets Internal Revenue Code requirements. Such organizations are not required to file Form 1023, Application for Recognition of Exemption, or Form 990, Return of Organization Exempt from Income Tax.

However, if your organization wants to establish its exemption and receive a ruling or determination letter recognizing its exempt status, file Form 1023 with the Key District Director. For details on how to apply for the exemption, see Publication 557, Tax-Exempt Status for Your Organization.

Thank you for your cooperation.
WOMEN'S AIDS NETWORK

PURPOSE
To prevent the spread of HIV disease and improve the quality of life of all women infected and affected by HIV.

MISSION
As a network, we advocate and provide for the development and improvement of public policies, education and services for the diverse population of women affected by HIV disease.

STRATEGIES
WAN’s methods for achieving its Mission and Purpose are: Public Policy Advocacy, Education, Service Advocacy and Provision, and Community Networking.
What is WAN?

The Women's AIDS Network (WAN), founded in 1983, is the oldest women's AIDS organization in the world. WAN advocates and provides for the development and improvement of public policies, education and services for the diverse population of women infected and affected by HIV.

How does WAN serve the community?

* WAN holds monthly educational forums that bring together the diverse population of HIV+ women, activists, and service providers that make up our membership and the surrounding community. Together we learn, question, challenge, and take action on behalf of women living with HIV while connecting with other individuals and organizations within the community.

* WAN advocates for the rights and needs of women living with HIV and the organizations that serve them on the local, state, national, and international policy levels.

* WAN distributes a monthly newsletter alerting the community to upcoming events, available services, and policy trends that impact the lives of women living with HIV.

* WAN provides empowering information to women living with HIV and the people who care for and about them through educational forums, a monthly newsletter, a resource library, and responses to telephone and written requests for information and referrals.

* WAN' Special Women's Fund provides $50 annual cash grants to women living with HIV who are San Francisco residents and have an income of less than $1300/month.

How can you get involved?

* Attend our monthly General Membership Meetings (held the first Tuesday of every month at Lyon-Martin Women's Health Services*)
* Join our Policy, Education, or Membership/Development Committees*
* Donate time, office/computer supplies, or funds to WAN
* Donate toiletries to the Special Women's Fund
  (*call our office for meeting dates and times)

*BECOME A MEMBER!!!! FOR MORE INFORMATION, CONTACT:

WOMEN'S AIDS NETWORK
584 CASTRO STREET, SUITE 321
SAN FRANCISCO, CA 94114
TEL: (415) 621-4160
FAX: (415) 863-4740

*WAN is a 501(c)(3) organization
The Women’s AIDS Network

announces

The Special Women’s Fund

You are eligible for $50 annually

if you are a woman who:

is HIV+;

is a San Francisco resident;

and

has an income less than $1300/month

Must Have Picture ID

For an appointment call:

415-202-7430

Check written day of appointment • No red tape!
I. DESCRIPTION OF APPLICANT
A. Description of Lead Agency

The Women’s AIDS Network (WAN), founded in 1983, is the world’s oldest known women and HIV organization. WAN is a network of health care providers, women with HIV and activists. WAN advocates and provides for the development and improvement of public policies, education and services for the diverse population of women affected by HIV disease. Our policy work influences policy decisions locally, statewide and nationally that concern women with HIV. WAN educates women about prevention, treatment and resources. We also advocate for improved service provision, providing services where possible (such as our Special Women’s Fund), to women affected and infected by HIV and their families. Because of this Fund, which provides cash grants to low-income women in San Francisco with HIV, WAN serves more women with HIV than any other organization in the Bay Area: 330 in 1994 - 1995. WAN provides opportunities for members to network and collaborate on relevant issues at our monthly community meetings and educational forums. With the strength of WAN’s work is developed and overseen by an active nine-member Board of Directors.

WAN’s Public Policy Program, established in 1992 and overseen by the President and Vice-President of WAN’s Board of Directors, has significantly increased the visibility of women’s issues within the public policy arena locally, statewide and nationally. WAN is now considered one of the premier women and HIV public policy organizations in the country.

WAN has organized and facilitated meetings with local, state and national legislators and policy makers regarding women and HIV. For example, WAN organized the first women’s HIV hearings before the San Francisco Board of Supervisors, bringing together over thirty women in 1992, including many who are HIV-infected, to speak regarding their experience with the health care system. In writing about public policy issues, for example, we helped author a 1994 San Francisco Board of Supervisors resolution on health care reform that passed unanimously. In 1994 and 1995, WAN was involved in organizing for the San Francisco-based AIDS Budget Lobby Day, the statewide AIDS Lobby Day in Sacramento and the national AIDSWatch ’95 in Washington, DC. In 1994, we organized and conducted the first women-focused and first locally based HIV public policy advocacy trainings in the Bay Area, enabling women with HIV and women who have never before been involved in policy advocacy to begin advocating on behalf of themselves in Sacramento.

We served as Vice-Chair of the Joint Task Force on the HIV Epidemic (the San Francisco Mayor’s/Board of Supervisors’ appointed HIV policy body) and sat on the CDC’s Prevention Marketing Initiative Partnership. WAN met privately with the Special Assistant to the Secretary of Health and Human Services and have continued that relationship now that Patsy Fleming is the Director of the White House AIDS Policy Office. We sit on the Center for Women Policy Studies’ Advocacy Committee for Women-focused AIDS Policy and recently were asked to help organize a women of color public policy roundtable in San Francisco for the National Minority AIDS Council. We presented on public policy issues at the 1994 National Woman and HIV Infection Conference in Washington, DC and, in April 1995, we facilitated the first policy makers’ meeting in the world on female-to-female HIV transmission, held at the CDC.
HISTORY AND ACCOMPLISHMENTS OF THE WOMEN’S AIDS NETWORK
1983 - 1988

The Women’s AIDS Network (WAN) was formed at the second national AIDS conference in Denver in 1983. Begun primarily as a support group for women doing AIDS-related work, WAN quickly evolved into an advocacy organization and an informational resource, both for women directly affected by HIV, and for the providers who serve them.

Most of WAN’s 200+ dues-paying members are women or organizations directly involved in some aspect of AIDS work: as educators, social workers, health care professionals, substance abuse counselors, and researchers. Since 1984, the organization has sponsored monthly information-sharing meetings for Bay Area members, and provided monthly informational mailings to members worldwide. Other activities and projects have included:

-- Authoring three brochures subsequently produced by the SF AIDS Foundation, "Women and AIDS," "Las Mujeres y el SIDA," and "Lesbians and AIDS: What’s the Connection?"

-- Sponsoring three major educational forums and numerous speaking engagements, including a conference for Bay Area researchers on women, children and AIDS

-- Advocating for a legislative climate responsive to HIV-affected women’s needs, including numerous letters, testimonies, and a 5,000-piece postcard drive

-- Providing informal technical assistance to other agencies, including assistance with the development of Planned Parenthood’s antibody testing program, work on a citywide committee exploring the feasibility of housing for women with AIDS, and review of numerous educational pieces developed by the San Francisco AIDS Foundation

-- Distributing brochures, articles and other information in response to over 200 information requests each year: letters and phone calls from all over the U.S. and from numerous Latin American and European countries

-- Developing a model policy statement on Perinatal AIDS Antibody Testing, currently slated for nationwide distribution

-- Preparing and distributing a list of "San Francisco Resources for AIDS-Affected Women," updated at least once/yearly

-- Sponsoring several social events for HIV-infected women, and providing small financial grants to women with AIDS and ARC

-- Providing numerous speakers on women and AIDS, both service providers and HIV-infected women, to a wide variety of groups

-- Conducting workshops and facilitating networking at numerous AIDS and women’s health conferences.
1) Margot Antonetty, ASST. TREASURER
   2227 15th St.
   S.F., CA 94114
   w 546-9946
   h 255-1984
   f 546-9947

2) Hazel Betsey
   191 Duboce St., #101
   S.F., CA 94103
   w 487-4743 Mon. a.m.
   w (510) 658-6930 Fri. a.m.
   h 864-4996

3) Laura Carcagno
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   Albany, CA 94706
   w 703-9940
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4) Eileen Hansen
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5) Anna Heath
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   AIDS Benefit Counselors
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   S.F., CA 94114
   Co-Chair, Education/Outreach

Public Policy Director
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   Women's AIDS Network
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Co-Chair, Education/Outreach

Program Coordinator for HOPWA
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   San Rafael, CA 94913
   Chair, Fundraising/Finance
   Education/Outreach

Program Coordinator
   S.F. Women's Centers, The Women's Building
   3543 18th St.
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   Fundraising/Finance

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Educator and Outreach Worker
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WAN Administrator, Special Women's Fund
Health Services Coordinator, CARE Clinic
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Barbara Garcia, Ex-Officio
Board Member
w 202-7430
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f 776-1449

COMMITTEE PARTICIPATION BOLDED & * INDICATES PREFERRED MAILING ADDRESS
The Women's AIDS Network announces

The Special Women’s Fund

You are eligible for **$50 annually**

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**Must Have Picture ID**

For an appointment call:

415-202-7430

Check written day of appointment • No red tape!
WAN FACILITATION GUIDELINES
"FACILITATE...TO MAKE EASIER; TO ASSIST"
The American Heritage Dictionary, 1983

The following has been prepared to share group facilitation skills. Many of us have not had the opportunity to develop these skills in the course of our daily work due to the hierarchical structure of our organizations. Good facilitation skills can be learned--there are no secrets, nor are they limited to a "special personality type." Certainly some people make it appear effortless and seem to glide through difficult meetings. Some facilitation is so good, it doesn't even show!

WAN meetings are a safe and supportive place to develop your skills by watching how others facilitate meetings, and then by volunteering to facilitate when you feel comfortable. Fortunately, no one will "jump" all over you or criticize you for anything you do.

Naturally, we are sensitive to issues involving HOMOPHOBIA, RACISM, SEXISM, HANDICAPISM, AIDSPHOBIA, AGEISM, & CLASSISM. WAN is a place to teach each other about these issues, and to help us identify them in the world of AIDS and WOMEN.

Normally, typical agenda items do not require complicated decision-making, but we've included them just in case. As the facilitator, you have responsibility for the following tasks:

1. **TIMING THE MEETING**
   A. START THE MEETING ON TIME.
   B. DESIGNATE A "PUSHY" TIMEKEEPER. THE TIMEKEEPER ALERTS THE GROUP HALFWAY THROUGH AND AT THE END OF EACH TIME PERIOD.
   C. ASSIGN THE NUMBER OF MINUTES WHICH WILL BE USED FOR DISCUSSION OF EACH AGENDA ITEM.
      1.) THE TIMEKEEPER WILL REMIND YOU TO CONTRACT WITH THE GROUP FOR MORE TIME IF DISCUSSION EXCEEDS THE ALLOTTED TIME.
   D. CALL FOR A BREAK AT 10:30 OR AS NEEDED.
   E. MAKE SURE THE MEETING ENDS ON TIME!

2. **FACILITATING THE WORK OF THE GROUP**
   A. Designate someone to take notes if the AA is not there.
   B. Make sure a sign-in sheet is passed around and given to the AA.
   C. Develop the agenda
      1.) Call for agenda items from the group
      2.) Assign the number of minutes for discussion to each item
      3.) Prioritize the items
   D. Suggest ways the group can tackle an issue. This might include some of the following ideas:
      1.) Break down into small groups so everyone can speak to a particular issue and come up with ideas;
         a.) If a small group needs more time to make a decision, remind them to do it at break or after the meeting.
2.) "BRAINSTORM" POSSIBLE SOLUTIONS BEFORE DISCUSSING SPECIFICS
   a.) ENCOURAGE PEOPLE TO USE BRAINSTORMING AS A CREATIVE
       TOOL FOR GENERATING IDEAS THAT TRIGGER OTHER IDEAS
       THAT TRIGGER OTHER IDEAS THAT....
   b.) DISCOURAGE DEBATING BRAINSTORMING IDEAS
3.) HAVE A "GO-ROUND" WHERE EVERYBODY GETS A CHANCE TO SPEAK TO
      THE ISSUE WITHOUT BEING INTERRUPTED OR QUESTIONED;
4.) CALL FOR A WORKING GROUP (COMMITTEE) TO COME UP WITH SOME
      SUGGESTIONS OR IDEAS TO BRING BACK TO THE NEXT MEETING;
5.) INVITE AN OUTSIDE SPEAKER TO COME TO A MEETING AND PROVIDE
      MORE INFORMATION;
6.) IF THE DISCUSSION DOES NOT SEEM TO BE EFFECTIVE (E.G., IF
      PEOPLE SEEM FRUSTRATED OR IF IT APPEARS THEY ARE NOT
      SPEAKING BECAUSE THEY ARE INTIMIDATED) STOP THE TALKING AND
      CALL FOR AN EVALUATION OF THE PROCESS. OTHERWISE YOU MAY
      LOSE THE CHANCE TO CHANGE HOW THE ISSUE IS BEING HANDLED.
E. HELP FACILITATE SMALL OR WORKING GROUP (COMMITTEE) FORMATION WHEN
   NECESSARY.
   1.) ASK FOR A VOLUNTEER OR DESIGNATE SOMEONE TO CONVENE THE
      GROUP
   2.) ASK FOR VOLUNTEERS AND/OR SUGGEST INDIVIDUALS TO BE GROUP
      MEMBERS
   3.) REPEAT THE NAMES OF ALL MEMBERS OF THE GROUP AND VERIFY THAT
      THEIR NAMES HAVE BEEN RECORDED IN THE MINUTES.
F. FACILITATE DEVELOPMENT AND DISCUSSION OF PROPOSALS/MOTIONS
   1.) CALL FOR PROPOSALS WHEN INDICATED
   2.) CLARIFY AND RESTATE THE PROPOSAL SO THAT IT IS FULLY
      UNDERSTOOD.
   3.) FACILITATE DISCUSSION BY:
      a.) CALLING ON WOMEN TO SPEAK IN TURN.
      b.) CALLING ON QUIET WOMEN OR THOSE WHO TEND TO HANG BACK.
      c.) SOLICITING OPINIONS FROM THOSE WHO MAY BE AFFECTED BY
          THE PROPOSAL.
   4.) CALL FOR A VOTE WHEN THE GROUP APPEARS TO BE READY TO MAKE A
      DECISION.
G. REVIEW DECISIONS THAT HAVE BEEN MADE SO IT IS HEARD BY ALL MEMBERS
   OF THE GROUP AND RECORDED IN THE MINUTES.
H. IF SOMEONE VOLUNTEERS OR AGREES TO TAKE RESPONSIBILITY FOR A
   PARTICULAR TASK, REPEAT THE AGREEMENT AND VERIFY THAT IT IS
   INCLUDED IN THE MINUTES.
3. FACILITATING GROUP PROCESS
   A. HELP MOVE THE GROUP THROUGH THE DECISION-MAKING STAGES BY STAYING
      FOCUSED ON THE AGENDA, THE TOPIC BEING DISCUSSED, AND THE
      PROPOSAL.
   B. ENSURE THAT EVERYONE HAS A CHANCE TO SPEAK. IF NECESSARY,
      CONTRACT FOR MORE TIME.
   C. SUMMARIZE LONG DISCUSSIONS PERIODICALLY.
   D. STAY AWARE OF FEELINGS WOMEN ARE NOT EXPRESSING.
   E. REMAIN NEUTRAL. STEPS ASIDE WHEN AN ISSUE IS ONE YOU FEEL
      STRONGLY ABOUT. (YOU CAN RESUME FACILITATING ON THE NEXT AGENDA
      ITEM.)
F. DISCOURAGE CROSS-TALKING.
G. DON'T ALLOW SOMEONE TO TALK TOO MUCH! OR HOG THE MEETING.
H. AT THE CLOSE, ACKNOWLEDGE THE WORK OF THE GROUP, E.G. CONGRATULATE THE GROUP FOR "GIVING A GOOD MEETING."

April 12, 1990
NEXT WAN MEETING:
Tuesday, September 1, 1987, 9:30 - 11:00 a.m.
25 Van Ness (at Market,) 3rd Floor Conference Room

Attachments to Minutes of 8/4/87:

1. Information about the PARTNERS' OUTREACH PROJECT, a new research, education and counseling program for female sexual partners of male IV drug users.

2. "Action Alert" regarding legislation threatening minors' access to abortion. This is relevant to work around women and AIDS because if minors are required to have parental consent for abortions, use of all birth control and STD services by minors will decrease -- hence increasing AIDS risk.

3. Photographer Ann Meredith's letter to WAN requesting funding for her series of photos of women with AIDS. (WAN granted her the funding -- see minutes.)


5. Call for materials to update the Women and AIDS Clinical Resource Guide.

Late-Breaking Announcements:

1. "Women's Day Blood Drive" to provide blood for people with AIDS -- Saturday, August 22, 10:00 a.m. - 4 p.m. in the Castro. Info: call 863-6761.

2. "Nurturing Ourselves: Care for the Care-givers," an experiential workshop led by Raymon Jacobs of New York's Gay Men's Health Crisis. Wednesday, September 16, 1:00 - 5:00 p.m., Unitarian Church (1187 Franklin Street at Geary.) Fee: $10. For more info, or to reserve a space, call 476-6430. Anyone connected to AIDS work (including staff, Board members, or volunteers) is welcome.

3. WAN now has a copy of the list of women who gathered to discuss women's AIDS issues at the International AIDS Conference in June. At some point we will computerize this list, to facilitate contact between WAN and other interested women across the country. If you need a name/address/phone # from the list before then, give Ruth Schwartz a call at 864-4376 or 227-5886.

4. Project A.W.A.R.E. has applied for a nationwide research project studying seroprevalence among women in the sex industry. WAN wrote a glowing support letter for Project AWARE.

5. The SF AIDS Foundation Speaker's Bureau, which provides free AIDS talks to 35 - 50 San Francisco groups per month, needs more women speakers. If you're interested or know someone who might be, please give Ruth Schwartz a call at 864-4376 or 227-5886. Speakers receive extensive training, along with a wonderful opportunity to engage in "hands-on" educating.

6. Anonymous antibody testing has begun at the Financial District Women's Health center, 582 Market St., Suite 100 (Hobart Building.) They can only test 15 people/week, both men and women. Charge will be $45. Counseling available. Info: 982-0707.
Announcements:

The Right Step, a recovery program in Portland, OR, is moving to Texas and won't be operating in Portland anymore (contact Mimi Goodwin for more information).

St. Luke's is considering opening a recovery unit for lesbians and gay men, directed by Norm West. He is in need of input to make sure the program is appropriate.

The AIDS Discrimination Unit in New York City is planning a documentary called, "The Second Epidemic: AIDS Untold Stories," about discrimination, with a national and international focus. They will then do videotapes about AIDS in the blue-collar workplace, women and AIDS, and racism. Contact Amber Hollibaugh at 212/566-5177.

Ruth Mota showed some educational materials in Spanish, available from La Opinion, 1436 So. Main Street, Los Angeles, CA 90015, Attn: Monica Lozano, 213/748-1191.

Richard Rector is leaving the San Mateo Health Department, so there is a job opening there.

Mid-City Consortium to Combat AIDS got funding for a pilot study on lesbians, IV drug use, and AIDS (from SAMHA). More information will follow (contact: Hore Downing, 751-4221).

Planned Parenthood may soon begin anonymous testing at their Financial District Women's Health Clinic, in the Hobart Building on Market Street.

LEGISLATIVE ALERT: Write letters to State Senators in opposition to AB 2274, which requires minors to obtain parental consent (even in cases of rape or incest) to obtain an abortion.

Nancy Shaw is going to be updating the Women's Clinical Resource Guide for the AIDS Foundation. To give input, contact Nancy at 550-8179 or Ruth Schwartz, at 864-4376.

Ruth Schwartz is serving as WAN's representative to the Community Antibody Testing Committee, but cannot go to the next meeting, Wednesday, August 12, 1:30-3:00pm.

San Mateo County Department of Health is sponsoring "Taking Care of the AIDS Caretaker," August 21-23, for $175. Contact Christine Coppola, 994-3030.

Johann Klehs is holding an AIDS Update breakfast, in Oakland, August 13.

WAN meetings will return to 25 Van Ness Avenue, 3rd Floor, 9:30-11:00am, until further notice.

California Prostitutes Education Project (CAL-PEP) has an ongoing AIDS prevention support group for prostitutes, every Friday, 6:00-8:00pm, at 333 Valencia Street, 4th Floor. On the third Friday of the month, CAL-PEP is sponsoring a workshop for prostitutes and their lovers, also on AIDS prevention, also 6:00-8:00pm.

Bayview Hunters Point/Multicultural Alliance for the Prevention of AIDS (MAPA) has produced a play that they hope to use to increase understanding of AIDS in the Black community. It is still being refined, but should be ready to travel to community locations soon. Contact Henri Norris or Ernest Andrews, Bayview Hunters Point Foundation.
COYOTE is organizing the 4th National Hookers' Convention, September 10-12, and a Hookers' Mini-Ball, September 12 (still looking for sites, the convention probably at New College of the Law, possibly the ball, as well).

The AIDS Health Project is planning a workshop for caregivers, with Raymond Jacobs, September 16, 1:00-5:00pm, $10.00.

Ann Heredith is planning a photo show of women with AIDS, and needs $300 for printing. We agreed to give her the money (we have about $3,300 in the bank).

November 5-7, SF DPH is sponsoring a conference on AIDS policy; it is important that women's issues be strongly emphasized, so mark calendars.

Agenda:

1. **Shanti Residence Program:** Ellie Cousineau, Shanti Residence Coordinator, wanted input from people on women's housing needs. Shanti has 12 flats, with 47 people, who live cooperatively without supervision. People pay 1/4 of income as rent, and no rent if no income. A year ago, the Board discussed housing for women and their partners and/or children. It was tabled because of the need to consolidate existing programs, not overextend, etc., as well as a feeling by the Board that this was not really Shanti's responsibility, belonged with other agency. Currently, single people are eligible who are diagnosed with AIDS or "severe ARC." When Ellie asked for people's reactions, many people raised their hands.

**Question:** How do you define severe ARC? **Answer:** The Board's definition (not Ellie's) is a six-month prognosis, or less. Discussion of CDC's impending redefinition of AIDS and ARC, that some people with AIDS are relatively healthy and may live for many years, while people with ARC can be quite ill (although not necessarily with an obvious six-month prognosis). For women, the incidence of AIDS is quite low, while the incidence of ARC, including severe ARC, is quite high. Discussion about difference between housing children and lovers, partners, or husbands. Ambiguity about adult partners expressed, concern primarily for women with children. One Shanti Board member had expressed concern to Priscilla Alexander about insurance problems when housing children, and also about what to do with the child(ren) when the mother died. Shanti should not use serve nice, middle-class white, gay men. If mother with AIDS needs help deciding what to do about her children, Shanti should assume responsibility for helping her with that decision, as it helps single people with AIDS make analogous decisions. People felt that Shanti needed to be clear about whether it was seriously considering providing housing for women with children, or whether the community should seriously look for solutions to that problem elsewhere. Although currently there are no women in Shanti residences, there have been three (without children). Several people suggested existing models of programs that provide housing to women with children, including drug treatment programs and La Casa de las Madres. Ellie would like members to write letters to her urging that Shanti provide housing to women with AIDS and their children, for her to share with the Board.

**Write to:** Ellie Cousineau, Director of Residence Program, Shanti Project, 525 Howard Street, San Francisco, CA 94105.

2. **Partners Outreach Project:** Laurie Wermuth has a small grant to do outreach to women who are IVDUs or sexual partners of IVDUs. It is a research project to see if three sessions of AIDS education is more effective than one session. Call her at 821-5451 or 821-8674.

3. **WAN Structure:** We need to meet with a nonprofit lawyer to understand options. Joyce, of CAL-PEP has agreed to take primary responsibility for getting the minutes out. Anyone who
knows a lawyer or someone else with information should talk to Priscilla or Gloria, at CALPEP (558-0450), or Ruth Schwartz, at the Foundation (864-4376). Update: Ruth set up a meeting with someone at the Nonprofit Support Center, Friday, August 14, 9:30-10:30am, at 75 Lily Street (near Franklin & Market).

Amber Hollibaugh described the two women/AIDS groups in New York City, one primarily a group of AIDS "professionals" with monthly meetings (60-180 women from different parts of the state). The second is in developing stages, getting community input from the boroughs (NYC has five boroughs/counts in the one city), develop grassroots approach. New York is overwhelmed, and women's needs tend to fall to the bottom (even with the huge number of women with AIDS!!) Discussion of long-range possibility of WAN developing national structure into which similar groups could fit. In the meantime, WAN and NYC groups will exchange minutes.

4. Prostitutes and AIDS on TV News Shows: Two bad ones in one week—Dan Rather, nationally, and Emerald Yeh and Sylvia Chase, locally. The latter cited stat from New Jersey portion of CDC Collaborative Study, without noting that the 57.1% seropositivity was at a methadone maintenance program, i.e., all IVDUs, and thus not an accurate reflection of the rate among all prostitutes, or even all street prostitutes, in the Jersey City area. Priscilla called Sylvia Chase to discuss, spoke with her assistant, urging them to contact COYOTE to discuss meaning of stats, other issues, before doing additional reports. Problem is that both Gloria and Priscilla have talked to Sylvia Chase before, and still Sylvia didn't contact them. Priscilla thinks Emerald Yeh contacted early in story, and that they got the stats from materials COYOTE sent to them, but still misrepresented the stats. Priscilla has talked to John French, chief investigator of the study, about the skewed nature; Gloria will also talk to him (he is currently trying to broaden scope of study to reduce skewing).

If you saw the program (it was primarily about the brothels in Nevada), write to Emerald Yeh and Sylvia Chase, KRON-TV, 1001 Van Ness Avenue, SF 94109.

5. Doolittle Bills: 3,000 postcards were printed, along with fact sheets on the Doolittle bills. By now, almost all of the postcards have been mailed (about 100 were sent in an "Alert" mailing to NOW Chapters, by Priscilla). Legislative Committee is meeting Tuesday, August 11th, 9:00am at 25 Van Ness, 3rd Floor, to organize car pool to Sacramento, August 17-18, to provide testimony and bodies at hearings:

Monday, August 17: Special hearing on AIDS for heads of several committees, including Public Safety and Health Committees. Panel of experts will testify, followed by public testimony. 1:00-4:00pm, Room 4202 of the State Capitol (new wing).

Tuesday, August 18: Assembly Public Safety Committee will consider SB 1001, SB 1004, and SB 1007, 1:30pm-?, Room 447 of the State Capitol (old wing).

Tuesday, August 18: Assembly Health Committee will consider SB 1000, SB 1001, SB 1006 and SB 1008, 2:00pm-?, Room 4202, State Capitol (new wing).

Come, if you can, to testify and/or fill the seats with opposition to the bills.

Notes by Isabel Auerbach; typed and, in some cases, elaborated by Priscilla Alexander.
All women who participate will be interviewed 3 times: when they agree to participate, and 3 and 12 months later. Subjects will be compensated $10 for their time for each interview. The interview asks questions about the woman's knowledge and attitudes about AIDS, drug use, relationships, and sexual practices. Women who want an HIV antibody test will be referred to the California Partners Study.

All information collected in the study, including the names of those who participate, will be held strictly confidential.

If you are in contact with women who:

**have had a sexual partner in the previous year who is an IV drug user (even if it was a short-term relationship),**

and

**have not themselves used IV drugs in the last several years,**

please give them one of our brochures or our phone number (821-5451).

If you would like more information about the Partners Outreach Project, feel free call me or Jen Ham at 821-5451 or 821-8764.

Best wishes,

Laurie Wermuth, PhD

Laurie Wermuth, Ph.D.
Partners Outreach Project
Substance Abuse Services
UNIVERSITY OF CALIFORNIA
San Francisco General Hospital, Ward 92
1001 Potrero Avenue
San Francisco, California 94110
Area Code 415
821-5451, 821-8764

JENNIFER HAM
Partners Outreach Project
Substance Abuse Services
UNIVERSITY OF CALIFORNIA
San Francisco General Hospital, Ward 92
1001 Potrero Avenue
San Francisco, California 94110
Area Code 415
821-5451, 821-8764
Members of WAN:

As a treatment provider we know you must be concerned with AIDS prevention. We would like to let you know about the Partners Outreach Project, University of California, San Francisco, based at San Francisco General Hospital. This project targets women sexual partners of intravenous drug users and studies the relative effectiveness of a series of counseling sessions vs. an educational session, in reducing women's risk for AIDS.

The following frightening trends have prompted us to develop an intervention that is intensive and personalized, yet cost-effective enough to be adopted on a widespread basis:

APPROXIMATELY 80% OF CHILDREN IN THE U.S. DIAGNOSED WITH AIDS HAVE A PARENT WHO USES IV DRUGS.

THE CENTERS FOR DISEASE CONTROL SAY THAT HETEROSEXUAL AIDS TRANSMISSION IS THE FASTEST GROWING CATEGORY.

WOMEN WHO HAVE (OR HAVE HAD) SEXUAL PARTNERS WHO ARE INTRAVENOUS DRUG USERS ARE AT RISK.

As you know, women are weighing the advantages and disadvantages of making the changes in their relationships to protect themselves from AIDS risk. These are difficult choices. Our project is designed to: 1) make sure women have the information they need; and 2) to provide an opportunity for women to discuss their situations in a confidential, one-on-one setting.

All women who participate in the Partners Outreach Project will receive at least one session in which they will receive AIDS prevention information and have an opportunity to ask any questions they may have. Half of the women (randomly selected) will receive additional counseling sessions, focused on problem-solving ways to discontinue risk behaviors.
## MINORS' ACCESS TO ABORTION THREATENED

**IMMEDIATE ACTION NEEDED!**

**CONTACT:**

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<tr>
<th>STATE SENATORS</th>
<th>Local phone</th>
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<tr>
<td>Milton Marks (D)</td>
<td>557-1437</td>
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<tr>
<td>(northern and parts of western San Francisco; Marin County)</td>
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<tr>
<td>Quentin Kopp (I)</td>
<td>952-5666</td>
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<tr>
<td>(southern parts of San Francisco; part of San Mateo County)</td>
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<tr>
<td>Nicholas Petris (D)</td>
<td>464-1333</td>
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<tr>
<td>(northern Alameda County; part of Contra Costa County)</td>
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<tr>
<td>Bill Lockyer (D)</td>
<td>582-8800</td>
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<td>(southern Alameda County)</td>
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Letters can be sent in care of State Capitol, Sacramento 95814.
MINORS' ACCESS TO ABORTION THREATENED

IMMEDIATE ACTION NEEDED!

Minors are in great danger of losing access to abortion services!

Legislation requiring a minor to receive parental or judicial consent for abortion services has passed the State Assembly.

The bill, AB 2274, is currently being considered by the State Senate. This bill - or another similar measure - may be heard on the Senate floor within the next few days!

CONTACT YOUR STATE SENATOR IMMEDIATELY TO EXPRESS YOUR OPPOSITION TO "PARENTAL CONSENT" LEGISLATION!

POINTS TO STRESS:

* Planned Parenthood encourages pregnant teens to discuss their options with a parent or guardian, but we know that mandating family communication is not possible!

* Most teens do speak to their parents when they discover they're pregnant. Those who don't usually have very good reasons for their decision: many are pregnant as a result of incest and many fear abuse if their parents know they're pregnant.

* Teens already delay seeking medical assistance when they suspect they're pregnant. Requiring parental or judicial consent would further delay a minor's ability to obtain an abortion - and will result in later-term and possibly unsafe abortions!

* The judicial process is an intimidating and unnecessary bureaucracy for teens to endure. Even the California Judicial Council opposes legislation requiring court involvement, because it recognizes that judges cannot determine if a minor is capable of making a decision regarding whether or not to have an abortion.

7/14/87
of making this event a reality. The more visibility that the women, yourselves included, get, I believe the more monies and programs will be made available. I have applied specifically to the Vangard Fdn for monies to print packages of photographs and text to be distributed to units, health organizations and contacts throughout the city to be used as direct educational outreach tools.

I would like to request the sum of $300.00 from your organization. If you have any questions please feel free to contact Catherine Maier at the SF AIDS Fdn.

I thank you for your generous and untiring work.

I thank you for your consideration and support of this project.

In Sisterhood,

[Signature]

Ann Meredith

As soon as more monies come through I would certainly like to photograph those of you whom I have missed so far!
July 27th, 1987

Nancy Shaw
The Women's AIDS Network
835 Wisconsin Street
San Francisco, CA 94107

Dear Nancy and members of the Women's AIDS Network,

As some of you may already know, I am working on a series of photographs entitled WOMEN AND AIDS: AIDS IS A WOMAN'S ISSUE. For the last few months I have been meeting with Catherine Maier and the women's AIDS support group on Tuesdays at the AIDS Fdn: photographing the women, their children and in some cases, their lovers and friends and their homes.

Response has been terrific to the work in progress and I see a clear opportunity to utilize the work to obtain funding for the special women's needs. Many organizations that I have contacted are interested in participating in some way: sponsoring a fund raiser, working in conjunction with another group etc etc.

I want to have an exhibition printed of many/even 50 photographs that will have accompanying text: quotes from the women. We are thinking of doing altars/shrines and a performance piece for the exhibit as well. I am awaiting the OK from a gallery now. I am in need of funds to print the show. The printing will cost around $750.00. I have grant proposals in to the Vanguard Fdn the SF Fdn, GGBA for the Fall, W. Eugene Smith in New York and am meeting with the Women's Fdn this week. All with the hope
August 7, 1987

From: Nancy Shaw, Consultant  
Marketing Dept., SFAF

To: SFAF Education Dept., WAN members, others

Re: Updating of Women and AIDS Clinical Resource Guide

The Women and AIDS Clinical Resource Guide is being updated. If you have any suggestions for:
- new articles
- deleting articles
- corrections in chapter introductions
- minor reorganization,

please send them to me at
Nancy Shaw  
Marketing  
San Francisco AIDS Foundation  
P.O. Box 6182  
San Francisco, CA 94101-6182

We are especially looking for recent articles which are explicitly about women and IVDU
- ethnic issues re AIDS
- psycho-social issues
- medical conditions unique to them
- etc.


The new version of the guide should be available by the end of Sept.

Please include the following information OR send the article itself. (Best!)

Information to send, if you can't send the article:

Author:
Title:
Journal:  
Vol and Issue:  
Date:  
Pages:  
Copyright holder, if known:

Questions? Call me at either 861-3397 (SFAF. Marketing) or 550-8179 (my home).

THANKS, THANKS, THANKS.

Nancy
African Women, Genital Mutilation, and AIDS

Some scientists estimate that as many as 5 million Central Africans carry the AIDS virus. According to Dr. Jonathan Mann of the WHO, "Africa is the continent most severely affected by AIDS; it has reached epidemic proportions throughout East, Central, and Southern Africa, and is spreading to other areas in Africa."

Said Uli Linke, an anthropologist and researcher at UC Berkeley, "...the bottom line in the transmission of AIDS is the exchange of the body fluids, particularly blood, which gave me the idea that it might be related to female circumcision."

The most extreme form of female circumcision in Africa, infibulation, is the complete removal of the vulval tissue including clitoris and the labia. After the tissue has been removed, the sides of the wound are sewn together, leaving a miniscule opening of perhaps the size of a matchstick. No anaesthetic is used in the operation, which lasts from 15 to 60 minutes, and the instruments are not sterilized.

Sexual intercourse is then impossible unless, in some form or another, the vagina is reopened. This is usually accomplished through forcible entry by the husband, which often leads to hemorrhaging. Linke says, "Infibulation is associated not only with chronic pain, but with lesions in the vaginal tissue and bleeding leading to the presence of blood during intercourse. In some cases, full penetration can take up to nine months, during which time anal intercourse is a common alternative."

In a letter to the professional journal, Science in January 1986, Linke stressed that, "it is noteworthy that the recent outbreak of AIDS in Africa corresponds geographically to those regions in which female genital mutilation is still practiced."

Nigeria Women's Center

The Women's Centre in Cross River State, Nigeria, West Africa, verifies that they have "authenticated the research revelation of Uli Linke, for of the 98,000 reported cases of AIDS in Africa since 1984, three-quarters are women... who are from the areas where female genital mutilation is widely practiced."

Nkemikpong states: "We have long experienced the dangers inherent in this practice and have strongly been condemning it for many years. We have persistently called upon various African governments to legislate against female genital mutilation, but only Sudan has responded, though no attempt has been made to enforce the legislation."

"Here in Africa, authorities have taken the AIDS problem very lightly as if they do not know that prevention is better than cure. African governments have preferred to wait foolishly and pay an extravagant price for inaction..."

"Given the fatal nature of AIDS and its association with female genital mutilation, we cannot afford to take chances. We have therefore recently launched a massive education campaign by homevisiting, countryside enlightenment tours where women are addressed in public places like markets, etc., and campaigns by newspaper, radio and television against female genital mutilation and the spread of AIDS."

"This campaign is still in progress. We believe that the invention of AIDS vaccine will never prevent this deadly disease without improved public education."

Edemikpong continues: "As a non-governmental, self-supporting voluntary organization without a solid financial base, our greatest problem is lack of funds to run the campaign. We therefore earnestly appeal through your Magazine to all women, women's groups and bodies, other interested persons and organizations to come to our aid by donating to our campaign fund; otherwise, we may not be able to continue in our campaign and services."

"We shall accept donation by cash (currency notes), cheque, bankdraft or International Money Order in any currency. We shall also accept material aid such as projector, films, loudspeakers, books and literature."

"Please help us to stop female genital mutilation and the spread of AIDS among African Women; for together, we shall succeed."

For sending of donations, aid or inquiring, write (in English) to:

Mrs. Hannah Edemikpong
Women's Centre
Box 185, Eket
Cross-River State
Nigeria, West Africa

submitted by H. Edemikpong
the Nigeria Women's Center

Sports Resource Kit
Published by Girls Club

"Recent studies show that girls and young women want more opportunities for sports participation than most communities provide," said Margaret Gates, National Executive Director of Girls Clubs of America, Inc. (GCA). "Through sports, girls gain not only physical fitness and skills, but confidence, self-discipline, and healthy social attitudes."

Of the 281 events in the Olympic games, 179 are for men only, 86 are for women only, and 16 are for both.

- It is estimated that girls represent only 15 percent of the participants in organized after-school programs.
- Studies have shown that athletic coaches treat girls differently from boys, giving girls 1/8 the sports skill instruction they give to boys.
- To assist and promote girls' participation in sports, Girls Clubs of America, Inc. (GCA) has published a Sports Resource Kit, which includes guidelines and materials for establishing girls' sports programs, developing girls' sports clubs, and creating girls' sports opportunities. The kit also includes resources for organizing girls' sports events and competitions.

For more information, contact Girls Clubs of America, Inc. (GCA), 475 Madison Avenue, New York, NY 10022, or visit their website at www.girlsclubs.org.
July 28, 1987

Dear WAN Members:

In addition to the WAN minutes from the July 7th meeting we have enclosed:


3. Letter from Marty Jessup to WAN members regarding inaccuracies in the "Perinatal AIDS Factsheet" sent out recently.

4. Letter from WAN AIDS Legislative Committee members Ruth Schwartz and Joanna Rinaldi to Dr. David Werdegar re S.F. Department of Public Health and its attention to AIDS issues of concern to women.

5. Letter from Dr. David Werdegar (Director, S.F. Department of Health) to WAN re developing and maintaining programs addressed to women's needs.

6. Policy statement/Conference Resolution of California NOW regarding Prostitutes and AIDS.


8. Fact sheet on Doolittle legislation, prepared by WAN.

Welcome to all new Women's AIDS Network members. Don't forget our next meeting on:

Tuesday, August 4, 9:30 - 11:00 a.m.
101 Grove Street, Room 302
San Francisco

Other Important News:

Women and AIDS, authored by WAN, was the S.F. AIDS Foundation's top selling brochure for 1986-87 with 367,977 copies sold!

Star Cross, a religious community in Northern California wants to care for children with AIDS. Please contact Sister Martie at (707)886-5330.

The Institute for Advanced Study of Human Sexuality is offering a Safe Sex Instructor Certification Program (August 15-21 and November 1-7, 1987). Contact the Institute c/o Exodus Trust, 1523 Franklin Street, San Francisco 94109.

Contest for the design of a San Francisco Safer Sex Button. Send ideas to S.F. Dept. of Public Health at 101 Grove St., Rm. 316, San Francisco, 94102 no later than August 5, 1987!

333 Valencia Street (4th Floor)
San Francisco
California 94103
415-864-4376
WOMEN’S AIDS NETWORK
MINUTES
July 7, 1987

1. Testing in Prenatal Discussion: Agreed to have a formal discussion of the issue at our September meeting. Marty Jessup will have protocols for anonymous testing program in prenatal care programs. Nothing has been done with it.

2. Coming Up! article about Lyon/Martin Clinic; Cheri Pies asked people to read it and, if they don’t like it, to write a letter to the editor. The article is a verbatim transcript of an interview—and verbatim transcripts tend to make people sound weird.

3. AIDS and Substance Abuse, fiscal agent, Baker Place, has hired Edwardo Martinez, 751-1049, to put program into action. He is looking for input. Program is supposed to be for all persons with AIDS. As it is funded with city and county funds, majority of clients have to come from San Francisco.

4. AIDS Foundation has several positions: hotline telephone assistant, bilingual/bicultural (Spanish), heavy on science, to assist with administration of hotline; media relations coordinator, extensive experience with media relations, especially in minority communities; development person; half-time clerical; campaign development coordinator. Contact Brian Webb, 864-4376.

A list of the new staffing of the Education Department is enclosed.

5. Health Commission: Part II of hearing on women’s health to be held July 21, 4pm, at 101 Grove Street, Room 300. Commissioners have committed to staying in session until all testimony is heard. Substance abuse and violence against women are among topics to be discussed. Fran Miller, at Lyon/Martin, is working on publicity and is open to suggestions. Call: 641-0220.

6. Perinatal Fact Sheet: This was distributed in previous minutes. Cheri Pies requested Marty Jessup to remove the paragraph about the Lesbian Insemination Project because 1) study has not yet been published, and 2) study does not prove safety and statement could mislead women, pull them into false security. Lyn Paleo recommended putting cites on the back of the sheet.

7. Newsweek article on Bisexuals and AIDS: horrible, homophobic, hysterical article, needs short (i.e., one paragraph) letters to the editor protesting. Same issue has an hysterical article about the mosquito-AIDS connection (no matter how many studies say there is no connection, just the fact that one man says there is perpetuates the assumption). Letters should be sent to: Newsweek, 444 Madison Avenue, New York, NY 10022.

8. Alameda County WAN: Meets 2nd Tuesday of each month, 12-1:30pm, at Fairmont Hospital, Building H, Room 124 (150th Avenue). No formal structure or affiliation yet, more women of color. At the July meeting, will discuss the International AIDS Conference. August will focus on multi-racial issues. September on the seroprevalence study, focusing on Alameda County.

9. WAN Administrative Support: Ruth Schwartz has been promoted, is now educational events coordinator for the AIDS Foundation. As a result, she will not have enough time to do all the administrative back up she has been doing. She hopes to be able to supervise a
volunteer to do it. There was a general discussion of how to structure so that administrative support could be done as efficiently as in the past. Ideas included: need for coordinator/administrator; possibly write a grant proposal; possibly incorporate as a 501(c)4; possibly be a project of the AIDS Foundation; possibly stay as we are, supported by the AIDS foundation. Work consists of, at this time, approximately five letters and phone calls a day. In meantime, Lyn Paleo said Foundation would continue to do administrative back up, major reshuffling, need to look at women's programs and association with WAN, there are more women in the Education Department. Ad hoc work group formed, consisting of Ruth Schwartz, Mimi Goodwin, Lyn Paleo, Gloria Lockett, Cynthia Hartley, and Janet Taylor. Written ideas are welcome; send to Ruth Schwartz at the Foundation, 333 Valencia Street, 4th Floor, San Francisco, CA 94103.

10. Meredith spoke of the need to have more women with AIDS become visible; she feels isolated in speaking out; society denies the reality of women with AIDS and their children; very few WWAs (what'ya think, Women With AIDS = WWAs?) are actively involved with education. As a result, the few that do, Amy, Karen, Meredith, have little credibility. Meredith would like WAN members who work with WWAs to encourage some of them to come out of the closet, acknowledging that it is dangerous and risky. She recommends using a pseudonym to protect self and family (on TV, face and voice can be disguised, either with wigs and makeup or through computer manipulations). Need also for children to be visible. Ruth Mota, 573-2690, suggested that San Francisco WWAs could speak out in San Mateo County with less risk to themselves. Presentations are in hospitals, schools, not merely media. Gloria pointed out need to ask for money for speakers—Cheri said ask for $50-$100. Mimi Goodwin pointed out that it is much more complicated and risky for a WWA to speak out than for a man with AIDS; need to prevent women being "used;" we need to provide support around emotional risk.

Meredith has arranged to be at the PWA switchboard Wednesday afternoons. Phone number is 661-7309. She also has a mailbox at the AIDS foundation, and asks that people send her information to enable her to be kept up to date on Women with AIDS.

11. Doolittle Bills: All except testing prisoners and allowing insurance companies to test have passed their respective Senate committees and the full Senate (overwhelming majorities, only Diane Watson and Senator Marks consistently speak out and vote against bills). All that have passed are scheduled for hearings in Assembly Public Safety and Health Committees the week of August 17th. There is a possibility of a joint session of the two committees to discuss all of the Doolittle bills at once, and figure out how to amend to make acceptable, if possible. Enclosed is update and summary of bills, as of July 6th. Ad hoc committee, consisting of Priscilla Alexander, Pat Christen, Mimi Goodwin, Joanna Rinaldi, Ruth Schwartz, Ruth Mota (I hope I've not forgotten anyone) working on fact sheets on all the bills, giving more complete information about each bill and giving arguments that could be used in letters. Will prepare postcards for distribution to people attending the AIDS/ARC Update meeting the weekend of July 17-19. Moved and passed to allocate up to $500 for cost of printing postcards.

Meanwhile, WRITE TO THE ASSEMBLY COMMITTEE MEMBERS NOW!

MINUTES BY: Priscilla Alexander.

Lots of attachments, I am sure.
On May 14, 1987 The Center For Constitutional Rights (CCR) held a national meeting in Washington, D.C. on AIDS and reproductive rights. The one day meeting was attended by women from California, New Jersey, Florida, Mississippi, New York, Maryland, and Washington, D.C. Machelle Harris, M.D. and Wendy Chavkin, M.D., both of the New York City Department of Health Bureau of Maternity Services and Family Planning, began the meeting with an informative presentation on the epidemiological and medical aspects of AIDS. Their talk emphasized basic facts about AIDS: how it is transmitted, who has it, and who is at risk. Next, the geographic prevalence of AIDS worldwide was covered, including current numbers of cases and whether the transmission was by IV drug use, homosexual/heterosexual/bisexual sex, hemophiliacs or blood transfusions. The African cases were traced to needle reuse for injections to prevent malaria and other diseases, heterosexual sex, blood transfusions and perinatal transmission from mother to newborn.

During the lunch break, a minority caucus was held that provided women of color with an opportunity to create networks and share experiences. The caucus was formed in recognition of the overrepresentation of minority women among people with AIDS, and offered caucus participants an opportunity to develop strategies for coping with the epidemic.

The early afternoon was spent reviewing legal issues that are raised by the AIDS epidemic. Joan Gibbs, Staff Attorney at the CCR, shared her experiences working both within the prisons (where AIDS has become the major cause of premature death among male inmates) and with AIDS-related discrimination in housing and employment. She also documented numerous cases in which people who do not have AIDS and who are not HIV positive are, nonetheless, victims of discrimination. Typically, these individuals are subjected to discrimination because they are perceived to be associated with people who are at risk of AIDS (e.g. an IV drug user, a gay/bisexual man, and/or a person with AIDS).

The final speaker was Rhonda Copelon, a Professor of Law at CUNY Law School, who donates her time to CCR to work in the area of reproductive rights. The AIDS epidemic, she observed, has posed serious challenges to the rights of women to control decisions related to pregnancy and to childbirth. She cited one example that involved two Latina women in Arizona who were urged to undergo HIV testing. When both tested positive for HIV antibodies, they were given two options: they could pay for abortions (Arizona does not provide funding) or they could be sterilized at state expense. This example, Ms. Copelon noted, establishes a dangerous link between AIDS, abortion, and sterilization, but also raises the alarming spectre of state intervention in the reproductive rights of women.

In addition, other issues related to federal policies regarding reproductive health and AIDS were raised.

* The Center for Disease Control's policy with respect to AIDS testing and reproductive rights has urged that women be tested if they suspect they have been exposed to AIDS and to counsel against pregnancy if HIV antibodies are detected. The CDC policy threatens women's reproductive rights because it urges
a result rather than educating women to make a decision about the 30-50% chance that their child will be born infected.

* Federal policy prohibits the use of explicit representations of genital organs or of sexual activity. Thus, printing educational materials demonstrating how a condom is used, for example, is technically forbidden.

* Although there is widespread recognition of the need to produce culturally sensitive educational materials for AIDS prevention, many of these materials must be reviewed by local governing boards. In many cases, representatives of minority communities are not included on these boards. Thus, the appropriateness of much of this material is questionable.

The participants at the meeting came away with a clear sense that not nearly enough is being done to stem the spread of the AIDS epidemic. Not nearly enough funding is being made available to people of color to assist them in their efforts to work within their communities, and it was clear that all present would have to continue to work together and to build networks to combat the expanding threat of AIDS.
Counseling the HIV-Positive Woman Regarding Pregnancy

To the Editor.—Genetic counseling today is a nondirective process in the sense that patients are not told what they should do. In genetic counseling, the facts of the situation are determined and communicated to the patient together with the reproductive options, and the patient makes the decision. This nondirective process has been applied to genetic and chromosome disorders as well as to environmental factors that may injure the fetus, such as radiation and chemical exposure. The nondirective nature of genetic counseling puts the informed decision making squarely in the hands of the patient and is part of the move toward greater patient autonomy.

As Francis and Chin have recently observed, “Human immunodeficiency virus (HIV) is one of the most virulent infectious agents ever encountered. This virus, estimated to kill up to half of those infected, has spread to more than 1 million Americans. There is no safe and effective treatment. Nor is there a possible recommendation for the health of their patients. But it is the patient who must make the ultimate decision. In this context, I think our recommendations would be worded differently.

This suggestion—that women who have antibodies to HIV not procreate—is perhaps an eminently sensible recommendation for preventing the spread of acquired immunodeficiency syndrome. It is clearly directive counseling, however, and runs counter to the current practice of nondirective genetic counseling on reproduction.

My purpose is not to take sides but to raise this issue for consideration and resolution. The crux of the issue is this: does maternal acquired immunodeficiency syndrome (or HIV-antibody positivity) constitute a case for directive genetic counseling?

Frederick Hecht, MD
Southwest Biomedical Research Institute
Scottsdale, Ariz


In Reply.—The recommendations made by Dr Chin and myself are exactly that—recommendations. Physicians are obliged to compile the most recent data so as to make the best possible recommendations for the health of their patients. But it is the patient who must make the ultimate decision. In this context, I think our recommendations would be considered nondirective according to Dr Hecht’s definition.

Donald P. Francis, MD, DSc
Centers for Disease Control
Atlanta, Georgia

Breast-feeding and Infectious Diarrhea

To the Editor.—Gordon raises the question of why breast-feeding is life-saving in developing countries, and he terms it an “unanswered major issue.” He implies that supine feeding is the problem, but neglects to mention the difficulties of maintaining a sanitary food supply in developing countries. Where sanitation is poor, non-breast-fed infants are more frequently exposed to sources of infection than are breast-fed infants. For example, a study in

Edited by Drummond Rennie, MD, Senior Contributing Editor; Sharon Iversen, Assistant Editor.
July 20, 1987

Dear WAN Mailing List Member,

Due to an error on my part, a copy of a "Perinatal AIDS Factsheet" was mailed to you within the last two months. This was a draft and there are many errors and inconsistencies on the factsheet. Please remove this factsheet from your files and throw it out. I hope to develop a new factsheet during this summer and will be sure to send that one to you.

Thanks for your help.

Sincerely,

Marty Jessup, B.N., M.S.
Chemical Dependency and Pregnancy Project
David Werdegar, M.D., M.P.H.
Director, SF Dept. of Public Health
101 Grove St.
San Francisco, CA 94102

June 30, 1987

Dear Dr. Werdegar:

On behalf of the Women's AIDS Network, we are writing to commend you on your increasing attention to the issue of women and AIDS. We applaud your Department's response to community concern about "confidential" antibody testing, and your decision to implement more anonymous testing in San Francisco. Now, as we enter the new fiscal year, it is more important than ever that your Department renew and strengthen its commitment to women's AIDS issues.

As you review program proposals for the new year, we ask that you pay particular attention to descriptions of education and services for women. Are the needs of women specifically addressed? Does the proposal recognize the diversity of women affected by AIDS, including women of different ages, races, and risk situations? Are women with families included in the services? Does the agency have a demonstrated success rate providing services to women? If not, what changes have been made to facilitate accessibility and sensitivity?

Research conducted by Dr. Geri Oliva, DPH Director of Family Health, has clearly established the disturbing prevalence of both risk and misinformation among San Francisco women. In late 1986, only 58.2% of the women polled in SF family planning clinics believed that AIDS could be transmitted through sex with a heterosexual; 90% believed intercourse without a condom to be safe. Obviously, there is an enormous educational task at hand.

Social service, drug and medical treatment services for women all need augmentation. As the seropositivity rate among the city's I.V. drug users climbs, access to drug treatment is of paramount importance. Currently, women who are not seropositive face a waiting list of several months or more in order to enter substance abuse treatment -- a critical period during which they may become infected. While treatment is more readily accessible for
seropositive women, there are significant service gaps; for example, there is no residential treatment program to which women may bring their children. Women with AIDS or ARC are uncomfortable utilizing the medical services predominantly patronized by gay men, where they are often treated as curiosities. Social service programs have barely begun the necessary adaptations to respond to the food, clothing and shelter needs of women affected by AIDS.

San Francisco has led the nation in successful AIDS prevention and service programs for gay men. As the demographic profile of AIDS nationwide includes increasing numbers of women, particularly women of color and I.V. drug using women, the city's service strategies must adapt to address women's needs. There is no time to waste.

We specifically request that your Department take the following steps:

1. Maintain and increase funding for programs that recognize and address the needs of women affected by AIDS.

2. Require that services to women be included in the overall program of every AIDS agency funded by your department.

3. Continue to advocate on the State and Federal level for increased money for AIDS prevention programs, particularly those targeted to women.

We thank you for your ongoing attention to these important matters. Please do not hesitate to contact us if we can be of any assistance in your planning or review process.

Sincerely,

Ruth Schwartz Joanna Rinaldi
for the Women's AIDS Network Legislative Committee

cc: Flo Stroud, Deputy Director for Community Public Health
Geri Oliva, Director of Family Health
July 7, 1987

Ruth Schwartz and
Joanna Rinaldi
Women's AIDS Network
333 Valencia Street, 4th Floor
San Francisco, CA 94103

Dear Ms. Schwartz and Ms. Rinaldi:

Thank you for your recent letter regarding women and AIDS.

At this point, the Health Commission has not yet concluded its hearing on Women's Health Services; they will finish the hearings on July 21. Thus, it would be premature for me to commit the Department to specific policies regarding women and AIDS.

However, I am determined to ensure that all of our programs, including our AIDS program, adequately address women's needs. I look forward to continuing to work with you to achieve maximal services to women.

Sincerely,

DAVID WERDEGAR, M.D., M.P.H.
Director of Health

DW:kkg
PROSTITUTES AND AIDS

CALIFORNIA NOW 1987 CONFERENCE RESOLUTION
New Policy

WHEREAS, NOW has long supported the repeal of the prostitution laws, and

WHEREAS, NOW is on record as being concerned about the scapegoating of prostitutes for heterosexual AIDS, and

WHEREAS, prostitutes who test positive for antibodies to the AIDS virus almost always have a personal history of IV use, with that as their risk factor, not prostitution, and

WHEREAS, studies of prostitutes and AIDS in the United States show that 80 percent of prostitutes use condoms and are more likely to engage in safer sex than other women, and

WHEREAS, there are no provisions for prostitutes who are antibody positive to be eligible for SSI, disability, workers' compensation, or equivalent funding, job training, drug treatment, or other transition programs, so that prostitutes who test positive are sometimes unable to stop working as prostitutes, and

WHEREAS, the California Legislature is considering legislation which would require anyone convicted of prostitution who has a prior conviction to be tested for antibodies to the AIDS virus, and that anyone arrested for soliciting, engaging, or agreeing to engage in prostitution who knows that he or she is antibody positive would be charged with a felony, and

WHEREAS, the California Legislature is considering legislation that would increase the maximum penalty for soliciting, engaging, or agreeing to engage in prostitution, and all penalties for pimping and pandering, even where no coercion has taken place.

THEREFORE, BE IT RESOLVED that California NOW shall continue to oppose all such repressive legislative proposals, and

BE IT FURTHER RESOLVED that California NOW shall support legislation that would establish that any prostitute who tests positive for antibodies to the AIDS virus shall immediately be made eligible for SSI, disability, workers' compensation, or equivalent funding, and job retraining, drug treatment and other medical expenses to be paid to the prostitutes, and other transition programs, and

BE IT FURTHER RESOLVED that California NOW shall support legislation to establish a state commission, members of which shall include current and former prostitutes, as well as health professionals, lawyers, police, and community representatives, to develop alternatives to the prohibition of prostitution.

The Equal Rights Amendment

Equality of rights under the law shall not be denied or abridged by the United States or by any State on account of sex.
AIDS REPORTED CASES
(From 7/81 to) 6-30-87

Total San Francisco Cases: 3,402
Total San Francisco Deaths: 2,030
Total S.F. Cases Month to Date: 96
Total S.F. Deaths Month to Date: 61
Total California Cases:
(As of 5-31-87) 8,702 cases; 4,706 deaths
Total U.S. Cases:
(As of 6-29-87) 37,867 cases; 21,776 deaths

AIDS CASES BY MONTH OF DIAGNOSIS
SAN FRANCISCO, 1980-87

*Reporting for recent months is incomplete
AIDS Office
## AIDS Cases by Transmission Category and Sex, San Francisco, 1981 - 1987(1)

<table>
<thead>
<tr>
<th>Transmission Category(2)</th>
<th>SEX</th>
<th>Total</th>
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<tr>
<td></td>
<td>Male</td>
<td>Female</td>
</tr>
<tr>
<td>Adult/Adolescent</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Homosexual or bisexual male</td>
<td>2884</td>
<td>0</td>
</tr>
<tr>
<td>Intravenous (IV) drug User</td>
<td>29</td>
<td>10</td>
</tr>
<tr>
<td>Homosexual/bisexual IV drug User</td>
<td>409</td>
<td>0</td>
</tr>
<tr>
<td>Hemophilia/coagulation disorder</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Transfusion recipient</td>
<td>17</td>
<td>8</td>
</tr>
<tr>
<td>Heterosexual contact(3)</td>
<td>10</td>
<td>3</td>
</tr>
<tr>
<td>None of the above/Other(4)</td>
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<td>0</td>
</tr>
<tr>
<td><strong>Subtotal: Adult/Adolescent</strong></td>
<td>3366</td>
<td>26</td>
</tr>
<tr>
<td>Children (0-12 years)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Transfusion recipient</td>
<td>4</td>
<td>1</td>
</tr>
<tr>
<td>Child of high risk/AIDS parent(5)</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td><strong>Subtotal: Children</strong></td>
<td>6</td>
<td>4</td>
</tr>
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<td><strong>Total</strong></td>
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## AIDS Cases by Age Group

<table>
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<tr>
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<th>Cases</th>
<th>%</th>
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<tr>
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<td>7</td>
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</tr>
<tr>
<td>5 - 12</td>
<td>3</td>
<td>0.1</td>
</tr>
<tr>
<td>13 - 19</td>
<td>5</td>
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<tr>
<td>20 - 29</td>
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<td>13.7</td>
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<tr>
<td>30 - 39</td>
<td>1711</td>
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<td>40 - 49</td>
<td>881</td>
<td>25.9</td>
</tr>
<tr>
<td>50 - 59</td>
<td>266</td>
<td>7.8</td>
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<tr>
<td>60 +</td>
<td>62</td>
<td>1.8</td>
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</table>

## AIDS Cases by Race or Ethnic Group

<table>
<thead>
<tr>
<th></th>
<th>Adult/Adolescent</th>
<th>Children (0-12 years)</th>
<th>Total</th>
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<tbody>
<tr>
<td></td>
<td>Male</td>
<td>Female</td>
<td>N</td>
</tr>
<tr>
<td>White</td>
<td>2915</td>
<td>85.9</td>
<td>5</td>
</tr>
<tr>
<td>Black</td>
<td>195</td>
<td>5.7</td>
<td>3</td>
</tr>
<tr>
<td>Latino</td>
<td>226</td>
<td>6.7</td>
<td>2</td>
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<tr>
<td>Asian/Pac L.</td>
<td>54</td>
<td>1.6</td>
<td>0</td>
</tr>
<tr>
<td>Native Amer.</td>
<td>2</td>
<td>0.1</td>
<td>0</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>3392</td>
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## AIDS Deaths and Cases By Primary Disease Group

<table>
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<tr>
<th>Primary Disease</th>
<th>Adult/Adolescent</th>
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<tr>
<td></td>
<td>Deaths</td>
<td>Cases</td>
<td>Deaths</td>
</tr>
<tr>
<td>KS without PCP</td>
<td>372</td>
<td>18.4</td>
<td>766</td>
</tr>
<tr>
<td>PCP without KS</td>
<td>1080</td>
<td>53.3</td>
<td>1842</td>
</tr>
<tr>
<td>Both KS and PCP</td>
<td>364</td>
<td>18.0</td>
<td>456</td>
</tr>
<tr>
<td>01 without KS or PCP</td>
<td>210</td>
<td>10.4</td>
<td>258</td>
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<tr>
<td><strong>Total</strong></td>
<td>2026</td>
<td></td>
<td>3392</td>
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</tbody>
</table>

(1) Cases reported through 06/30/87.
(2) Cases with more than one risk factor (other than the combinations listed in the tables) are tabulated only in the most likely transmission category.
(3) Includes persons who have had heterosexual contact with a person with AIDS or at risk for AIDS and persons without other identified risks who were born in countries in which heterosexual transmission is believed to play a major role although precise means of transmission have not yet been fully defined.
(4) Includes patients on whom risk information is incomplete (due to death, refusal to be interviewed or loss to follow-up), patients still under investigation, men reported only to have had heterosexual contact with a prostitute, and interviewed patients for whom no specific risk was identified.
(5) Epidemiologic data suggest transmission from an infected mother to her fetus.
Summary of Cases Meeting the CDC Surveillance Definition in San Francisco
Cases Reported through - 06/30/87

Asian/Pacific Islander Ethnicity:

<table>
<thead>
<tr>
<th>Ethnicity</th>
<th>N</th>
<th>% of Asian Cases</th>
</tr>
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<tbody>
<tr>
<td>Chinese</td>
<td>11</td>
<td>20.4</td>
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<tr>
<td>Japanese</td>
<td>14</td>
<td>25.9</td>
</tr>
<tr>
<td>Filipino</td>
<td>24</td>
<td>44.4</td>
</tr>
<tr>
<td>Vietnamese</td>
<td>2</td>
<td>3.7</td>
</tr>
<tr>
<td>Polynesian/Hawaiian</td>
<td>3</td>
<td>5.6</td>
</tr>
<tr>
<td>Total</td>
<td>54</td>
<td>100.0</td>
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AIDS Cases by Year of Diagnosis and Race:

<table>
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<tr>
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<th></th>
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<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>N</td>
<td>%</td>
<td>N</td>
<td>%</td>
<td>N</td>
<td>%</td>
<td>N</td>
</tr>
<tr>
<td>White</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Black</td>
<td>24</td>
<td>85.7</td>
<td>88</td>
<td>86.3</td>
<td>256</td>
<td>90.5</td>
<td>477</td>
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<td>2</td>
<td>7.1</td>
<td>6</td>
<td>5.9</td>
<td>16</td>
<td>5.7</td>
<td>43</td>
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<td>Asian/Pac I.</td>
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<td>0.0</td>
<td>1</td>
<td>0.4</td>
<td>4</td>
<td>0.7</td>
<td>14</td>
</tr>
<tr>
<td>Native Amer.</td>
<td>0</td>
<td>0.0</td>
<td>0</td>
<td>0.0</td>
<td>0</td>
<td>0.0</td>
<td>2</td>
</tr>
<tr>
<td>Total</td>
<td>28</td>
<td>102</td>
<td>283</td>
<td>538</td>
<td>803</td>
<td>1134</td>
<td>514</td>
</tr>
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</table>

AIDS Cases by Race/Ethnic Group, Sex, and Age Group, San Francisco, 1981 - 1987:

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<thead>
<tr>
<th>AGE</th>
<th>White Male</th>
<th>White Female</th>
<th>Black Male</th>
<th>Black Female</th>
<th>Latino Male</th>
<th>Latino Female</th>
<th>Asian/Pac I. Male</th>
<th>Asian/Pac I. Female</th>
<th>Native Amer. Male</th>
<th>Native Amer. Female</th>
</tr>
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<tbody>
<tr>
<td>0 - 4</td>
<td>2</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>2</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>5 - 12</td>
<td>2</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>13 - 19</td>
<td>2</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>20 - 29</td>
<td>2</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>30 - 39</td>
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<td>-</td>
<td>-</td>
</tr>
<tr>
<td>40 - 49</td>
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<td>0</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>50 - 59</td>
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<td>0</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>60 +</td>
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<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Total</td>
<td>2904</td>
<td>16</td>
<td>188</td>
<td>10</td>
<td>227</td>
<td>1</td>
<td>51</td>
<td>3</td>
<td>-</td>
<td>-</td>
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</tbody>
</table>

(1) Cases reported through 06/30/87.
(2) This table cumulates cases by DATE OF DIAGNOSIS rather than DATE OF REPORT. Because of this difference, totals may differ from those in other tables and will change with late reports and new data or information.
(3) Age and sex of Native American cases are not disclosed because it would compromise the confidentiality of those cases.
### AIDS Cases by Transmission Category and Year of Diagnosis, San Francisco, 1981 - 1987(1)

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
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<th></th>
<th></th>
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<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>N</td>
<td>%</td>
<td>N</td>
<td>%</td>
<td>N</td>
<td>%</td>
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<tr>
<td>Adult/Adolescent</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Homosexual or bisexual male</td>
<td>24</td>
<td>85.7</td>
<td>97</td>
<td>95.1</td>
<td>241</td>
<td>85.2</td>
<td>447</td>
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<td>0.7</td>
<td>4</td>
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<tr>
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<td>2</td>
<td>7.1</td>
<td>3</td>
<td>2.9</td>
<td>36</td>
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<td>0</td>
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<td>0</td>
<td>0.0</td>
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</tr>
<tr>
<td>Transfusion recipient</td>
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<td>0.0</td>
<td>0</td>
<td>0.0</td>
<td>0</td>
<td>0.0</td>
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<tr>
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<td>1.1</td>
<td>2</td>
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<tr>
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<td>0.0</td>
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</tr>
<tr>
<td>Children (0-12 years)</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Transfusion recipient</td>
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<td>0.0</td>
<td>1</td>
<td>0.4</td>
<td>3</td>
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<tr>
<td>Child of high risk/AIDS parent(5)</td>
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<td>2</td>
<td>0.0</td>
<td>0</td>
<td>0.0</td>
<td>0</td>
</tr>
<tr>
<td>Total</td>
<td>28</td>
<td>102</td>
<td>283</td>
<td>538</td>
<td>803</td>
<td>1134</td>
<td>1134</td>
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</table>


<table>
<thead>
<tr>
<th>Transmission Category(2)</th>
<th>Race/Ethnicity(6)</th>
<th>White</th>
<th>Black</th>
<th>Latino</th>
<th>Asian/Pac I</th>
<th>Native Amer.</th>
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</thead>
<tbody>
<tr>
<td></td>
<td></td>
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<td>N</td>
<td>N</td>
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<td>N</td>
</tr>
<tr>
<td>Adult/Adolescent</td>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Homosexual or bisexual male</td>
<td>2500</td>
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<td>135</td>
<td>66.2</td>
<td>201</td>
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<td>3.1</td>
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<td>Homosexual/bisexual IV drug User</td>
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<td>27</td>
<td>13.6</td>
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<td>4.8</td>
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<tr>
<td>Hemophiliac/coagulation disorder</td>
<td>3</td>
<td>0.1</td>
<td>0</td>
<td>0.0</td>
<td>1</td>
<td>0.4</td>
</tr>
<tr>
<td>Transfusion recipient</td>
<td>17</td>
<td>0.6</td>
<td>3</td>
<td>1.5</td>
<td>1</td>
<td>0.4</td>
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<td>0.3</td>
<td>7</td>
<td>3.5</td>
<td>1</td>
<td>0.4</td>
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<tr>
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<td>0.1</td>
<td>5</td>
<td>2.5</td>
<td>4</td>
<td>1.5</td>
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<tr>
<td>Children (0-12 years)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Transfusion recipient</td>
<td>5</td>
<td>0.2</td>
<td>0</td>
<td>0.0</td>
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<tr>
<td>Child of high risk/AIDS parent(5)</td>
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<td>0.9</td>
</tr>
<tr>
<td>Total</td>
<td>2920</td>
<td>198</td>
<td>228</td>
<td>54</td>
<td>2</td>
<td></td>
</tr>
</tbody>
</table>

(1) Cases reported through 06/30/87.
(2) Cases with more than one risk factor (other than the combinations listed in the tables) are tabulated only in the most likely transmission category.
(3) Includes persons who have had heterosexual contact with a person with AIDS or at risk for AIDS and persons without other identified risks who were born in countries in which heterosexual transmission is believed to play a major role although precise means of transmission have not yet been fully defined.
(4) Includes patients on whom risk information is incomplete (due to death, refusal to be interviewed or loss to follow-up), patients still under investigation, or reported only to have had heterosexual contact with a prostitute, and interviewed patients for whom no specific risk was identified.
(5) Epidemiologic data suggest transmission from an infected mother to her fetus or infant during the perinatal period.
(6) Risk groups for Native American cases are not disclosed because it would compromise the confidentiality of those cases.
### AIDS Cases by primary diagnosis, San Francisco, 1981 - 1987(1)

<table>
<thead>
<tr>
<th>Primary Diagnosis</th>
<th>N</th>
<th>Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pneumocystis carinii pneumonia</td>
<td>1995</td>
<td>58.6</td>
</tr>
<tr>
<td>Kaposi's sarcoma</td>
<td>987</td>
<td>29.0</td>
</tr>
<tr>
<td>Disseminated cryptococcal infection</td>
<td>105</td>
<td>3.1</td>
</tr>
<tr>
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### AIDS Cases and Case-Fatality rates by half year of diagnosis(2)

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**Notes:**

1. Cases reported through 06/30/87.
2. This table cumulates cases by DATE OF DIAGNOSIS rather than DATE OF REPORT. Because of this difference, totals may differ from those in other tables and will change with late reports and new data or information.
### AIDS Cases by year and month of Primary Diagnosis, San Francisco, 1981 - 1987

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### AIDS Cases by year and month of Report to SFDPH, San Francisco, 1981 - 1987

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### AIDS Cases by year and month of Death, San Francisco, 1981 - 1987

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(1) Cases reported through 06/30/87.
(2) This table cumulates cases by DATE OF DIAGNOSIS rather than DATE OF REPORT. Because of this difference, totals may differ from those in other tables and will change with late reports and new data or information.
(3) This table cumulates cases by DATE OF DEATH rather than DATE OF REPORT. Because of this difference, totals may differ from those in other tables and will change with late reports and new data or information.
"Mandatory testing programs would create the illusion that 'something is being done' about AIDS... [But], in view of the many false negative results to be expected among those recently exposed to HIV, such re-assurance would be unjustified. Nevertheless, the level of motivation of many people at low risk would be decreased. Any relaxation or abandonment of risk-reduction behavior will lead to accelerated spread of HIV infection, with the end result being that mandatory testing may, in fact, endanger the public health rather than protect it."

-- Dr. Mathilde Krim
AIDS: Public Policy Dimensions

SB 1000 Permits disclosure of individual's antibody status to health personnel and specified others, without prior written consent. Requires individual's refusal of antibody testing to be recorded in medical records.

-- Health care workers do not need to know the serostatus of their patients in order to protect themselves from HIV infection. Following standard infection control guidelines will prevent transmission of HIV.

-- Voluntary, anonymous testing is already available to people who want or need to know their antibody status.

-- Because SB 1000 threatens confidentiality, it will discourage people from taking the test.

-- SB 1000 makes no provision for discussing the medical implications of the test, the psychological implications of receiving test results, or the social implications of recording test results in a medical record.

SB 1001 Requires marriage license applicants to submit a doctor's certification that antibody testing was "offered and recommended."

-- "Marriage" does not spread AIDS. AIDS is spread by unsafe sex and needle sharing.

-- All marriage license applicants need AIDS education. Not all marriage license applicants need antibody testing. SB 1001 encourages testing without education.

-- As a group, marriage license applicants are not at high risk for STD's, including AIDS. VDRL testing of this group has proven ineffective and unnecessary in STD prevention.

SB 1004 Requires three year sentence enhancement for each conviction of specified sex crimes, if perpetrator knew s/he was HIV infected at the time of the crime.

-- Not all sexual practices transmit HIV. SB 1004 would mandate sentence enhancement regardless of whether or not HIV was transmitted or transmission was even possible.

-- Proving knowledge of HIV status at the time of crime commission is virtually impossible.
SB 1005 Requires mandatory testing for all people sentenced to state prison or committed to narcotic detention/treatment facility and requires test result be disclosed to warden.

-- Sexual activity and needle use is widespread in prison. Mandatory testing will not prevent these activities or the spread of AIDS -- provision of education/condoms/bleach will.

-- No provision is made to educate warden or HIV infected prisoners about their condition, risk of transmission, or risk to personal safety of prisoner if serostatus becomes widely known.

SB 1006 Mandates antibody testing of specified involuntarily committed mental patients and segregation of antibody positive patients.

-- Policies already permit segregation of mental patients who are determined to be "a danger to themselves or others".

-- Segregation should be based on unsafe behavior, not antibody status.

-- Education has proven effective in preventing the spread of AIDS. Isolation has not.

SB 1007 Mandates antibody testing for individuals convicted of specified sex crimes, chiefly prostitution and rape. Requires entry of antibody test result into criminal record. HIV-infected individuals arrested for subsequent sex crimes will be charged with felonies.

-- Exchanging money for sex (prostitution) does not transmit HIV. HIV is transmitted by certain, but not all, sexual practices and by sharing needles.

-- Felony charge is incurred regardless of whether or not the sex act performed is capable of transmitting HIV.

-- Education is proven to prevent the spread of AIDS. Threat of incarceration is not.

-- CDC studies demonstrate that female prostitutes are at no higher risk for AIDS than other sexually active women.

"Knowing the facts about AIDS can prevent the spread of the disease...
Compulsory blood testing of individuals is not necessary"

-- Surgeon C. Everett Koop
Surgeon General's Report
On AIDS, October, 1986

Prepared by the Legislative Committee of the Women's AIDS Network
Women and AIDS

This issue focuses on the problems faced by women who have AIDS, ARC or who have tested positive for HIV antibodies. In addition to the discrimination faced by all people with AIDS in employment, housing and access to medical treatment, women with AIDS-related problems have specific difficulties arising from the economic, social and gender oppression of women generally. The majority of women with AIDS are members of minority groups and low income. A majority are also intravenous drug users. In addition, many women with AIDS have children, which makes child care and guardianship critical issues.

While women represented seven percent of all cases diagnosed nationally during the first five years of the epidemic, in 1986 twenty percent of all new cases were women. As of July 1, 1987, AIDS became the leading cause of death for women age 25 to 34. Eighty-four percent of these women are minorities. American Medical News, Nov. 6, 1987.

To address the growing problems of women with AIDS, we interviewed Ruth Schwartz, Educational Events Coordinator of the San Francisco AIDS Foundation and coordinator of the San Francisco based Women’s AIDS Network (WAN). WAN is a coalition of women in AIDS service groups, including doctors, nurses, educators, and social workers. It has a national mailing list and keeps track of legislation, lobbies in San Francisco and the California state capitol, Sacramento, disseminates information and serves as a policy consulting organization on women and AIDS. The interview was conducted by Rebecca Isaacs, a member of our Editorial Board.

The Exchange: The incidence of AIDS has been documented in the United States for a number of years. However, most people still do not have adequate information about the impact of AIDS on women. To begin with, who are the women with AIDS in the United States?

Ruth Schwartz: The Centers for Disease Control (CDC) publishes weekly statistics setting forth how women with AIDS contracted the virus. Although the statistics are widely felt to underestimate the number of cases, recent reports specify that the virus was transmitted to 50 percent of the women through intravenous drug use, 29 percent through heterosexual contact, and 11.5 percent through blood transfusions. The remaining 8 percent were undetermined. Of the 30 percent who are sexual partners of men in risk groups, 72 percent reported having partners who were IV drug users, 19 percent were partners of bisexual men and 6 percent had sexual partners who had hemophilia or had received contaminated blood transfusions.

TE: Is there also danger of transmission during sex between lesbians?

RS: There are at least three reported cases of sexual transmission of HIV from woman to woman, and it is obvious from what we know that HIV can be transmitted by lesbian sex. If a lesbian is infected with the virus, there is a danger of transmission. However, it is also clear that lesbian sex is not a major route for transmission. Being a lesbian is not a risk factor in itself, but it is also not a protective factor.
RS: According to the CDC, fifty percent of women with AIDS are of unknown ethnic origin. Women with AIDS are an ethnically and socially diverse group, and experience shows that most are poor, with many dependent on welfare and other public services. Statistics do not keep on the socioeconomic class of women with AIDS, however. This country resists acknowledging the important role that class plays in disease.

Housing a Difficult Need to Meet

TE: If most women with AIDS are poor, they must have difficulties in meeting basic needs such as housing, employment, medical care and child care.

RS: Yes, there are numerous problems. First, all the approaches to housing programs are compounded for women with AIDS. Childcare is expensive and hard to find, even without the social stigma of the mother having AIDS. Housing is difficult to obtain and to keep, particularly when the woman is also an IV drug user. Once the woman becomes quite sick, the problems expand because in most cities, AIDS patients are housed for mothers with AIDS which permits the children to stay with them. In San Francisco, women with AIDS who want to live with their children only have available hotels through the welfare system, instead of the home-like setting available for women without children.

The Exchange March 1988

The following is an excerpt from an article printed in American Medical News, November 6, 1987, about a conference on minority women and AIDS held in Brooklyn, New York. It is written by Ed Saver.

The sobering news was set early as Mari Nobles, program coordinator of Women of Color, laid out the grim statistics about minority women and AIDS. Nobles, who has testified before a number of state legislative and gubernatorial committees, paints a scary picture: In New York City, she said, perhaps 50 to 80 percent of the estimated 50,000 women who are intravenous drug abusers already are infected with the human immunodeficiency virus.

In addition, she said, the estimated 120,000 New York City women who are the sex partners of male IV drug abusers also are at risk of becoming infected, since an estimated 50 to 80 percent of the men also are infected with HIV. This latter group of women may be even more vulnerable to exposure to the virus, she said, since there are no educational programs targeted to this group of women, most of whom probably are not aware that they are at risk of contracting AIDS.

In New York, Nobles said, 263 women have contracted the AIDS virus through heterosexual partners, compared with only five men who have been infected that way. The risk are women who are the sexual partners of bisexual men.

Convincing these women that they are at risk of contracting AIDS will be difficult, according to Nobles. So far, there have been few examples of educational materials that are culturally sensitive, she said, compared with the successfully explicit materials produced by and for gay men. In addition, while gay men have been able to support each other, these women have little in common with each other and therefore are unlikely to be able to provide the type of support system created by gay men.

At the moment, few women "are taking precautions" to prevent infection. Those who do perceive their own risk probably will receive little cooperation from their partners, she said.

Saki Ports, former director of the Minority Task Force on AIDS, said women with AIDS have far fewer resources than the gay men who were the epidemic's earliest casualties. The women, she said, are often unemployed and therefore have no health insurance and have a long history of poor health before their diagnosis.

Much of the already published educational material is irrelevant to women, Ports charged. One nutritional brochure urged people to "eat asparagus, put dishwasher on the hottest setting, and shred vegetables" with a food processor. Such behavior in regard to taking drugs.

"This doesn't surprise me," she said. Having children is important to many of these women, she noted. For many, she said, "it's the first time they feel good about themselves and the first time they have an incentive to change" their behavior in regard to taking drugs.

Pregnant addicted women are difficult to reach and to care for, Dr. Mitchell said. In the early 1970s, in the heyday of methadone maintenance programs, such women were more visible. But as the programs disappeared, so did the women, she said. Such women often "disturb all of the institutions who can identify the illegality of their lifestyle," she said.

Often, when health care workers counsel minority women not to become pregnant, the patient "will never come back again," said Dr. Mitchell. "I give information ... and respect the woman's right to make her own decisions," she added. If addicted women infected with HIV say they want to get pregnant, "I'm very supportive."

Caring for pregnant addicted women with HIV infections "can be overwhelming and very disheartening" for health care workers, she said. "It's a humbling experience for most of us. But we persevere because the patients need us and make us feel wanted."

Barbara Gibson, director of AIDS education for New York City's Addiction Research and Treatment Center, said addicted women "use denial" to avoid thinking about the possibility that they may be at risk of contracting AIDS or may already be ill. For such women, it may be easier not to know whether they have HIV positive and easier "just to die" rather than facing the multitude of obstacles in getting appropriate treatment.

In addition, she said, it is difficult to convince such women to ask their sexual partners to wear condoms, fearful that such a request will drive away the men. Many women, she said, "have been socialized to feel that if they don't have a man in their life, they have no life."

According to Gibson, "it's not enough to tell women about the importance of using condoms to avoid contracting the AIDS virus, we need to start talking about how to have good sex," she said.
The CDC has documented that abortion is one of the greatest health-care-related performed operations in the United States. Since pregnancy suppresses the immune system, an abortion may help to prevent the progression to AIDS in asymptomatic seropositive women or women who have ARC. At the same time, the choice to abort must be an individual decision, and for many women with AIDS, a partial mastectomy may not be compatible with their wish to have an abortion. WAN and others advocate non-directive counseling about a woman's option.

Non-directive counseling

TE: What is non-directive counseling?
RS: The term comes from contraceptive and abortion counseling. The premise is that the counselor provides information and options, so that a woman can make the choice which will be best for her. Counseling is to be non-judgmental and avoid making assumptions or imposing their own values.

TE: It seems that it would be difficult to be non-directive in situations in which a woman's life could be endangered. How would you advise a woman who is antibody negative and is considering abortion?
RS: Strictly nondirective counseling is not really happening. The important principle is that ultimately the woman must make the decision herself. We have to give her all the information we have, on all sides of the issue, so that her decision is truly an informed one. You could make an analogy to a woman who opts for a partial mastectomy against her doctor's advice, because she accepts the risk of cancer spreading rather than lose her breast. If she were a personal friend of mine, I would tell her not to get pregnant. But some women are choosing to take the risk.

TE: Would you recommend that a woman who thinks she is at risk and is pregnant or contemplating pregnancy be tested?
RS: WAN recommends that if a woman wants to be tested that she be tested anonymously. Anonymous testing is untraceable, since people are given codes which correspond to their samples rather than giving their names. Testing which is "confidential" includes the person's name and, although the identity is supposedly protected, there have been numerous breaches. In some states there are few legal protections, and those which do exist can be eliminated. Anonymous testing allows the woman to choose who she will tell if she tests positive.

Planning for the Future Custody of Children

One of the most pressing problems faced by women with AIDS is to plan for the future care and custody of their minor children. Some parents sadly have no one who can be counted on to assume responsibility for their children. Those children may end up in the foster care system. On the other hand, many mothers make informal arrangements with relatives or friends for their children's future care. Some mothers fear that such plans will fall through, however, due to the intervention of a long-absent father or other relative.

Diane LaGamma and Connie Zackerman are attorneys working with women with AIDS in the Department of Social Medicine at the Montefiore Medical Center, Bronx, New York. They report difficulty in assisting women facing this problem.

On the one hand, the creation of a court-approved guardianship while the mother is competent is the most certain method of ensuring that her wishes are carried out as she can explain the reasons for her desires to a judge and the matter will be settled by decree. The disadvantages of such a guardianship are several, however. Many women with AIDS are reluctant to give up formal custody of their children while they are still competent. The process requires notification - or an attempted notification - of the father and other relatives, as well as an investigation and public hearing. The proposed family arrangements are opened up for scrutiny, and a judge may employ a "best interest of the child" standard to the detriment of the mother's wishes. The existing custody situation can even be questioned and jeopardized. The process may be time-consuming and a source of great anxiety to a woman dealing with AIDS.

A solution to some of these problems could possibly be worked out in some jurisdictions through creation of a joint custody arrangement or a stand-by (or "springing") guardianship which comes into effect at the time of death or incapacity. Members of the Montefiore staff are exploring these possibilities and interested in gaining passage of a stand-by provision in New York (where it is currently available only for parents of adult retarded persons).

When the problems posed in obtaining a formal guardianship make it impractical, another option is to appoint a guardian in the woman's will. This can be executed quickly and can be easily changed. Physical and legal custody of the children remain with the woman until her death. When the woman dies, until her will is probated, is required for the guardianship to become legally effective at that time. The mother's wishes can therefore be challenged after her death.

New York Network participants interested in assisting with legal issues concerning women with AIDS should contact Diane at 212 920-6226. Readers with information about how this problem is dealt with in their area are urged to send it to the Network.

TE: If a woman is seropositive and women who are responsible for the health risks to her and to the fetus?
RS: Infants can become infected in utero or during the birth process. It is clear that if the baby is antibody positive, so is the mother. What is not clear is what percentage of infants merely retain antibodies for several months and then lose them. Most researchers roughly estimate the rate of infection to be 50 percent, although studies to date have been too limited to yield conclusive results. There is some evidence that the likelihood of transmission may relate to the progression of the mother's illness, with mothers who have ARC or AIDS more likely to transmit the virus than asymptomatic women.

Presenting this information in statistical terms to a seropositive woman may not be the best approach since women living under such stress may think a 50 percent risk represents good odds against transmission. The problem is that if you start advising seropositive women to have abortions, the specter arises of advising women to abort fetuses with any "defect." Also this country has a history of coercively sterilizing poor and minority women, and the issue of sterilization and sterilization for seropositive women can't be separated from that history.

Education

TE: It often seems that heterosexual safe guidelines are directed at women rather than at men. Do AIDS agencies counsel women responsible for instituting safe sex practices? Is this a conscious approach?
RS: When the San Francisco AIDS Foundation puts out an ad directed at heterosexuals, women - not men - call the hotline. Women have traditionally been saddled with responsibility for birth control, and we have targeted them because they are the group most likely to pull through. Our assumption is that the function at the Foundation is to eradicate the spread of AIDS, not to eradicate sexism.

TE: Isn't it possible to be both pragmatic and psycho-socially oriented to use what works and attempt to spread the responsibility for safe sex to men as well as women?
RS: The Foundation has, in fact, begun using and publishing more materials aimed at men and teenage boys. We now have a comic book for teens with men talking about using condoms. The new version of the video "Sex, Drugs, and AIDS," which previously only had teleprompters with the voices of their"hers" and "him," now has boys discussing safe sex.

It is extremely important that all adolescents be directly targeted with safe sex education campaigns. Women are at high risk for drug abuse, and safe sex practices because they are sexually active, seldom use condoms and do not generally seek health services.

TE: Sexuality is an area in which men have traditionally wielded a great deal of power over women. In spite of the advent of AIDS, a sex role for women to get their sexual partners to wear condoms and to prac­tice safe sex in general.
RS: Yes, it is. Some men have refused to use condoms and even beaten their partners for suggesting it. Many men may be wary of such a request, suspic­ious that the woman is antibody posi­tive herself or that she is having sex with others. Some women are reluctant to even raise the issue because of empathy with the plight of their partners, whose minimal power outside of the relationship results in their yielding as much as possible within it.

Women have employed different strategies to get men to use condoms. Prostitution is one way, as many prostitutes tell customers that the sex is for the customer and the condom is for his wife. Other women use traditional feminine "wiles" to get men to cooperate.

TE: There seems to be a tendency to view women as the initiators of society, spreading the virus among the hetero­sexual population. This approach is particularly true with the media por­trayal of prostitutes and AIDS.
RS: Female prostitutes have been targeted as vectors of disease among the heterosexual population. However, there is no evidence that they are more likely to transmit the virus than other women. In Bay Area COYOTE, the prostitutes rights group, argues that many prostitutes practice safe sex either by insisting that their customers wear condoms or using them surreptitiously. Also, the group points out, prostitution is not the danger since the exchange of money is not a risk factor. It is particularly ironic that those women who could get their boyfriends to use condoms, now has boys discussing safe sex.

The Exchange March 1988

RESOURCES

* Organizations
  Women's AIDS Network, c/o Ruth Schaeffer, 208 W 4th Street, 4th floor, San Francisco, CA 94103 (415 864-4576, ext. 2030);
  ACT-UP Women's Committee, c/o Maria Maggente, 337 East 10th St., Apt. 3E, New York, NY 10009 (212 674-6520). A statement of the Committee's position on women and AIDS has been published by the San Francisco magazine "Cos­mopolitan" magazine boycott is avail­able. The Committee is interested in hearing from women in other organi­zations who are planning events around the week of demonstrations in late April. See Box on AIDS Activism for further information.

  Women and AIDS Resource Net­work, c/o Washington Square Church, 105 West 10th Street, New York, NY 10012 (212 475-6713).

  A list of agencies dealing with women with AIDS in the San Francisco and New York City areas is available from the NLG AIDS Net­work. Send us a SASE. It would be helpful if readers would send us infor­mation about resources in other re­gions.

  Women and AIDS Clinical Resource Guide is an extensive compilation of primary source materials focusing on women and AIDS available from the NLG AIDS Net­work.

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AIDS ACTIVISM ON THE RISE

With widespread dissatisfaction over the current dearth of resources devoted to the AIDS epidemic and the lack of government attention to the problem, activism is increasingly becoming a part of the political strategy for change. In New York, members of the AIDS Coalition to Unleash Power (ACT-UP) (212 928-1474) have agreed to participate with the OTA in a series of ACT-UP-related issues. Additional ACT-UP chapters have been formed in Boston, Philadelphia and Los Angeles. The Women's Committee of ACT-UP recently held their initial organizational meeting and elected its own officers, the Hearst Corporation, protesting a recent article in the magazine which downplayed the risks women are being harmed by AIDS.

In California, several activist groups have increased their civil disobedience activities. The ARC/AIDS Vigil (711 761-4688) was founded in October, 1985 by a group of persons with ARC and AIDS committed to non-violent civil disobedience. Their focus is on the lack of federal funding, the insensitivity of the government and the general public towards persons with AIDS-related problems, and the need for a national health care system. Early on, the Vigil set up tents and chained beds to the doors of the building housing the federal Department of Health and Human Services (DHHS) in San Francisco. In a rare move for a governmental body, the San Francisco Board of Supervisors quickly endorsed the Vigil's actions.

Initially ignoring the protestors, the DHHS began making arrests in December. This has provoked protestors to chain themselves to the doors on an almost daily basis. As of early March, approximately 200 persons have been arrested, including members of the San Francisco Board of Supervisors, labor leaders and Congressional representatives. John Belksas, co-founder of the Vigil, reports that June 7, 1988 (the day following Gay/Lesbian Freedom Day) has been targeted as a day of massive civil disobedience at the DHHS building and shut it down.

The AIDS Action Pledge (415 821-9087) is a San Francisco-based activist group which in late January sponsored a rally and civil disobedience protest at a regional office of Burroughs-Wellcome, the pharmaceutical company producing AZT. The protest centered on the exorbitant cost of the drug ($10,000-12,000 per year) and accusations that the company has obtained, with impunity, preferential treatment from the FDA and has blocked development of drugs which might compete with AZT. The demonstration resulted in 19 arrests. Further protests are planned in Sacramento against pending legislative bills which would mandate HIV-testing of certain groups.

A national network for AIDS activist groups has also recently formed. The AIDS Coalition to Network Everything (ACT-NEW) in Washington, DC, forids recipients of federal funds from discrimination against otherwise qualified handicapped persons. It can be used in a variety of situations by employees, hospital patients, prisoners, customers or any other persons who have been discriminated against by an institution on the basis of handicap.

The first federal court of appeals decision applying this statute to a person with AIDS has been issued in the Ninth Circuit in a case involving a teacher of deaf children whose employer refused to let him continue teaching but offered him a position writing grant proposals. The extremely good decision applied Section 504 and, in granting a preliminary injunction, found that the job transfer constituted a substantial injury. Chalk v. U.S. Dis. Ct., No. 87-01569, Opinion (Feb. 26, 1988).

One limitation of Section 504 has been a Supreme Court ruling that it applies only to the program receiving the funds and not to other programs of an institution which receive federal funds. A bill which makes the statute apply to all programs of an institution which receive federal funds has passed both Houses of Congress but was vetoed by the President. At press time, it was awaiting override votes.

An additional feature of the bill is that it contains language which clarifies to some extent the applicability of the statute to people with communicable diseases such as AIDS. Whether or not the bill becomes law, however, the pre­cident value of Chalk will remain, as it will need to resolve in the courts the applicability of the statute to asymptomatic seropositive persons. For further information, contact Paul Hoffman, ACLU of Southern California (213 487-1720).

NETWORKING AND NOTES

* The National Lawyers Guild Convention will be held June 9th to 12th in St. Louis, Missouri. AIDS will be a central concern of the convention and all network participants are urged to attend.

- A major panel will address the AIDS crisis and the future of the medical establishment.

- Two workshops will be held: The Legal Aspects of AIDS in the Minority Community, and Testing: Public Health or Police State? Details on the programs will be announced in April.

- An organizational meeting will be held on Thursday afternoon, June 9th, for participants to share their experiences, express their needs and help plan our future programs. Your participation is very important.

For information about the convention contact the Network, the Guild National Office (212 966-5000) or the convention headquarters (314 776-4545).

* Guild chapters in Chapel Hill, North Carolina, and Pittsburgh, Pennsylvania, are planning important programs and workshops. The San Francisco chapter at the University of North Carolina Law School will hold a series of programs in March and April. The topics are the legal aspects of AIDS (March 28), AIDS and the realities of hospital administration (April 5) and the politics of AIDS. Speakers will include Jeff Levy of the National Gay and Lesbian Task Force and Beth Schatz of National Gay Rights Advocates. The organizers are Sybil Mann and Lightning Brown. 919 968-4698.

The NLG Chapter in Pittsburgh is holding a two-part event on May 12th. In the afternoon, a program for lawyers and health care providers will address AIDS and the law. The featured speaker will be Rhonda Rivera, a professor at Ohio State University Law School. The topic will be addressed again in an evening program designed for the entire community. For further information, contact Sue Schechter, 412 543-0480.

* Network participants will be hearing from Richard Keeling, Chair of the Task Force on AIDS of the American College Health Association. Richard travels throughout the nation speaking at colleges and universities about AIDS. We have given him our list of participants so he can draw upon it for co-panelists on the legal aspects of AIDS and for assistance with cases. Richard can be reached at 804 924-5362.

* St. Louis attorney Arlene Zarembka, a former member of the Legal Defense Group in opposition to AIDS-related litigation, will address the role in the name of the Guild in opposition to bills pending in the Missouri legislature which would require mandatory testing, reporting of HIV positive persons to state authorities, and the contact tracing of AIDS patients. Details on the legislative hearings and published an op-ed piece. Arlene can be contacted at 223 S. Malcolm, Suite 214, Clayton, MO 63105.

* Lambda Legal Defense and Education Fund has expanded its AIDS practice with the addition of two attorneys. Mickey Wheatley coordinates Lambda's AIDS-related litigation and health care cases. David Barr is in charge of its education activities. Abby Rabenfeld is the legal director. The staff is available to provide technical support on AIDS-related litigation, and Lambda publishes a useful monthly summary of legal developments, AIDS Update ($50), 212 995-8858.

* A four page supplement by the Network was contained in the Spring issue of Guild Notes. Entitled 'Fighting the Stigma,' it provides an overview of legal issues related to AIDS and information about the network. It is suitable for both members of the legal community and the lay reader. We have purchased additional copies of this supplement from the National AIDS Network at Guild and community meetings. Just let us know how many you want, or send a SASE for a sample copy. Kath­erine Franke is the editor of the Supplement.

* The second edition of our AIDS Practice Manual is back from the printer and available for distribution at Guild and community meetings. For those who have ordered it. This edition is greatly expanded from the first edition and covers:

  * Child Custody
  * Criminal Law and Procedure
  * Directives to Physicians (living wills)
  * Employment
  * Health and Family and Estate Planning
  * Housing
  * Immigration
  * Insurance (including COBRA)
  * Medical Aspects of AIDS-Related Disease
  * Military Law
  * Nursing Homes
  * Powers of Attorney
  * Psychiatric Care
  * Psychological and Social Concerns of Clients with AIDS or ARC
  * Public Benefits
  * Social Security
  * Suicide
  * Taxation
  * Wills

It is attractively bound, 200 pages, 8 1/2 x 11, and available for only $20 to Network participants, $35 to other individuals.

Back issues of The Exchange are available for $2.25 each. The topics are Quarantine (#1), AIDS and Prisons (#2), Health of the Homeless (#3), Race, (#4) Management (#5) and Intravenous Drug Users (#6).

Editorial Board: Paul Albert, Rebecca Isaacs, Harold Jackson and Mark Vermeulen. Our thanks for assistance with this issue to James Campbell, Katherine Franke, Sean Regan, Benjamin M. St. Lawrence, Ryan and Ruth Schwartz as well as Diane LaGamma, Elsie Schoenbaum, Connie Zuckermandl and Jerry Schwartz. The Exchange is published by the Department of Social Medicine, Montefiore Medical Center, Bronx, NY.
Name ____________________________________________

Firm/Org. __________________________________________

Address ____________________________________________

Telephone __________________________________________

Send me _____ The Exchange ($10)
   _____ Practice Manual ($20 or $35)
   _____ I am interested in participating in the
   Network. Please send me details.

Enclosed is a contribution for your work: $ _____
Make checks payable to NLG AIDS Network.
Thank you.

National Lawyers Guild
AIDS Network
211 Gough Street, 3rd Floor
San Francisco, CA 94102

The Exchange is published bimonthly by the National Lawyers Guild AIDS Network. The NLG is an organization of 10,000 members of the legal community in 120 chapters nationwide. It has a fifty year history of defense of civil rights and advocacy for progressive social change. The purpose of the NLG AIDS Network is to encourage members of the legal community to represent people with AIDS and related conditions, to take part in advocacy and public education about the law and AIDS, and to assist local AIDS organizations.

The Exchange is part of our educational support program, which also includes publication of a Practice Manual (with forms) and a list of consultants. A one year subscription to The Exchange is $10 ($5 low income) and the second edition of the Practice Manual is available to participants and community-based AIDS organizations for $20 and to other individuals and institutions for $35. Please use this form to order materials or obtain further information.

National Lawyers Guild
AIDS Network
211 Gough Street, 3rd Floor
San Francisco, CA 94102
The National Lawyers Guild AIDS Network encourages lawyers and legal workers to represent people with AIDS and related conditions, to take part in advocacy and public education about the law and AIDS, and to assist local AIDS organizations. The Network provides the names of participants to AIDS agencies in over 85 areas. Participants are involved in a variety of ways:

• Provision of legal assistance to people with AIDS or ARC or with AIDS-related problems;
• Provision of legal assistance on organizational matters;
• Community education and advocacy.

In addition, we encourage participants to share their skills with other members of the legal community by joining our consultant list and to assist with research and writing for our newsletter, *The Exchange*, and Practice Manual. The consultant list is circulated only to other participants.

Please complete the form below to become a Network participant.

I would like to participate in the NLG AIDS Network. I am subscribing to *The Exchange* and am willing to assist in the following ways:

A. ___ Please add my name to the list of lawyers and legal workers who are willing to accept AIDS-related cases. The issue areas in which I am willing to accept cases are:

___ Routine powers of attorney, directives to physician and wills
___ Crimes
___ Family Law
___ Insurance
___ Prisons
___ Real property
___ Debt advice
___ Housing
___ Medical care
___ Probate
___ Schools
___ Employment
___ Immigration
___ Military
___ Public benefits
___ Social security
Other ____________________________

B. ___ I will act as a consultant for other members of the Network and can be contacted regarding the following areas of law: __________________________________________

C. ___ I am willing to give legal advice to local AIDS organizations.

D. ___ I will provide education to my local community.

E. ___ I will assist the Network with research and writing in the following issue areas: ______________________________

Attorney ____ Legal worker ____ Law student ____ Other ________

Amount enclosed:
Practice Manual $ ____
The Exchange ($10) ____
Contribution ____
Total $ ____

We welcome your comments or suggestions.

- Greatly expanded, with a medical section annotated for easy reference in legal briefs.

- Covers a wide area of legal issues:
  - Child Custody
  - Criminal Law and Procedure
  - Directives to Physicians (living wills) (with form)
  - Employment
  - Health, Financial and Estate Planning
  - Housing
  - Immigration
  - Insurance (including COBRA)
  - Medical Aspects of AIDS-Related Litigation (with extensive citations)
  - Military Law
  - Nursing Homes
  - Powers of Attorney (with forms)
  - Prisons and Jails
  - Psychological and Social Concerns of Clients with AIDS or ARC
  - Public Benefits
  - Social Security
  - Suicide
  - Taxation
  - Wills (with forms)

- Attractively bound, 200 pages, 8 1/2 x 11.

- Only $20 to NLG AIDS Network participants* and community-based AIDS organizations.


| Name ___________________________ _ |
| Address __________________________ _ |
| Zip __________ Telephone __________ |

Network participants* or community-based AIDS organizations: $ 20.00
Other individuals and institutions: $ 35.00 $ ___
Postage (price includes fourth class postage; for first class, add $ 2.40) ___
California orders add $2.28 sales tax ($35 order) or $1.30 ($20 order) ___
Total $ ___

* Purchasers may become participants and order at the $20 rate by completing the form on the reverse.

The AIDS Practice Manual is a joint publication of the National Lawyers Guild AIDS Network and National Gay Rights Advocates.
Appendix II:

WOMEN'S AIDS NETWORK MEMBERSHIP LIST
Mid-City Consortium to Combat AIDS

AIDS Resource Program - Inst. for Hlth. Policy
Bayview/HP Methadone Detox
Project AWARE/Urban Health Study
Gay Community News, Boston
San Francisco General Hospital Ward 86
SF Dept. of Public Health

Forensic AIDS Project
NYC Human Rights Commission
AIDS Resource Program - Inst. for Hlth. Policy
Bayview/HP Methadone Detox
Project AWARE/Urban Health Study
Gay Community News, Boston
San Francisco General Hospital Ward 86
SF Dept. of Public Health

AIDS Resource Institute, N.Y.
Santa Cruz AIDS Project

Sacramento AIDS Foundation
Columbus AIDS Task Force
Marin AIDS Support Network
Mid-City Consortium to Combat AIDS

Amer. Assoc. of Physicians for Human Rights

Sharon Abramowitz, M.D.
Kelly J. Ace
Cynthia Acevedo
Zonia Acosta
Patricia Albee
Priscilla Alexander
Susyn Almond
Frances J. Anguiano
Isabel Auerbach
Joan Baker
Alba Barreto-Jelinek
M.S. Bisconer
Marsha Blachman
Caroline Breen
Beth Brown, M.D.
Patricia Case
Pat Christen
Kay Clark
Jessica Clarke, PhD.
Susan Cochran
Brooksany Coe
Judith Cohen
Ellie Cousineau
Lisa Crutchfield
Lauren Cruz
Joan Cucuzza, Director of Inta
Jolie Curtis
Jeanette A. Dean
Denise Deitch
Donna Di Marco, ACSW, MPH
Anne L. Diaz, RN, MSN, MA
Sally Dodds
Lena Donzola
Margaret Easter
Rita Fahrner
Barbara Faltz
Katherine Franke
Pat Franks
Judy Gaer
Della Garcia
Dan Page
Gayling Gee, R.N.
Christine Geoghegan
Michelle Geray
Mary L. Gerrard
Barbara Gibson, MSW
Laura Giges
Mimi Goodwin
Sally Grivin
Kate Guzman
Jan Hall
Eileen Hansen
Jacquie H. Hansen
Judith Harris
Elizabeth Harrison
Joan Haskin
FACET
Medical social worker, Brackenridge Hospital
Women in Medicine, London, England
Santa Barbara County Health Care Services

AIDS Action Committee
AIDS Action Committee

Rest Stop Support Center
SF AIDS Foundation

Operation Concern
Planned Parenthood
Shanti Project
Health Information Network, Seattle

Women's Psychological Services, Dallas

Los Angeles Shanti Foundation
Cascade AIDS Project
Instituto Familiar de la Raza, Inc.

Sperm Bank of Northern California
Langley Porter Psychiatric Institute

Planned Parenthood - Shasta-Diablo
Gay/Lesbian Governing Committee

San Francisco General Hospital

American College Health Assoc AIDS Task Force

SFGH AIDS Clinic/AWARE
AIDS Health Project

Ed Events Asst. - SF AIDS Foundation
Fairmont Hospital AIDS Service
SF AIDS Foundation

California Partner Study
private practice
National AIDS Network, Washington D.C.
UCSF
Platform Women & AIDS, Amsterdam
People with AIDS Switchboard
Lyon Martin Clinic
San Francisco General Hospital
AIDS Activity Office

Laurie Hauer
Betty Havye
Susan Hawlins
Sally Didds
Sarah Hendrickson, MD
Barbara Higgins
Traci Hiller
Nehoma Hirdler
Victoria Holt
Valwyn Hooper, Director
Beth Hutchinson
Chris Ingenito
Janice Irvine
Janice Irvine
Jill Jacobs
Judy Jacobs
Margaret Johnson
Debi Jones
Kirsten Jongsgaard
Betsy Kasoff
Linda Kearney
Carol Kleinmaier
Kathi Knowles
John A. Knox, Jr.
Martha Knutzen
Martj Kranzberg
Patsy Kurokawa

Pattie Ladd
Latino AIDS Project
Grace Laurencin
Dana Lear
Angie Lewis
Kathleen Lewis
Beth Lillard
Kathy Liston, AIDS Prog. Coor
Pamela Lo Pinto
JoAnn Loulan
Thoreau Lovell
Grace Lusby
Mimi Luther
Christine Lyman, MSW
Margaret Lynch
Catherine Lyons
Judy Macks
Pat Madden
Beth Maerten
Bonnie Mager
Catherine Maier
Joanne Mantell
Linda Marquis
Audrey Martin
Venus Medina
Jane Meier
Marjo Meijer
Meridith Miller
Fran Miller
Alison Moed
Julie Moed
Sebajocd Mohamed
San Mateo Public Health
DHS, AIDS etc.
Project WIN
National Lawyer’s Guild AIDS Network
National Women’s Health Network, Wash. D.C.
Planned Parenthood
Michigan AIDS Education Project; SFGH
Bayview/Hunter’s Point MAPA
SF Department of Public Health
SFGH

San Francisco AIDS Foundation
CI-PEP
Women’s Action Alliance, N.Y.
Chicago Outlines
MAGS, Liverpool
San Diego AIDS Project
Alameda County Department of Public Health
Hill Center
Project AWARE

Mid City Consortium to Combat AIDS
AIDS Coordinator, Boston VNA
Project WIN
AIDS Health Project
Euphrasie Beni of N.C. (Oakland Feminist Health)
Marin AIDS Support Network
Jackson Memorial Hospital Chaplain’s Office
Dallas County Health Dept.
Dept. of Sociological Studies, U. of Sheffield
Shanti Project
Alameda Health Care Services
Planned Parenthood, San Jose
AIDS Coordinator, Yale New Haven Hospital
AIDS Health Project
Santa Cruz AIDS Project

City College of S.F.

[Freelance science writer]

CNA AIDS Project
Dept. of Sociology, U. of CA

Bar Ass. of SF, Volunteer Legal Services Program

CAL-PEP
Pregnancy Consultation Center
Shanti
Family/partner & Friends Support, Vancouver B.C.

Face to Face – Sonoma County AIDS Network

Maureen Moore
Maureen Moore
Kathleen A. Moore, D.C.
Lisa Moore
Ruth Mota
Dawn Munoz
Marea Murray
Paul Albert

Amanda Newstetter

Henri E. Norris
Kerth O’Brien
Geraldine Oliva
Nola F. Ormrod
Patti Paddock, M.P.H.
Nancy Padian
Lyn Palec
Cindy Pangelina
Gerry Pearlberg
Rachel Pepper
Linda Pepper
Twyla Perry
Cheri Pies
Diane Pizzo
Lauren Poole
Veneita Porter
Julie Posey
Berit Pratt, AIDS Nurse Coord

Marcia Quackenbush
Barbara Raboy
Alonna Ralston
Laurie Reed
Vonnie Reff
Diane Richardson
Jana Rickerson
Jane Riggan
Gayna Riley
Sally R. Rinaldi
Joanna Rinaldi
Robin K. Roberts
Sally Rose
Robin Roth
Karen Rowland
P.K. Ruppelt
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Lea R. Sanchez
Helen Schietinger
Beth Schneider
Lesley Schroeder, M.D.
Julie Seavello
Janet Seldon
Nancy Shaw
Christina Short
Marsha Sidwell
Holly Smith
Elaine Smith
Claudia Smukler
St. Mary Medical Center, Long Beach
SFDPH – Bureau of Communicable Disease
SF Department of Public Health

Tri-City Health Center
Inst. for Adv. Studies of Human Sexuality
New York Commission on Human Rights

Seattle King Co. Health Dept.
UCSF AIDS Health Project

Vancouver Women's Health Coll

Project Award

Shanti & Sisters of Perpetual Indulgence
Renway Community Health Center
RESIST

SF General Hospital
San Francisco General Hospital
UCLA Women's Resource Center
Montefiore Med. Center for Women
AIDS Health Project
UCSF

Leeza Stoller
Florence Stroud
Sharon Sumpter, MA, MFCC
Ellen Sweetin, Health Educator
Janet Taylor
Katy Taylor
Jennifer Terry
Joanne E. Tilton
Marcia Quackenbush, M.S.
Marie Udea
Annette Clough
Denise Wagner
Bridget Wagner
H. Joan Waitkevicz, M.D.
Joanne Eloise Walner
Jennifer Walters
Nancy Wechsler
Lynn D. Wenger
Laurie Wermuth
Constance Wofsy

Dooley Worth
Lisa Wuennenberg
Jane Sprague Zones
Appendix IV:

EDUCATIONAL MATERIALS DEVELOPED BY THE WOMEN'S AIDS NETWORK
EDUCATIONAL MATERIALS DEVELOPED BY THE WOMEN’S AIDS NETWORK

1. "Women and AIDS," a brochure authored by the Network and distributed by both the Network and the San Francisco AIDS Foundation. As of 6/30/88, over 1.1 million copies have been distributed worldwide.

2. "Las Mujeres y el SIDA," a brochure authored by the Network and distributed by both the network and the San Francisco AIDS Foundation. As of 6/30/88, over 230,000 copies have been distributed worldwide.

3. "Lesbians and AIDS: What’s the Connection?," a brochure authored by the Network and distributed by both the Network and the San Francisco AIDS Foundation. As of 6/30/88, over 200,000 copies have been distributed worldwide.

4. "San Francisco Resources for AIDS-Affected Women," a resource list first produced by the Network in 1987 and subsequently updated and expanded to include more resources from the wider Bay Area in 1988. This listing is distributed by the Network and by numerous other AIDS and womens’ service providers throughout the Bay Area.

Members of the Women’s AIDS Network have also been instrumental in the development of numerous AIDS educational pieces produced by the San Francisco AIDS Foundation, the AIDS Health Project, Planned Parenthood San Francisco/Alameda, the San Mateo County AIDS Project, and other Bay Area organizations too numerous to name.
WAN BOARD OF DIRECTORS
CANDIDATE NOMINATION FORM

(Please see attached minutes for background information on this election process!)

Nomination will be accepted from WAN members worldwide, but those elected must be able to attend quarterly meetings in San Francisco without compensation. Nominations must be postmarked by 6/28/88. (Ballots will be sent to all WAN members by 7/5/88, and votes must be postmarked by 7/22/88.)

Please fill out this form as completely as possible. You may nominate as many candidates as you wish, but you must fill out and return a separate form for each one.

I nominate Rockelle Arochas (self /other ) for the Women’s AIDS Network Board of Directors. If this is not a self-nomination, my initials here indicate I have received the permission of the nominee to submit her name .

INFORMATION ABOUT THE CANDIDATE’S QUALIFICATIONS:

Organizational Affiliation (if any): ________________________________

Position/work: Private consultant - media relations

Community affiliations: ________________________________________

Area(s) of experience/expertise: 10+

Years of involvement with WAN: 

WAN Committee Participation: By-laws committee

Brief (30 words or less) description of what qualities, skills and/or expertise nominee would offer the WAN Board.

See over

OPTIONAL PERSONAL DATA (for affirmative action purposes)

HIV Status: ______ Race/Ethnicity: Jewish

Sex Industry Experience: ______ Sexual Orientation: ______

Parenting Experience: ______ Drug Use Experience: ______

Other relevant personal data: ____________________________________

THANKS!
AGENDA

Check-in and Announcements
Agenda Approved/Timekeeper Designated
April Board Meeting Minutes Approved (no report)
Financial Report
Staff Report (enclosed): action items only - Ami
Newsletters Feedback
May General Meeting Evaluation
June General Meeting Plan
Committee Reports (enclosed): action items only
--Executive Committee (no report)
--Education
--Public Policy
--Membership/Development
--Special Women's Fund (no report)

A proposed vision for WAN's Future - Eileen
(Please read enclosed proposal prior to meeting)
Meeting Evaluation
--Responsibilities taken
--Facilitator/agenda for June Board Meeting

ENCLOSED:
--Administrative Report
--Education Committee Report
--Policy Committee Report
--Membership & Development Committee Report
--Proposal for WAN's Future
--Job Description - Please bring any suggested changes to the Board meetings.

I would like to thank all board members who gave me their reports on time. Please note that committee reports are due 1 week before each board meeting to Eileen Hansen unless otherwise noted. This is my last month for sending out board packets. Someone else should experience the joy of completing this task.

Karen
AIDS History Project; Bill Walker, Archivist
Library, University of California San Francisco
530 Parnassus Ave, SF CA 94143-0840

FAX TRANSMITTAL FORM

Date: 5/24/95
To: Ami Becker, Women's AIDS Network
Fax 863-4740 Voice 621-4160

FROM:
Willie Walker
AIDS History Project
Voice, AHP: (415) 476-4570
Fax: (415) 476-4653

Number pages including this one: 4

Ami, I'd like to come to the office and meet with you for an overview, then select and pack records I think are historically significant. These are primarily Board Minutes (packets really) and Correspondence. I don't want to remove anything still being used; one way to handle this issue is to decide on a date (say, December 1993) that will be the cutoff. I will then leave anything from Jan '94 to the present. If there are any photographs of WAN meetings, retreats, parties, etc available, I would love to get copies made for the collection. If you can get the Board to agree to this simple scheme tomorrow night, I could come down there next week.

I am off Friday but you can reach me Friday afternoon at the Gay & Lesbian Historical Society Archives (626-0980) or here on Monday. If I don't hear from you, I'll call you Monday afternoon.

Walker
Women's AIDS Network
584 Castro #321, SF 94114  621-4160  Ami Becker, Admin Asst.
Eileen Hansen, Board President  291-5454

NOTE: The information in this profile was obtained in a survey done by Bill Walker of the AIDS History Project in July of 1972. Background and information about WAN was obtained from an interview conducted with Susyn Almond, then President of the WAN Board. The actual survey took place in the WAN office at 25 Van Ness, with the assistance of Alina Ever, then Administrative Assistant.

Mission: To promote the development and provision of quality services, education, and legislation to meet the diverse needs of women affected by HIV.

History: WAN was established in June of 1983 at the second National AIDS Forum in Denver. In March of 1984 women involved in AIDS services in the Bay Area began meeting monthly. Initiated primarily as a support group for women doing AIDS-related work, WAN evolved into an advocacy organization and an informational resource, both for women affected by HIV and for the providers who serve them. Since 1984 WAN has held information sharing meetings for Bay Area members and provided monthly informational mailings to members worldwide. It has sponsored three major educational forums and numerous speaking engagements; advocated and organized to support a legislative climate responsive to HIV-affected women's needs; provided informal technical assistance and review to other agencies; distributed information worldwide in response to hundreds of direct requests; developed a model policy on perinatal AIDS antibody testing; and sponsored social events and small financial grants to HIV-affected women.

Employees: one part time  Volunteers  Board of 12

For whom is the service intended? Women working in AIDS-related organizations. Women advocating for HIV-affected women.

What is the geographic service area? Primarily San Francisco

What services are offered?
* Support and information exchange between members
* Advocacy for women affected by HIV
* Information and some technical assistance to other organizations and individuals
* Women's Fund (provides small cash grants to HIV-affected women in SF)

Is a newsletter or other publication produced? No, but minutes and other information (flyers, brochures, etc) are mailed monthly.
RECORDS MANAGEMENT
Who is in charge of current records and filing systems? Alina

Who decides what records are inactive and what to do with them? Alina

What happens to inactive records? All kept. None are segregated at present

Has anyone ever inventoried, reorganized or weeded them? No

Is this organization interested in learning more about efficient records management? Yes

Preservation of historically valuable material? Yes

Are plans now in place for eventually preserving non-current historically valuable records in an archives? No

Would the organization be interested in developing a plan? Yes

Do you know individuals who might have historically important personal papers related to the AIDS epidemic in SF?
Angie Lewis (UCSF Nursing School) Moher Downing (PHEDRA)
Clera Lockett (CALPEP) Elise Parker (Consortium)
Ruth Schwartz (AIDS Foundation) Barbara Garcia (CPC Board, HIV+)
Nancy Stoller (UC Santa Cruz) J D Bensen (AHP)
Susan Williams (WAN Treasurer)

Record group: Administrative Records (1983-) 4 cubic feet

Contents: Minutes ([6/83-5/84, 9/84-] 3 cu ft), correspondence, incorp papers & bylaws, structure, membership lists, retreats, RFPs, grants, subject files (1 cu ft)

Are these fiscal records that are subject to audit? No

Are they legally deemed confidential? No

Do they otherwise contain confidential information? No

Is all or part of this series considered intellectual property? No
PROFILE: AIDS History Project

The AIDS History Project (AHP) is a collaboration of historians, archivists, AIDS activists, and others interested in preserving the history of the AIDS epidemic in San Francisco. Roots of the AHP can be traced to an open meeting hosted by the Library of the University of California San Francisco in 1987. This discussion and transforming session was attended by several dozen people, many of whom were connected to AIDS-related agencies. From this meeting, a small group formed the AIDS History Project to develop an in-depth preservation plan.

The AIDS epidemic is one of the most significant health-related events of this century. The financial and social costs already are staggering and promise to become greater still, and health care delivery is undergoing phenomenal changes. San Francisco has been particularly hard hit by AIDS, and community-based organizations (CBOs) began to develop early on to care for the sick and dying. Within the first few years of onset of the crisis, a highly effective, collaborative network of city and state agencies, hospitals, health care providers, and CBOs developed. This web become known as "the San Francisco model" of AIDS care. It has long been considered a highly successful approach and thousands have come here to study it for adaptation to their own locales.

The AIDS History Project eventually secured funding from the National Historical Publications and Records Commission (a subsidiary of the National Archives) to perform an intensive records survey of AIDS organizations in San Francisco. By the end of the survey, AHP Archivist Bill Walker had examined records held by more than fifty agencies, and identified about 500 cubic feet of non-current records meriting preservation. Working under a second NHPRC grant, AHP is now engaged in an active effort to acquire, arrange, and describe the most valuable of these records and deposit them in cooperating repositories.

To clarify a few points:

We are discussing non-current records - those no longer used on a regular basis. Current records will not be disturbed, and your staff can decide what records they need at hand. Although UCSF (or some other local repository should they chose to participate in the AHP) will hold title and physical possession of these records, you or your agent will always have access to them.

Our collecting plan is focused on administrative records. We are very sensitive to potential problems related to confidentiality. Since we are not seeking client, volunteer, or personnel records from you, nor mailing lists of any kind, this issue should not present an obstacle.
California Coalition for Women Prisoners — the community organizing support group for the Shumate lawsuit — is hosting a demo on Saturday July 8 to draw attention to the lawsuit, women prisoners’ medical care and other prison issues. It will take place primarily at Chowchilla and the new Valley State women’s prisons and it may be preceded by a rally in Merced — the new Univ. of Calif. site (that they can’t build for ten years because the education budget has been gutted to pay for prisons).

They are seeking an endorsement from WAN, and would like someone from WAN to speak at the rally. No money, no other commitment.
EDUCATION MEETING: 5/17/95

PRESENT: JOHANNNA B., SUZANNE F., OLIVIA B., BARBARA G. AMI B.

FORUMS: JUNE WILL BE PRESENTATION BY HIV-U AND REPORT BACK BY EILEEN HANSEN.

JULY AND AUGUST WILL BE A PRESENTATION FROM A SO CALLED SPECIAL POPULATION AND THE OTHER MONTH WILL BE FROM AN AGENCY DOING OUTREACH TO SAME POPULATION.

BARBARA WILL SPEAK TO EILEEN ABOUT NEW IDEAS FOR FORUMS THAT WERE SUGGESTED AT GENERAL MEETING. ALSO WILL CHECK WITH EILEEN ABOUT HONORARIIUS - WE WILL NEED 2 FOR JUNE.

SUZANNE PRESENTED THE COMPLETED HIV/AIDS INFORMATION BOOK. AMI WOULD LIKE TO HAVE SOME MONEY BUDGETED FOR PRINTING UP COPIES FOR THE WAN OFFICE. SHE FEELS WE COULD SELL THEM. AMI AND SUZANNE WILL INVESTIGATE PRINTING COSTS. IT WAS SUGGESTED THAT THE INFORMATION ALSO BE PUT INTO A 3-RING BINDER SO TOPICS COULD BE ADDED OR REMOVED FOR COPYING. WE RECOMMENDED THAT BOARD MEMBERS READ ENTIRE BOOK BEFORE IT IS SENT OUT. PERHAPS WE COULD EACH TAKE A SECTION TO READ. GENERAL CONSENSUS WAS THAT IT LOOKED GOOD. PERHAPS THE BOARD COULD SEND SUZANNE A LETTER OF THANKS.

MURAL: AMI PRESENTED PLANS FOR THE MURAL BLOCK PARTY. WE MADE SUGGESTIONS AND FEEL ENTHUSED ABOUT SUPPORTING IT. JOHANNA AND BARBARA AGREED TO CALL AROUND FOR POLITICAL SUPPORT. OLIVIA WILL SEE ABOUT AHP DOING TESTING. IT WAS AGREED TO CONSIDER THE NEIGHBORHOOD AND PERHAPS ASK AGENCY'S THAT SERVE THAT NEIGHBORHOOD.

NEXT MEETING JUNE 21, 4PM 815 EDDY ST, 1ST FLOOR
TO: Women’s AIDS Network Board of Directors
FROM: Public Policy Committee (Karen Topakian, Rachel Maddow, Chandra Pugh, Rebecca DeGuzman, Kelly O’Neill, Helen Miramontes and Kristin Neil)
DATE: 18 May 1995
RE: Report on 16 May Policy Committee meeting

INFORMATION:

Testing bills
--The CDC choose to suspend, effective immediately, their statistical study on HIV transmission from mother to infant, as a direct result of the two testing bills that we have been actively opposing, SB889, the Newborn Infant HIV Notification Bill, sponsored by CA Senator Leslie and a similar federal bill sponsored by Rep. Ackerman. If Senator Leslie’s Bill passes and the CDC chooses to reinstate the survey, California will be prohibited from participating in the survey. For info call, Rachel Maddow 415/291-5454.

Women and HIV Policy Agenda
--The Policy Committee continues its information gathering from HIV positive women to develop its policy agenda. For a copy of the questionnaire, please contact Karen Topakian at 415/648-3159.

DISCUSSION:

How to respond to the growing campaign for mandatory testing of child bearing women?
--The Policy Committee decided to put its efforts into organizing two regional meetings in California on this issue. The Northern California meeting will be held with the Public Policy Department of the SF AIDS Foundation. We will urge Woman Alive to organize one in Southern California with AIDS Project Los Angeles. We need to meet immediately and hope to hold both meetings in June.

Our list of potential attendees include women with HIV, service providers, policy people, women’s AIDS groups, women’s health groups and organizations representing women of color. Our goal is to develop a strategy to oppose this issue nationally and locally.

AIDS Lobby Day
--AIDS Lobby Day and the AIDS Lobby Day Workshop Training for Women were evaluated at the meeting. Everyone who attended the workshop participated in Lobby Day. The Committee felt that next year we need to develop a better strategy for lobbying. Possible scenarios included forming a delegation of women in advance with a very specific agenda of issues to cover. We also discussed meeting with the following policy makers in Sacramento: Department of Health Services, Department of Maternal and Child Health, AIDS Office, etc.

NEXT MEETING: Tues June 16, 2:30-4:00, ALRP, 114 Sansome St. Ste 1105 near Montgomery BART/Muni stop
MINUTES FROM MAY 10, 1995
MEMBERSHIP AND DEVELOPMENT COMMITTEE

PRESENT: Lorene R., Margot A., and Lisa O'.
ABSENT: Susyn A.

DISCUSSION:

The focus of the membership and development committee this month was to formulate a plan on how to complete the application for the Chicago Resource Grant. The responsibilities were divided up between Lorene, Margot, and Lisa and will be brought together in the June meeting.

The due date for a completed application is June 30, 1995. The committee feels confident WAN can qualify for a $2,000-$5,000 grant.

ACTION ITEMS:

Lisa will be contacting Ami for information regarding the volunteers and Eileen for information on the budget.
Membership Committee:
The Membership Committee wants you to join WAN!!! The work of WAN is sustained mainly through individual donations and membership dues. It's cheap! It's easy! It's fun! Please check our sliding fees and send us a check today! Come help us with our fund-raising & outreach strategies by attending our meetings on the second Wednesday of every month. Next Meeting: Wednesday, June 14th, from 5-6:30pm, at 25 Van Ness, 3rd Floor. Call Lorene at (415) 284-1740.

Special Women's Fund:
The Fund provides an annual $50 cash grant to women with HIV, who are San Francisco residents and have an income less than $1300/month. It is it's only one of its kind in the Bay Area. Call Barbara Garcia at the CARE Clinic for an appointment (415) 202-7430. (This is an important way your membership dues are used, so please help the Fund with dues and donations!)

WHAT IS WAN?
Women's AIDS Network (WAN) is the oldest Women's HIV Organization in the world, formed in 1983. WAN advocates and provides for the development and improvement of public policies, education and services for the diverse population of women infected and affected by HIV. WAN distributes a monthly newsletter, holds monthly educational forums, provides a resource library, and offers information and referrals to women.

WAN COMMITTEE INFORMATION

Policy Committee:
WAN's Public Policy Committee has a fast-paced, intensive agenda at the local, state and national levels. Along with the AIDS Legal Referral Panel (ALRP), we are actively engaging in leading the opposition against HR 1289, the Newborn Infant HIV Notification Act (Ackerman, D-NY), and SB889, the companion bill sponsored in California by Tim Leslie (D-Carmel Valley).

Again this year, WAN organized, along with WORLD, a Women's Public Policy Training for AIDS Lobby Day, held May 8 in Sacramento. The training was a success and brought more women to Sacramento to lobby against budget and entitlement cuts. Women also opposed legislative efforts such as the Leslie bill, above, and supported bills such as AB1408, the medical parole/compassionate release bill sponsored by Antonio Villaraigosa (D-LA). Additionally, we met with Anaesthesi Fernandez, Aide to the California Women's Legislative Caucus and are planning for a future meeting with the Women's Caucus.

WAN is one of the sponsors of the San Francisco-based AIDS Budget Lobby Day on May 17 and we will be attending AIDS Watch, the national AIDS Lobby Day in Washington DC, on May 21-23.

You are welcome to work with WAN on public policy issues. Our meetings are the second Tuesday of the month, with our next meeting on Tuesday, June 13, from 1:00-2:30 pm, at ALRP, 114 Sansome Street, 11th Floor. For more information, call co-chairs Karen Topakian (415 648-3159) or Eileen Hansen (415 291-5472).

Education Committee:
The Education Committee has supervised our outstanding intern Suzanne Fajen, from New College, on the Women & HIV Information Packet!! The packet includes the following topics: general info & stats; Pregnancy; Substance abuse & mental health; women of color; youth; lesbians/ Bisexuals; Sex Workers; Symptoms & Treatment; Prevention; Violence and more. Please call our office (415) 621-4160 to order. The Committee is also collaborating with the SFAF on a resource list for women & HIV services in the bay area. Please attend the next meeting on Wednesday, June 21st, from 4-5pm, at 815 Eddy. Meetings are the third Wednesday of every month. Call Olivia at (415) 206-6151.

Next WAN meeting: June 6th!
Special Topics: Women to women transmission and HIV University.
GENERAL ANNOUNCEMENTS

Deep

Women and HIV Collaborative Mural Project is happening!!! Women with HIV are welcome to join us Tuesdays 9:30-3:30 and Saturdays 11-4 at the intersection of Haight and Scott streets!!!

For details please call Ami Becker: (415) 563-2752.

Please think of WAN when you are staying in hotels that offer gratis, personal care products. WAN would like to offer a variety of small, unopened sample sizes of shampoo, conditioner, hand & body lotion, soap etc. to recipients of the Special Women's Fund. These products are there for you, please do so, and donate to WAN.

Barbara Garcia, SWF Administrator will collect them at our June General Membership meeting.

HIV University is an AIDS Education School organized by and for HIV+ women. Classes include medical issues, safe sex, peer support. ALL HIV+ women are welcome.

Call WORLD to register involved: (510) 658-6930. Starts June

The STD Prevention Training Center is planning a Conference on Women & HIV in October 1995.

To join the Planning Committee please attend the 2nd Thursday every month from 9:30-11am at 1360 Mission. HIV+ are encouraged to participate!!!

Walden House Plantree Care Unit provides short and long term residential treatment for women and men substance abusers who are living with HIV. Services include HIV specific detox & counseling and psychotherapy; support groups; alternative treatments (acupuncture, herbs); outpatient day treatment; aftercare services; HIV specific detox/ safe housing; and HIV specific 90 day residential treatment.

Fees are a sliding scale based on income. 24 hours/7 days a week.

Bilingual in English and Spanish. Call (415) 214-2376/2377.

Health Center located at 3850 17th Street provides a general primary care clinic; HIV clinic; Mental Health/ Multi-diagnosis program; Teen clinic; Children's clinic; Women's services; pregnancy testing & counseling.

Call to make an appointment (415) 487-7500.

Women's Alcoholism Center offers Women programs.

Call for appointment (415) 565-7667. Clients are encouraged to apply.

The Asian AIDS Project offers Women Programs.

Please call Dawn (415) 227-1391 for current events, activities and ongoing support groups.

Baker Places Support Housing offers OPENINGS for HIV+, clean and sober men and women.

Women with children are encouraged to apply. Phone (415) 284-1740 or Fax (415) 284-1750.

CARE Clinic provides free medical care for HIV+ women.

Call (415) 202-7430 for clinic locations & times.

Smith-Ryan is a detox residential program for HIV+ women; length of stay is up to 42 days.

Please call (415) 487-5651 for questions and/or intake.

Drop-in support group for women living with HIV/AIDS:

Free childcare and beverages provided.

Located at UCSF 400 Parnassus Room A 45 from 11am-1pm. Call (415) 476-2417 or (415) 476-7795 for more information.

The IRIS Center offers mental health counseling services for women with HIV.

Currently several support groups include Women of Color group (Thursdays 1-3), a general psychotherapy group (Wednesdays 5:30-7) and a group at the methadone clinic at SFGH (Mondays 10-11).

For more information please call (415) 864-2364.

Richmond Area Multi-Services provides affordable and cultural sensitive supportive therapy groups for loved ones, partners, family members of people with HIV and AIDS.

Only $10 per session Call Kathy Randles (415) 668-5935.

Lyon Martin Women's Health Services offers free HIV services for women, case management, nutritional counseling and support groups.

Call (415) 565-7667 for appts.

Join the Women's AIDS Network! Enclosed is my donation in the amount of:

$0 People with HIV/AIDS

$10 Special Needs

$50 Individual

$500 Organizational

Enclosed is my donation in the amount of:

$25

$70

$250

$50

$100

$500

$1000

$Other

Check here if you are renewing your

Women's AIDS Network membership.

May 24th

Monthly AIDS Public Health Grand Rounds on "Cultural Awareness in the Care & Treatment of a Diverse Community".

101 Goole St, Bld 300 from 3:30-5pm.

May 26th

Treatment Update at Marin General hospital in Greenbrae.

Sponsor: Marin AIDS Project. Call Hap Stewart (415) 485-6740.

May 31st

Project Inform & Healing Alternatives Foundation Town Meeting on "Alternative treatments for HIV/AIDS".

150 Eureka St. (betw. 18th & 19th) Call (415) 558-9051. FREE.

June 1-4th

Eighth Annual Conference on AIDS, Medicine and Miracles.

In Rhinebeck, New York. Call to register 1-800-944-100.

June 3rd & 4th

Workshop on Awakening the healing Mind.

Offered by the Living/Loving Project. Call to register (415) 884-2343.

June 10th & 11th

5th Performing Arts Show of Latin@ Gay, Lesbian, Bisexual & Transgender Artists.

Produced by Liego California & Mission Cultural Arts Center for Latino Artes, 208 Mission (near 24th Bart) in SF. Call for info (415) 550-1065.

JOIN THE WOMEN'S AIDS NETWORK

I WANT TO HELP TODAY

Please sign me up as the newest member of the Women's AIDS Network.

Support WAN's work with your membership and donation. Your contribution underwrites the cost of our monthly newsletters and community forums and helps us to keep women's issues in the forefront of the fight against the AIDS pandemic. Your donation to WAN also provides direct cash grants to women with HIV through our Special Women's Fund.

All contributions are tax deductible.

Thank You!

Please remember WOMEN'S AIDS NETWORK in your estate plans.

For information, call us at (415) 621-6687.

Membership rates are:

$0 People with HIV/AIDS

$10 Special Needs

$50 Individual

$500 Organizational

WANT TO HELP TODAY

Please call (415) 621-6687.

Membership Meeting.

9:30-11:30 at the Lyon Martin Women's Health Center 1748 Market, 2nd Floor. The special topics will be women transmission and HIV University.

June 11th

Women & Cancer Walk.

12:00m, Sharon Meadow, Golden Gate Park, SF. Call to register (415) 487-622.

June 15th:

Mural Dedication: Block PARTY!!!

On Saturday July 4, 1995 at 7pm, celebrate the Mural on Women & HIV! Guest speakers, music, food and live entertainment. Call Ami Becker to get involved (415) 621-416.

June 23-25th

UNSO display of International AIDS Memorial Quilt in S.F. Center for the Arts at Yerba Buena Gardens. Call the Names Project for details (415) 862-5500.

June 6th:

Women's AIDS Network General Membership Meeting.

56-5701.

Meet the Women's AIDS Network:

Executive Director for Lyon Martin Women's Health Services.

Call for inquiry (415) 565-7667.

Public Policy Assistant for the San Francisco AIDS Foundation.

Send cover letter & resume to Personnel (ASTN: PA-2D) SNF PO Box 426182 SF, CA A4142-612. (D:526)

Case Manager for the Substance Abuse Program at SF Glen.

Send resume to the UCSF AIDS Health Project UCSF Personnel Box 0832 SF, CA 94143-0832 or call (415) 476-1645.

Consultant for the Sexual Harassment Task Force.

Contact the Commission on the Status of Women at (415) 222-2370. (D:523) Women of Color are encouraged to apply.

Display Coordinator for the High School Quilt Program.

Contact the Names Project Foundation Personnel Dept. The Names Project 310 Townsend #130 SF, CA 94107 (D:526)

Please call WAN for more information!

JOB LISTINGS

WOMEN'S AIDS NETWORK

Thank You!

Please remember WOMEN'S AIDS NETWORK in your estate plans.

For information, call us at (415) 621-6687.

Membership rates are:

$0 People with HIV/AIDS

$10 Special Needs

$50 Individual

$500 Organizational

Enclosed is my donation in the amount of:

$25

$70

$250

$50

$100

$500

$1000

$Other

Check here if you are renewing your

Women's AIDS Network membership.

Please tear off this panel and mail it to:

Women's AIDS Network, 584 Castro Street, Suite 321, San Francisco, CA 94114
LIST OF POLICY PRIORITIES AND ISSUES FOR A PROPOSED WOMEN AND AIDS POLICY AGENDA INITIATIVE.

11/12/96
KB

**support services**
housing
emotional and practical support services/enabling services
child care
transportation
respite care for women with children
social gatherings

**economic issues**
poverty and benefits: welfare/SSI/medicaid and medicaid managed care; cuts and changes in welfare
food
employment needs
prohibition of health and life insurance discrimination
prostitutes' rights
participation of women of color, poor women, women with HIV in budget planning and priority setting at all levels
free/affordable drug treatment

**legal issues**
parental rights
rape
incest
permanency planning
springing guardianship
prisoners' issues and rights
reproductive rights
confidentiality/anonymity
criminalization/names reporting/partner notification issues
domestic violence
compassionate release
immigrants' rights--prenatal care and benefits for undocumented and documented immigrants/immediate passage of HR 3178 [note particularly Women and AIDS Research Initiative Amendments; Women's Health Office Act; Fairness to Minority Women Health Act; Women's Choice and Reproductive Health Protection Act; Women and HIV Outreach and Prevention Act; Family Caregiver Support and Protection Act

**research issues**
long term survivors research
drug trials
needs assessments for women in specific communities
development of women-controlled barrier methods that are affordable
research ethics
research on women-specific effects of HIV [e.g. hormonal, menstrual, etc.]
MAC and its effect on the mind
incorporation of feminist analysis that considers the importance of power inequalities and dynamics between women and men (as well as the cooperation and shared interests)
into behavior based prevention research
dissemination of behavioral research at local levels
organizing and empowerment
increased participation in budget and policy and management at all levels by women of color, women with HIV, low-income women
increased public awareness that women get HIV
advocacy training
community based empowerment and technical assistance for it
encouraging and funding advocacy networks
skills building trainings
creating and identifying women-centered approaches that work
mentoring for advocacy and policy work
Agency [state? federal? local?] for women and children
political status, racism
networking and coalition building among women-centered orgs.
incorporation of HIV/AIDS into women’s health movement agenda with resolve to increase the size of the pie rather than competition for its pieces!

health care and treatment issues
substance abuse
health care
alternative treatment programs
substance abuse treatment for women with children and pregnant women
hospice
women care givers at home and paid
mental health
appropriate geographic location of education and health care services
coordination of mother/child appointments
services to single women
services for older women
emergency services
services for women choosing not to have children
services for women choosing to have children
linking of testing to provision of counseling, education, and care and support services.

prevention
cultural and linguistic competency by trainers, health care providers, support persons.
schooling [for kids? for adults?]
reflection in aids prevention agenda/s of realities of women’s lives, sexual, reproductive, work, poverty,
emphasis on counseling for prevention, not testing
prevention education for all women
prevention education for runaways, homeless women, rural women, women on reservations

other/general/?
lesbian issues
youth issues
transgender issues/rights
schooling [for kids? for adults?]
sexuality issues
affected family members and partners
December 31, 1996

Brett Thomas
Administrative Assistant
Mobilization Against AIDS
584-B Castro Street
San Francisco, CA 94114

Dear Brett:

Please accept the enclosed grant request from the Women's AIDS Network (WAN) for funding through the Mobilization Against AIDS Dance-A-Thon. This request is for a Community Infrastructure Grant.

The contact person for this grant is Virg Parks, WAN's Administrative Assistant. She can be reached at 415 621-4160. Her fax number is 415 575-1181. The address of WAN is 3543 18th Street, San Francisco, CA 94110.

Please let her know if you have further questions regarding this proposal or the work of WAN. We thank you for your past support of the Women's AIDS Network and look forward to working together with MAA on this project in 1997.

Very truly yours,

Eileen Hansen
Public Policy Director
Women’s AIDS Network (WAN)

(Community Infrastructure Grant)

BACKGROUND
Established in June 1983, WAN is the world’s oldest known women and HIV organization. In March 1984, women in AIDS services in the San Francisco Bay Area began meeting monthly. Today, WAN is an international membership network of women with HIV, health care providers and activists. The tradition of open monthly meetings has continued for thirteen years, providing ongoing community involvement, accessibility and accountability. As a 501(3)(c) organization, WAN is overseen by a community-based Board of Directors which also meets monthly. Through 1996, WAN has employed three half-time staff members, an Administrative Assistant who coordinates WAN’s office, a Public Policy Director and a Special Women’s Fund Administrator/Peer Advocate.

We advocate and provide for the development and improvement of public policies, education and services for women affected by HIV. Our Special Women’s Fund is nationally renown for its non-judgmental and supportive way of providing annual $50 cash grants to women with HIV, as well as referrals and information. Our local, state, and national education efforts target women infected or affected by HIV with information about prevention, treatment and resources. WAN is considered one of the premier women and HIV public policy organizations in the country. Our work has significantly increased the visibility of women’s issues within the public policy arena locally, statewide and nationally. Through grassroots organizing, WAN advocates for improved service provision to women and their families. As a network, we provide opportunities for members to communicate and collaborate on relevant issues through our monthly general meetings, educational forums and newsletter.

WAN has organized, facilitated and/or participated in numerous meetings with legislators and policy makers. Examples include: the first women’s HIV hearings before the San Francisco Board of Supervisors, the Joint Task Force on the HIV Epidemic, the CDC’s Prevention Marketing Initiative Partnership, the Center for Women Policy Studies’ Advocacy Committee for Women-focused AIDS Policy and in 1995, and the first policy meeting on female-to-female transmission held at the CDC (which WAN facilitated and helped organize). WAN has organized yearly advocacy trainings since 1994 for women infected or affected by HIV, encouraging women to participate in the lobbying process both as a group through state and national lobby days and as individuals. We are currently expanding these efforts through Women Make Change, a targeted advocacy training for young women. Our first day-long training session is scheduled for January 5, 1997 and over twenty young women have registered to date.
In addition to helping organize a women of color public policy roundtable for the National Minority AIDS Council, representatives of WAN have met privately with the Special Assistant to the Secretary of Health and Human Services and the White House AIDS Policy Office. We presented on public policy issues at the 1994 National Women and HIV Conference in Washington, DC and have submitted an abstract to the 1997 Conference (May, Pasadena, CA) to coordinate a workshop at which a national policy agenda on women and HIV will be developed.

In 1995, WAN assessed that one of the most critical issues facing women was the move toward mandatory testing of pregnant women. Thus, in collaboration with the AIDS Legal Referral Panel (ALRP), WAN acted as the lead organizer in the state regarding mandatory testing at both the federal and state levels; developing materials for use by organizations throughout the country. Our materials have been consistently referred to as "the most thorough and thoughtfully analytic materials to date." Unfortunately, calls for mandatory testing continue in Congress, as do other punitive and discriminatory measures (e.g., the HIV Prevention Act of 1996 reintroduced by Representative Coburn, R-OK) and these issues therefore still claim high priority on WAN's policy agenda.

**JUSTIFICATION**

Frequently, WAN's public policy, prevention, education and general advocacy work requires representatives to travel to Washington, DC, and Sacramento as well as other cities. This often means working on planes and in hotel rooms or developing position papers at meetings with other advocates. On several occasions, WAN has been forced to rent a portable computer and/or spend late hours and countless dollars in order to produce documents "on the spot" which are crucial to our objectives. Often, we've been unable to accomplish the work needed until we are back in the office, greatly impeding our progress as a statewide and national public policy/advocacy program. WAN has also sought to become accessible through the Internet. We now have a web site, which is linked to several other corresponding sites. However, we still do not have Internet access on our office computer so that women who need to communicate directly with us through this medium can do so. Internet access and a fax modem would significantly increase our ability to collaborate with other advocates and organizations on issues affecting women living with HIV. WAN is therefore requesting a Dance-A-Thon grant of $3,450 with which to purchase a laptop computer, portable printer and modems. This grant would tremendously enhance our public policy, advocacy and prevention education efforts. Approximate costs based on quotes from local computer dealers are detailed in the following budget:

**BUDGET**

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Laptop computer</td>
<td>$2,500.00</td>
</tr>
<tr>
<td>Portable printer</td>
<td>400.00</td>
</tr>
<tr>
<td>Modems for office and laptop</td>
<td>550.00</td>
</tr>
</tbody>
</table>

**TOTAL MAA GRANT REQUEST** $3,450.00
WAN BUDGET 1997

I. EXPENSES

WAN Administrator: $12/hr/20hrs/52wks $12,480
SWF Administrator: $12/hr/20hrs/52wks $12,480
Benefits: 20% $4,992
Public Policy Consultant $5,000
Consultants (HIV+) (3forums:2ea/6mtngs:2ea/pp:6 @$75=24) $1,800
Special Women's Fund 400 $50 grants in SF $20,000
Travel/Conferences $5,000
Hardware & Software
(laptop; modems; web site; other) $6,000
Office Supplies $1,200
Printing & Copying $2,525
Telephone, Fax, Conf.Calls $3,000
Postage & Delivery $2,000
Rent & Utilities $6,000
Childcare/Transportation $1,000
WORLD Contribution $1,500
Accounting $4,000
Organizational Affiliations $2,000
Board Training (15 @ $100) $1,500
Retreats (3) $3,000
Staff Training $500
Fundraising consultant; direct appeals; event $5,000
Miscellaneous $4,023
TOTAL EXPENSES $105,000

II. REVENUES

Foundations/Corporations
United Way $25,000
Other $10,000
Community Events
Dance-a-thon $7,000
AIDS Walk $25,000
WAN Fundraisers $5,000
Individual Contributions
Anonymous Donor $15,000
Major Donors $5,500
Board Member Fundraising (15 x $500 ea.) $7,500
Membership Dues $5,000
TOTAL REVENUE $105,000
December 31, 1996

Brett Thomas
Administrative Assistant
Mobilization Against AIDS
584-B Castro Street
San Francisco, CA 94114

Dear Brett:

Please accept the enclosed grant request from the Women’s AIDS Network (WAN) for funding through the Mobilization Against AIDS Dance-A-Thon. This request is for a Bridge Grant for our Special Women’s Fund.

The contact person for this grant is Virg Parks, WAN’s Administrative Assistant. She can be reached at 415 621-4160. Her fax number is 415 575-1181. The address of WAN is 3543 18th Street, San Francisco, CA 94110.

Please let her know if you have further questions regarding this proposal or the work of WAN. We thank you for your past support of the Women’s AIDS Network and look forward to working together with MAA on this project in 1997.

Very truly yours,

Eileen Hansen
Public Policy Director
Women's AIDS Network (WAN)
SPECIAL WOMEN'S FUND (SWF)

(Bridge Grant)

BACKGROUND
Established in June 1983, WAN is the world’s oldest known women and HIV organization. In March 1984, women in AIDS services in the San Francisco Bay Area began meeting monthly. Today, WAN is an international membership network of women with HIV, health care providers and activists. The tradition of open monthly meetings has continued for thirteen years, providing ongoing community involvement, accessibility and accountability. As a 501(3)(c) organization, WAN is overseen by a community-based Board of Directors which also meets monthly. Through 1996, WAN has employed three half-time staff members, an Administrative Assistant who coordinates WAN’s office, a Public Policy Director and a Special Women’s Fund Administrator/Peer Advocate.

We advocate and provide for the development and improvement of public policies, education and services for women affected by HIV. Our local, state, and national education efforts target women infected or affected by HIV with information about prevention, treatment and resources. WAN is considered one of the premier women and HIV public policy organizations in the country. Our work has significantly increased the visibility of women’s issues within the public policy arena locally, statewide and nationally. Through grassroots organizing, WAN advocates for improved service provision to women and their families. As a network, we provide opportunities for members to communicate and collaborate on relevant issues through our monthly general meetings, educational forums and newsletter.

WAN’S SPECIAL WOMEN’S FUND (SWF) offers $50 annual cash grants to low-income women with HIV in San Francisco. One of only four such funds in the country, the SWF is the only one of its kind in the Bay Area. As a result, WAN sees more HIV-infected women than any other Bay Area service provider and is often a woman’s primary contact in the HIV community. Therefore, facilitating women’s access to appropriate local services becomes as critical as the cash grant itself. The Administrator of the Fund has been Planned Parenthood’s Case Manager/Peer Advocate and is an HIV-positive woman in recovery. Believing that women should have the right to make their own financial decisions, WAN has developed a non-judgmental and streamlined intake process which allows us to issue a check the same day. We thus offer the only program where a woman can easily access necessary funds, talk to another HIV-positive woman, and receive referrals to other services at one time. Furthermore, the Peer Advocate often provides the only prevention, harm reduction and treatment counseling some women receive.

The Special Women’s Fund was designed by women with HIV who believed it to address one of the top priority needs of women with HIV. We find that the grants are utilized for basic human needs. When asked about their plans for the money, women’s responses most
often include: food, personal items, bills, clothes or shoes. The Fund’s accessibility and the ease of our process provide a positive experience for grant recipients. As evaluated by Fund clients and Bay Area providers, WAN’s Special Women’s Fund has been overwhelmingly successful. Women continually tell us how much they appreciate having a special service just for HIV-positive women to utilize as they determine.

WAN’s SWF reached 142 women in our first year (1992); 276 in 1993 (189 of whom were new clients); 275 women in 1994 (113 new clients); and 337 in 1995 (135 new clients). Last year was the fifth year WAN offered the SWF and we provided cash grants to 360 women. The demographic information gathered over the last two years shows that the women receiving grants reflect the wide diversity of the epidemic among women in San Francisco: over 68% are women of color (54% African American and 11% Latina); 57% have children; and 77% are between the ages of 30 and 49.

JUSTIFICATION
Our grant request for WAN’s Special Women’s Fund will help pay the administrative costs of the SWF for three months while WAN continues to seek long term funding for this existing program. WAN is not requesting augmentation of staff salary, but assistance to ensure that a service vital to women living with HIV is allowed to continue.

Since its inception in 1992, the SWF has been administered through a collaborative arrangement with the CARE Clinic of Planned Parenthood Alameda/San Francisco. Due to the efforts of women’s health organizations such as WAN, HIV primary health care services now include gynecological care. Therefore, separate women-specific health services such as the CARE Clinic are no longer necessary. The CARE Clinic closed as of June 30, 1996 and Planned Parenthood continued the contract of the SWF for the last six months. As of January 1, 1997 however, WAN will be assuming full responsibility for all SWF administrative costs. Other, more permanent funding sources have been and will continue to be sought. However, we have not yet received funding for the salary costs of the SWF Administrator/Peer Advocate.

The SWF will be moving as of January 1, 1997 to the Women’s Building, where WAN now has its office. However, the space used by WAN is shared with another organization. Because of the sensitive and personal nature of conversations between clients and the SWF Peer Advocate, privacy is crucial. The Women’s Building has therefore offered to lease WAN a private office for interviews, counseling, referrals and allocation of grants. Again, we currently do not have funding to assume these new space costs necessary to the appropriate administration of WAN’s Special Women’s Fund.

BUDGET

<table>
<thead>
<tr>
<th>Salary: Administrator/Peer Advocate</th>
</tr>
</thead>
<tbody>
<tr>
<td>.5FTE (3 mos.)</td>
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<tr>
<td>Benefits (10%)</td>
</tr>
<tr>
<td>Office: $100/month (3 mos.)</td>
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<tr>
<td>TOTAL SWF 3-MONTH BUDGET</td>
</tr>
<tr>
<td>TOTAL MAA GRANT REQUEST</td>
</tr>
</tbody>
</table>
WAN BUDGET 1997

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SWF Administrator: $12/hr/20hrs/52wks $ 12,480
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(laptop; modems; web site; other) $ 6,000
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Rent & Utilities $ 6,000
Childcare/Transportation $ 1,000
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(15 @ $100) $ 1,500
Retreats (3) $ 3,000
Staff Training $ 500
Fundraising
consultant; direct appeals; event $ 5,000
Miscellaneous $ 4,023

TOTAL EXPENSES $105,000

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United Way $ 25,000
Other $ 10,000

Community Events
Dance-a-thon $ 7,000
AIDS Walk $ 25,000
WAN Fundraisers $ 5,000

Individual Contributions
Anonymous Donor $ 15,000
Major Donors $ 5,500
Board Member Fundraising
(15 x $500 ea.) $ 7,500
Membership Dues $ 5,000

TOTAL REVENUE $105,000
Dear Eileen,

21 April 1995

Please find enclosed the Board packet for the April 27, 1995 board meeting. Note the new meeting location: SF Rent Board, 25 Van Ness 3rd floor Room 320 in one of the two hearing rooms. We could not schedule the conference room at the AIDS Fndn. Please remember to be prompt for this meeting because as always the agenda is full.

Eileen has asked me to remind everyone of a few items so here goes:

- Bring time sheets and expense sheets to the Board meeting
- Please note that Karen is Ami's supervisor so Board communication should go through her
- Remember to keep in touch with your Board buddy
- Eileen will be calling each board member in May to discuss your fundraising contribution to WAN
- List Committee chairs
- Please read your board packet! We will only be taking up items needing action at our board meetings since our agendas are always full. Much of WAN's work occurs in Committee meetings and between Board meetings, so please keep yourselves informed by reading the reports and being prepared to discuss only issues needing attention by the full board.
- If you will not be attending the April Board meeting make sure you have contacted the secretary, Lisa O'Connor, to inform her. (Margot and Helen you are already covered)

Thanks,

Karen
Women's AIDS Network Board of Directors Meeting Agenda
Thursday April 27, 1995 4:00 - 6:00 P.M.
SF Rent Board, 25 Van Ness 3rd floor Room 320
in one of the two hearing rooms

1. Check-In and Announcements 4:00 - 4:10
Designation of a Timekeeper

2. Approval of Agenda 4:10 - 4:15

3. Approval of March Bd Mtg Minutes (enclosed) 4:15 - 4:20


5. Approval of 1995 Budget - Theresa (enclosed) 4:25 - 4:35

6. Staff Report - Ami (enclosed) 4:35 - 4:40
--action items only for discussion

7. Newsletter Feedback 4:40 - 4:45

8. General Membership Meeting
   --Evaluation of April Meeting
   --Items for discussion for May Meeting 4:45 - 4:50

9. Board Member Resignations
   --Cara Page and Leatha Jones 4:50 - 5:00

10. Committee Reports/Reports
    on Strategic Plan Actions - discussion of action items only
    --Executive Committee - Eileen (enclosed) (not enclosed)
    --Ad Hoc Personnel - Karen (enclosed) (no report)
    --Education - Olivia (enclosed)
    --Membership Development - Lorene (enclosed)
    --Public Policy - Karen (enclosed)
    --Special Women's Fund (no report) 5:00 - 5:20


13. Meeting Evaluation & Overview 5:55 - 6:00
   --including listing of responsibilities taken
   --items for May Board meeting -
   --Facilitator of May Board meeting

Enclosures: -- Minutes from March Board Meeting
Financial Report
1995 Budget
Staff Report
Executive Committee
Ad Hoc Personnel Committee Report
Education
Membership Development
Public Policy

Check-ins/Announcements

Loraine- recently married, great honeymoon and ring!
Karen- pass
Ami - jazzed about Mural Project
Lisa- graduated from WH
Teresa- overworked, but IN LOVE
Leatha- applying for College, busy with school.
Eileen- Busy, busy
Margot- back from Germany, very busy at work.

***************

Bring Volunteer time count and expense sheet to meeting.
Mail Committee reports 1 week prior to Board Meeting

Introduction of potential Board members-
Emily Perez: student at SJU, did thesis on Women and HIV worked w/ Barbara Garcia on Special Womens Fund.

Outline of Board election Process
1. Ask New Potential Members to attend Board Meeting
2. WAN Current Board will discuss electees
3. Terms of position- TBA

ADHOC Recruitment Process
Proposed to develop policy for bringing on new board members.
Suggested: (Karen) ck out BOARD-MATCH
(Support
Vote on WAN Officers
Karen- will continue
Eileen- will continue
Teresa- Overwhelmed, but ok to continue end of term.
Lisa- good thru July.

Board Training
(Attendees should report back.)
"Effective Meetings, Effective Committees"
4/25 4:30- 6:30
people from each committee should attend-
*education
*fundraising
*executive
*Public Policy

Ami's Report
Newsletter- she is overwhelmed and asks for ADHOC Committee
Needs Committee reports
Suzanne Fagen- very helpful
Computer
Personnel Committee
developed self-evaluation
mtg w/ AMI

************************************************
Agenda items for next Board Meeting 4/27-
+ clear timetables on Board terms
+ Report back from trainings
+ Newsletter Adhoc committee
+ Newsletter-input on changes( from board membrs)
+ Budget
+ More time for financial questions
************************************************

WORLD Scholarship
Award Letters from WAN

Eileen proposed not to approve budget based on computer question.
Lorene will type a proposal Re computer- Exec committee
Strategic Plan-
each committee should take thier proposed projects to next board mtg

Action Items-
Lisa will coordinate mailing w/detox clients for 2nd fundraising drive.
Special Womens Fund- Margot will help finalize Committee
## Budget Report
1/1/95 Through 4/14/95

### Inflows

<table>
<thead>
<tr>
<th>Category</th>
<th>1/1/95 Actual</th>
<th>1/1/95 Budget</th>
<th>4/14/95 Diff</th>
</tr>
</thead>
<tbody>
<tr>
<td>Donation</td>
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</tr>
<tr>
<td>Grant</td>
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<tr>
<td>Individual</td>
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<td>Event income</td>
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<td>Interest</td>
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<td>150.43</td>
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<td>Materials</td>
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<tr>
<td>Membership dues</td>
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<td>216.12</td>
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<td>Inflows - Other</td>
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### Outflows

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<td>Newsletter</td>
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<td>Resource Guide</td>
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<tr>
<td>Copying</td>
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<td>Postage</td>
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### Balance Sheet
#### As of 3/31/95

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<td><strong>Assets</strong></td>
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<td>Cash and Bank Accounts</td>
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<td>Liq. $ Maximize</td>
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<tr>
<td>Special Fund</td>
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<td>Total Cash and Bank Accounts</td>
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<tr>
<td>Other Assets</td>
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<tr>
<td>Biz Equipment</td>
<td>1,630.00</td>
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<td>Total Other Assets</td>
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<td><strong>Total Assets</strong></td>
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<td>Liabilities</td>
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<td>Equity</td>
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<td><strong>Total Liabilities &amp; Equity</strong></td>
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### Budget Report
**1/1/95 Through 4/14/95**

<table>
<thead>
<tr>
<th>Category</th>
<th>1/1/95 Actual</th>
<th>-</th>
<th>4/14/95 Budget</th>
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1. Calls & Letters: A phone log has been developed to record and document all the calls to WAN over the last year. Also, all written requests are organized in a file in our office. This information may be useful in writing grants to demonstrate the needs of the community, locally, nationally and internationally.

2. Current Literature: Research, newsletters, Treatment news, articles addressing a sundry of issues about women & HIV, poetry ... Do you have suggestions how to develop a system for board members and the community at large to have better access to this information? Also, as board members, how do you feel about collecting articles you come across to send or donate to our library?

3. Committees Reports: The Newsletter needs more creative input from the co-chairs of each committee. Please submit a brief abstract of your current activities, accomplishments and goals. Do you want committee files in the office?

4. Intern Projects: What do you feel are priorities from future interns?

Current Activities for Volunteers & Interns:

a.) Administrative support. Ann O'gara is our oldest volunteer (8 mos.). She is currently contributing 2-4 hours per week. Her activities include Newsletter support, follow-up letters, general office organization.

b.) Information Packet. Suzanne Fajen is dedicated and committed to completing an information packet. She is investing 6-12 hours per week, providing additional support for follow-up letters, literature reviews, organizing resource library materials.

c.) Resource Guides. There are numerous resource guides in the office to refer women, both locally and nationally. However, it would be a good investment to have an easy to use resource list of women and HIV services in the bay area.

5.) Newsletter: Please give me your feedback! I am always trying to improve our Newsletter. This is a valuable means of keeping our members up to date about current events and services. It is also an important tool to recruit new members as well!
To: WAN Board of Directors  
From: Personnel Committee (Karen Topakian, Eileen Hansen, Lisa O'Connor and Margot Antonetty)  
RE: Report and Recommendations  
Date: 19 April 1995

The Personnel Committee would like to thank the overwhelming response to the request for an evaluation of Ami. The Committee met on Monday April 9, 1995 to administer Ami Becker's annual evaluation. The Committee synthesized the Board's written evaluation of Ami into a single evaluation. The Committee shared that single evaluation with her while she shared her written self-evaluation with the Committee. Those two documents formed the basis for the discussion.

The Committee and Ami agreed on the following plan of action:
--Rewrite the job description to include the agreed upon changes/deletions/additions*;
--Prioritize Ami's work in the job description*;
--Discuss with the Board the section of the evaluation that deals with the Board's strengths and weaknesses+;
--Undertake another evaluation before the end of the year;
--Increase the direct supervision of Ami by Karen to one monthly face-to-face meeting and weekly phone meetings.

The Committee requests a closed session at the meeting to discuss personnel matters. The last item of business will be Personnel allowing Ami to leave the meeting at this point. She has been informed of this scheduling.

*see attached revised job description  
+see attached list
ADMINISTRATIVE ASSISTANT POSITION

The Women's AIDS Network, founded in 1983, is a non-profit organization that provides a network for women with HIV/AIDS, AIDS service providers and activists.

Responsibilities: The Administrative Assistant, under the supervision of the Vice-President of the Board of Directors, is responsible for carrying out the policies and procedures of the organization as determined by the Board of Directors. These policies and procedures are prioritized in the following order:

-- Maintaining the day-to-day operations of WAN, including responding to telephone calls and mail in a timely manner;
-- Coordinating the monthly membership meeting and taking minutes;
-- Writing and coordinating the monthly mailing of the WAN newsletter;
-- Updating the mailing list on the computer database;
-- Attending monthly Board of Directors meetings;
-- Providing administrative support to WAN committees;
-- Assisting the Board of Directors with fundraising activities;
-- Demonstrating a commitment to building community ties with organizations that advocate for women with HIV/AIDS.

Qualifications/skills needed:
-- Commitment to providing information and support to women with HIV/AIDS and caregivers;
-- Knowledge of the HIV women's community and HIV/AIDS issues;
-- Administrative experience;
-- Ability to communicate and work with diverse groups;
-- Computer skills including word-processing and databases;
-- Self-motivated and ability to work independently;
-- Fundraising experience is a plus.

Salary/Benefits: Flexible 15-20 hours work week. Competitive salary. Partially paid medical benefits (50%).

An Affirmative Action Employer, the Women's AIDS Network encourages applications from women with HIV/AIDS, people of color, women, lesbians, bisexuals, and the disabled, as well as people of various ages, classes, and religious backgrounds.
Recommendations for the WAN Board of Directors

Both Ami and the Board itself offered suggestions on how the two could work better together and how the Board could better support Ami. The following responses come directly from the two evaluations and should be used to frame our discussion at the April Board meeting. The remedies cannot come from one discussion, please consider this the beginning of the process.

In response to the question, "What help can the board provide to Ami?", many board members stated that we could do much more to provide Ami with help. This help included:
--Support her;
--Exercise better time management, be punctual with her;
--Demonstrate effective communication with her and follow through;
--Set clear priorities for her;
--Provide support for computer upgrading;
--Provide her with fundraising software;
--Communicate with board members directly;
--Provide clarity;
--Communicate the board’s expectations and sense of purpose;
--Participate more in membership meetings;
--Encourage her personal growth, development & creativity.

Ami’s self-evaluation included three questions concerning help she needs from the board. Her responses included:
--Enthusiasm;
--Vision;
--Motivation;
--Contribution;
--Work as a team;
--Leadership;
--Commitment;
--Ongoing evaluation;
--Involvement in WAN’s activities;
--Diversity - representation of communities of women with HIV;
--Financial responsibility.

Ami’s response to the Board’s strengths and weaknesses included:
Strengths
--Eileen’s leadership and commitment;
--Dedicated members.
Weaknesses
--No team - individual efforts;
--Leadership’s drive and enthusiasm for policy overpowers education, membership/development and fundraising.
EDUCATION MEETING - 4/19/95

PRESENT: OLIVIA BALDAIN, CHAIR, SUZANNE FAJEN, JOHANNNA BREYER, BARBARA GARCIA.

The education committee had three agenda items and we were able to discuss the first two.

1. Working with the S.F. AIDS Foundation on keeping an updated referral list available for service providers and clients. Johanna explained that the referral book used by most service providers in S.F. is from a computer bank that in the past has primarily been used by the SFAF Hotline. There is a contract with the city library to input new information as it becomes available and this is then used to keep the hotline up to date. We discussed how this information might be better shared with service providers. One suggestion was a mail list that new information could be mailed every quarter. Maybe for a small fee agencies could be on a mail list. The other possibility is agencies being able to directly access the computer. Barbara feels that the book that is put out now is good and very near complete with all possible resources. She also doubts that during the course of a year that there would be many new agencies created. The main concern then would be that all agencies know about the referral book, and are able to be given or buy copies. The SFAF gives a copy to all of its clients and that seems a great way to give the clients access to the information that is for them instead of just case managers and other employees of agencies having that information. No recommendation for future action by WAN.

2. Creating a Packet for clients and in WAN'S case for people who call and ask for information. We looked over 4 of the pamphlets that WAN sends, that are used by the SFAF, and are available thru the publishing and distribution company, IMPACT AIDS. None of the pamphlets seemed that great. 'Pregnancy and AIDS' was very outdated, 'Women and HIV' seemed uninspired and in a few instances worse, 'AIDS and Lesbians' we felt we need more input to evaluate but it seemed the best of the four we looked at. 'AIDS Kills Women and Babies' had such an off putting cover that we didn't even talk about it. Our conclusion was that a new comprehensive pamphlet with good information on topics about women and HIV is needed. We thought a collaborative effort might be good and Olivia suggested that we pass around a list at the WAN general meeting to get people who are interested in either working on the writing and/or reviewing the drafts. Also ideas on graphics will be needed. Johanna said the SFAF would provide meeting space, volunteers to help organize the meetings and she has a budget for production. The Education Committee thinks it would be a good idea if WAN were a part of this collaboration for producing a new pamphlet on Women and HIV.

MINUTES FROM 4/19/95
MEMBERSHIP AND DEVELOPMENT COMMITTEE

Present: Lorene R., Margot A., Lisa O'.
Absent: Susyn A.

BEGINNING MAY 10, 1995 THE MEMBERSHIP AND DEVELOPMENT COMMITTEE WILL BE MEETING ON THE 2ND WEDNESDAY OF EVERY MONTH 5-7 PM AT 25 VAN NESS 3RD FLOOR. PREVIOUSLY IT MET ON THE 3RD WEDNESDAY.

-the current newsletter will inform non paid members of WAN there will be no more newsletters sent out. Because it was decided in '94 that all memberships will expire as of 1/1/95, all need to submit renewals to be paid members.

-Ami reports that only 15 people/organizations have responded to the latest membership letter sent out last month. 250 letters were sent out. 6% responded.

-4 board members have not become paid members.

-reviewed the fundraising workshop from 3/30, will give hand outs at BM All board members should help with fund raising

-discussed idea to have all BM encourage their work organizations to become members and support us

-if we are to go out to the community for fund raising purposes and have educational presentations for other agencies i.e. PG+E, BACW, Lions etc. we need to work with the education committee to develop a standard presentation format.

-we will need other board members to help with presentations to prevent burn out.

-ideas for fundraising are to approach condom companies, Headlines, or have Good Vibrations mention us in their newsletter or pay for a spot in our newsletter

**Future work:**

- develop a proposal for upcoming open house

-be prepared for 5/10 meeting to discuss the Chicago Grant

**Action item:**

- Board President to discuss how all BM can support the Fundraising process to make it a joint effort
Review of Strategic Plan for the
Membership and Development Committee
May 19, 1995

1. Develop fundraising plan/time line for 1995
   - assess what we now have and what we want to do- next meeting (5/10)
   - explore increasing our income to $50,000- ongoing for 1995
   - explore ways to work without our $20,000 annual donation- ongoing
   - explore communicating with major donor re: renewability of $20,000-
donation is anonymous; explore with elders
   - consult professional fundraiser- Board decision + table for future
     - provide fundraising training to Board Members- M+L attended w/s on 3/30
     - increase involvement of Board in raising money- next Board mtg & ongoing

2. Prospect of other AIDS service organizations for lists for membership- Ami? Do we have any lists? Explore cost and effect, worth the $ to buy mailing list?

3. Develop outreach plan (including media outreach) for members, other AIDS service organizations and the diverse community of women affected and infected by HIV- ongoing

4. Arrange special meetings with other women's AIDS service organizations- NO

5. Hold Open House- in 1995, need to make a proposal to be approved by Board, will discuss at 5/10 meeting

6. Explore the possibility of additional social gatherings- part of #5

7. Hire grant writer- explore various grants, ongoing, discuss Chicago grant at the 5/10 meeting
TO: Women’s AIDS Network Board of Directors  
FROM: Public Policy Committee (Eileen Hansen, Karen Topakian, Rachel Maddow, Chandra Pugh, Rebecca DeGuzman, Kelly O’Neill, Helen Miramontes and Kristin Neil)  
DATE: 18 April 1995  
RE: Report on 11 April Policy Committee meeting  

INFORMATION:  

Standby Guardianship  
--A hearing on the proposed language change in Guardianship bill AB1104, will be heard in committee sometime after 17 April. For more information call, Kristin Neil at 415/863-3762.

Prisons/Compassionate Release  
-- The "Medically Incapacitated Parole," bill sponsored by Assemblymember Villaraigosa from L.A., will be heard in the Public Safety Committee on Tuesday April 11 in Sacramento. For more info call Rachel Maddow at 415/291-5454.

CDC Update  
--Eileen Hansen and Rachel Maddow, completed the comments to the proposed guideline changes on HIV testing for pregnant women. Twenty organizations signed on to the document. For a copy contact Eileen at 415/291-5472.  
--Eileen will be facilitating the first national meeting on woman-to-woman transmission of HIV at the CDC on April 20, 1995.

Testing bills  
--The first hearing on a bill calling for the "unblinding" of infant’s HIV tests, introduced by CA Senator Leslie, will be heard on Wednesday April 19 in Sacramento.  
--WAN is working to oppose a similar federal bill sponsored by Rep. Ackerman. For info call, Rachel Maddow 415/291-5454.

Women and HIV Policy Agenda  
--Karen Topakian sent the questionnaire to the women residents at Smith-Ryan house and to the WORLD retreat scheduled for April 17-19 through Penny Chernow. For a copy of the questionnaire, please contact Karen Topakian at 415/648-3159.

DISCUSSION:  

AIDS Lobby Day  
--AIDS Lobby Day is set for Monday May 8 in Sacramento. Karen Topakian, WAN’s liaison to the AIDS Lobby Day Coalition, is a member of the Briefings Committee which is responsible for producing documents for the briefing packet. WAN will sponsor a Lobby Training Workshop for Women on May 4, 1995 from 6:30-9 P.M. at Lyon Martin Women’s Health Services. Tomiko Connor of BAHAN-SF AIDS Foundation and Irene Agnos, formerly the Government Relations director at the California Nurses Association, will lead the workshop. If you are interested in Lobby Day or the Workshop, please call Karen Topakian at 415/648-3159.

NEXT MEETING: Tues May 9, 1-2:30, ALRP, 114 Sansome St. ste 1105 near Montgomery BART/Muni stop
5th AIDS LOBBY DAY
Monday, May 8th, 1995
10:00 am - 4:00 pm
State Capitol, Sacramento

Come and speak out against California’s continuing neglect of the AIDS epidemic. Meet with your elected officials to show that adequate funding for HIV/AIDS programs and no cuts to entitlement programs are the only ways to confront this epidemic.

PROGRAM (tentative)
10:00  Briefing on state HIV/AIDS budget
11:30  Rally on Capitol steps
1:00 - 4:00 Appointments and/or drop-in visits with your legislators and legislative staff

It is essential that you pre-register as soon as possible so that we can schedule legislative appointments. The final deadline for registration is Tuesday, May 2. Limited seating will be available on buses leaving from San Francisco and Oakland.

Sponsored by the AIDS Budget Coalition:  
• AIDS Project Los Angeles  
• LIFE AIDS Lobby  
• Planned Parenthood Affiliates of California  
• San Francisco AIDS Foundation/Bay Area HIV Advocacy Network

Co-Sponsoring Agencies:  
• AIDS Healthcare Foundation  
• AIDS Legal Referral Panel  
• AIDS Project of the East Bay  
• AIDS Services Center of Pasadena  
• Asian/Pacific AIDS Coalition  
• LLEGO, CA  
• Sacramento AIDS Foundation  
• San Mateo County AIDS Program  
• Tri-City Health Center  
• Women’s AIDS Network

To register, please mail or fax the form below or call  
415/864-5855, x2537 (Northern CA) • 213/993-1374 (Southern CA)

MAIL BY MAY 2ND TO:
(Southern California)
AIDS Project Los Angeles
Lobby Day Registration
1313 N. Vine Street
Los Angeles, CA  90028

San Francisco AIDS Foundation
Lobby Day Registration
P.O. Box 426182
San Francisco, CA  94142-6182

Name: ____________________________
Agency: ____________________________
Address: ____________________________
City: ________________________________
County: ___________________ Zip: ________
Phone: (___) _______ Fax: __________

Please reserve a seat on the San Francisco/Alameda bus. Circle One

SIGN ME UP
The **WOMEN'S AIDS NETWORK** and **W.O.R.L.D.**
INVITE YOU TO
AIDS LOBBY DAY WORKSHOP FOR WOMEN

For all women concerned about AIDS, here are two things you can do:

1. Attend this workshop where we'll give you the tools to:
   --be educated about current bills
   --set up contacts with legislators in Sacramento
   --form a lobby team of activist women

   **Presentation by:**
   Tomiko Connor - SF AIDS Foundation (Bay Area HIV Advocacy Network)
   Irene Agnos - former Government Relations Director, California Nurses Association

   **Thursday May 4, 1995**
   **6:30 PM - 9 PM**
   Lyon Martin Women's Health Services
   1748 Market Street San Francisco

   Register by April 21, 1995 at 415 864-5855, 253
   FREE transportation to Sacramento

   **Your voice** is important.
   Legislators need to **hear from you**.
   Empower yourself to make change.

   Childcare provided by Bridge for Kids*
   Wheelchair Accessible
   Market Street Buses
   3 Blocks from Muni Lines

For more information call 415/621-4160

Childcare deadline Monday May 1, 1995
AGENDA

4:00 - 4:15 1. Check-In and Announcements

4:15 - 4:20 2. Approval of Agenda/Additions

4:20 - 4:25 3. Minutes of 02/16/95 approved (enclosed)

4:25 - 4:40 4. Introduction of Potential New Board Members

4:40 - 4:45 5. AdHoc Board Recruitment Committee Formed

4:45 - 4:50 6. Vote on WAN Officers

4:50 - 4:55 7. Board Training (enclosed)

4:55 - 5:05 8. Staff Report — action items only (enclosed)

5:05 - 5:10 9. AdHoc Personnel Committee Report

5:10 - 5:15 10. WORLD Scholarship Fund Proposal (enclosed)


5:30 - 5:55 13. Evaluation of WAN/Future Direction

   a. Strategic Plan (enclosed)

   b. Committees — action items, future plans (reports enclosed)

   c. General Meetings — evaluation/preparation

5:55 - 6:00 14. Meeting Evaluation and Overview
   (including listing of responsibilities taken; next Board agenda)
WAN Board Members:

The following items should be in the WAN Board packet, enclosed. My apologies for the delay in getting this information to you. Please read it carefully PRIOR to our Board Meeting on Thursday, March 23, from 4:00pm (promptly) - 6:00pm, 25 Van Ness, 3rd Floor. My hope in this and future Board meetings is to spend more time getting to know one another through personal check-in and discussion of WAN as an organization and to focus more on the bigger picture of WAN. I want us to be constantly evaluating our work and our individual contributions so that we can be the best we can possibly be. We need to look at how to do all our work in the context of our Strategic Plan, how to create higher functioning Committees, better Board meetings and more exciting Membership meetings, and how to develop an organization always thinking ahead of where we are currently. Therefore, analyzing the enclosed information and being prepared to contribute to the discussion is critical:

1. Agenda for Meeting
2. Board Minutes, 2/16/95
3. Staff Report
4. Executive Committee Report
5. Board of Directors Trainings
6. Membership and Development Committee Report
7. Public Policy Committee Report
8. Education Committee Report
9. February Financial Statement
10. Proposed Budget
11. Proposal for WORLD Scholarship Fund
12. Updated Strategic Plan

Note: If you have not submitted your Staff Evaluation Form yet, please bring the completed Form to the Board Meeting. That is your last opportunity to provide input to the upcoming evaluation.

Should you have any questions, please don’t hesitate to call me — or your buddy — prior to the meeting. See you there!
Dear Friend,

The Women's AIDS Network (WAN) invites you to join us in our exciting efforts by becoming a member. As the oldest women's AIDS organization in the world, our mission is to provide education, support and advocacy for women infected and affected by HIV. Our new Board of Directors is composed of dedicated service providers, HIV-positive women and community and political activists and includes African American, Latina, Asian American and lesbian women. The following information highlights some of our most important work.

**Special Women's Fund:** The Special Women's Fund celebrates its third year of providing annual cash grants of $50 to low-income San Francisco women living with HIV. Upon completion of a simple interview with our administrator, a woman can walk out with a check in her hand. Counseling and referrals are also available to interested clients. In its first year, the Special Women's Fund distributed 345 grants. In the first five months of this fiscal year, we awarded 150 additional grants. We are the only grant-giving organization of this kind in the Bay Area; we see more HIV-positive women than any other local community organization.

**Policy and Advocacy Work:** WAN has become known as a national, state and local policy leader for women with HIV through the efforts of our Public Policy Committee. In a private meeting early in 1994 with the Special Assistant to the Secretary of Health and Human Services (now the National AIDS Policy Director), the Public Policy Committee discussed the need for increased care and prevention resources at a national level for women. As a result of WAN's local advocacy, AIDS Budget Lobby Day in Sacramento included its first meeting with the California Women's Legislative Caucus Aide. A standing room-only crowd of women (many trained in public policy advocacy through WAN’s efforts) argued for greater care and services for women as well as for a meeting with the full Women's Legislative Caucus. In late 1994, the Public Policy Committee joined with San Francisco's Joint Task Force on the HIV Epidemic in organizing a public hearing to develop recommendations regarding HIV policies for women in San Francisco.

**Education/Forums:** Our Education/Forum Committee's mission is to bring pertinent topics regarding women and HIV to our community. In July 1994 we held a highly successful forum on HIV and pregnancy. WAN is committed to organizing several such forums a year. Future topics being considered include standby guardianship and HIV-positive women and their children. In addition,
the Women's AIDS Network conducts hour-long educational forums once a month at our membership meetings. These are open to the public and are held the first Tuesday of every month at Lyon-Martin Women's Health Clinic.

**Budget & Development Goals:** WAN exists solely through membership fees, private donations and fundraising activities. We are committed to long-range planning and financial stability for the organization. In 1994, we engaged in a strategic planning process. In this past year, we sold the highest number of tickets and organized the greatest number of volunteers for Macy's Passport Shopping Day for AIDS organizations. The event brought WAN over $3000, translating to 60 more grants for women with HIV. In addition, our staff solicited a new $1000 grant from a private family foundation. WAN participated in a recent fundraising event at ACT's production of "Angels in America" that benefitted women with HIV. Recently, we received a $2500 first-time grant from the Academy of Friends. We continue to explore other potential areas of WAN support to ensure our long-term financial security.

This year your support is especially needed because we have realized the need to double our budget and have set our highest-ever fundraising goal. We need your donation to continue our work. Remember that your $50 donation provides a direct cash grant to an HIV-positive woman in 1995. Your membership, which includes our monthly newsletter, is crucial to the health of the organization. Please join the Women's AIDS Network today! And please give generously!

Membership categories:
- People with HIV/AIDS: Free
- Special needs: $10
- Individuals: $30
- Organizations: $50
- Donation: 

Many thanks from the WAN Board . . .
At each of our monthly Women’s AIDS Network General Meetings, we hold an hour-long educational forum. At the March General Meeting, several women who attended the HIV Infection in Women Conference in Washington, DC, gave brief reports of their experiences at the conference.

We spent much of the report back discussing the organizing of the Conference and its process. We unfortunately had far too little time to share much of the valuable content of the Conference. A number of speakers during the report back had concerns regarding the lack of attention paid to women with HIV in attendance, the need for more women of color speakers, the need for more outreach to and inclusion of the diversity of women of color to participate in the Conference, and the poor organizational quality of the Conference. Some had concerns about the lack of coverage regarding some issues like public policy and some felt the Conference was too clinical in nature.

However, a number of speakers also felt that much solid information was provided at the Conference. In spite of numerous problems, the Conference did afford attendees the all-too-rare opportunity to network with other women, to discuss HIV as it relates to women and to meet women from all over the country (and outside the country). There were many women with HIV at the Conference who were ecstatic to finally meet other women with HIV, with numerous phone numbers exchanged and many meetings arranged. A wide range of topics were covered at the Conference and a great deal of research regarding women (unique in and of itself) was shared through workshops and plenary sessions. A variety of exhibitors were present and there were many poster sessions. There were several opportunities to discuss issues with governmental representatives from, for example, the Centers for Disease Control and Prevention (CDC) and the Health Resources Services Administration (HRSA). Numerous sessions were held regarding the recent clinical trial on pregnant women and AZT and the subsequent CDC guidelines (released at the Conference) recommending counseling and the availability (not mandatory) of testing for pregnant women. Woman-to-woman transmission was given much more attention than has been the case in past meetings and discussions. Workshops were taped and can be purchased.

Following is a listing of the speakers at WAN’s Report Back, their phone numbers and a brief notation regarding their areas of interest and/or the workshops they attended at the Conference. Please feel free to contact them if you are interested in receiving more information about particular issues covered at the Conference. You can call Eileen Hansen at 291-5454, or Ami Becker at 621-4160, both of whom attended on behalf of WAN, if you’d like more general information about the Conference. The WAN Office also has available, for your information, the Conference abstracts and a great deal of printed materials. Call Ami at the above number if you’d like to stop in and take a look!

— over —
SPEAKERS AT WAN REPORT BACK ON NATIONAL HIV INFECTION IN WOMEN CONFERENCE, FEBRUARY 22 - 24, 1995, WASHINGTON, DC

Ami Ann Becker, MPH  
WAN Administrator  
415 621-4160  
prevention and education materials

Rosa Benard  
Program Manager, Communities of Color United Against AIDS  
women of color issues

Moher Downing  
Director, Phreda Project (Perinatal HIV Reduction & Education Demonstration Activity),  
SF Department of Public Health  
415 476-6117  
safer sex for woman-to-woman transmission

Karena Franses, MSW  
Ward 86, SF General Hospital  
415 476-0828  
intervention strategies, facilitating access to care

Eileen Hansen  
WAN President; Public Policy Director, AIDS Legal Referral Panel  
415 291-5454  
public policy issues; woman-to-woman transmission; pregnant women and AZT/076 follow-up

Catherine Lyons, NP  
Ward 86, SF General Hospital  
415 476-4082 x82229  
natural history studies; clinical issues

Lisa O’Connor  
Counselor, Walden House  
415 362-2646  
psychosocial stress and social support; longterm survivors; HIV viral burden among IDUs; adolescent women

Ann Ueda  
Public Policy Director, Asian/Pacific AIDS Coalition  
415 243-8909  
managed care; pregnant women and AZT/076 follow-up; public policy issues; Asian Pacific Islander and women of color issues

— over —
WOMEN & HIV

an evening gathering
a benefit for the Mural project

APRIL 6 6-9pm

Special guest Nancy Stoller
speaking on resisting AIDS

Food
Poetry
Music
Film
Raffle

Come show your Support
in the New College Theatre
777 Valencia

* Sliding scale/donations
COMMITTEE REPORTS

Policy Committee:
The Public Policy Committee continues to further define its 1995 agenda in the wake of the Republican/Right Wing takeover in Washington DC. We have plans to develop in 1995 a women's public policy agenda, focus efforts on prison health care and guardianship issues and continue to fight California's Prop. 187. Currently, we are doing outreach to develop our public policy agenda with the input of women with HIV and providers of HIV services to women. Toward that end, we are working with WORLD and will also be facilitating a discussion during the second hour of WAN's general membership meeting on Tuesday, February 7 (10:30-11:30). Please attend!

The Public Policy Committee will also be attending the second "Think Tank on Surveillance Issues for Women" convened by the Center for Women Policy Studies and the conference "HIV Infection in Women: Setting a New Agenda" in Washington DC in February. Public Policy Co-Chair Eileen Hansen will be presenting at the conference on policy issues for women. You are invited to attend the next Public Policy Committee meeting on February 14, 1-2:30pm, at 25 Van Ness, 3rd Floor.

Education Committee:
The Education Committee plans future forums, pamphlets, information packets, and potentially a mural project. Plans for future forum topics discussed at the last meeting include Ryan White Planning Council and HIV Planning Council; Support for Providers; Women to Women Transmission—a Lesbian Panel; Conference updates; Agency Updates—Program development; Housing Providers; Video Screenings; Harm Reduction; Violence, HIV and Women—domestic violence, sex workers and child abuse; Congressional updates; Adoption and Guardianship; Transgender issues; Youth; Home testing. Education Committee meetings will be held the third Wednesday of every month from 4-5pm at 815 Eddy St.

Membership Committee:
The Membership committee works on WAN's development, fundraising, and membership drive. We encourage everyone to join or renew their membership! The meetings are held the third Wednesday of every month from 5-6:30pm at 25 Van Ness, 3rd Floor.

Special Women's Fund:
The Fund, which provides a $50 cash grant to women with HIV, is three years old. Currently we are reevaluating the intake survey which asks basic demographic questions. We would like to develop an updated questionnaire in order to obtain a better sense of women at risk. The questionnaire is confidential and will only be used as a tool to develop prevention programs in the future.
The Joint Task Force on the HIV epidemic has just released its final report: *A Second Decade Response to HIV/AIDS in San Francisco*. This report is the result of the year long work of the Joint Task Force, a body convened by Mayor Jordan and the San Francisco Board of Supervisors to assess HIV services and policies in the city and propose a plan for how San Francisco should deal with HIV in the future. For a copy of the report call Eileen Hansen, Vice-Chair of the Joint Task Force at (415) 291-5454, or pick one up at the AIDS Office 25 Van Ness, 5th Floor.

- WAN member Rachel Maddow has been named a Rhodes Scholar. She is currently engaged in a year-long fellowship with Eileen Hansen at the AIDS Legal Referral Panel and will be leaving in fall 95 for two-years study at Oxford University in England.

- HIV+ Women Support Group at UCSF on Mondays from 11am-1pm. Childcare is available during the meeting. Odwalla is donating refreshments. Open to all women, not just UCSF patients.

- City College is training people to be AIDS peer educators and develop more skills to do public presentations on HIV/AIDS health issues as well as counseling. See enclosed flyer for details.

- Lyon Martin Women’s Health Center is beginning a Women on Methadone/HIV+ support program.

- WORLD mailing is on January 30th at 3948 Webster/40th, Oakland. Close to the MacArthur Bart Station. Starts at 5:30pm.

- Kaiser Permanente Oakland Medical Center offers a Women’s HIV+ Support Group on the 1st and 3rd Mondays of each month. Child Care available. For more information call Marsha Blachman, LCSW at (415) 596-6337.

- Are you HIV+ and Losing Eyesight? National Association for Visually Handicapped offers free services for San Francisco residents who are HIV+ and losing eyesight. For an appointment call (415) 221-3201.

- Richmond Area Multi-Service, Inc. offers a Supportive Therapy Group for loved ones, partners, and family members of people with HIV and AIDS. Group will be facilitated by experienced therapists: Philip Tsui and Kathy Randles. $10/Session. For more information call (415) 668-5955.

- Living Pens provides pen pals for HIV+/AIDS tested individuals (“Clients”) across the US and foreign countries who are in search of a steady, understanding ear for their concerns. “Pals” or “Clients” may join by writing to P.O. Box 254, Avoca, Arkansas 72711-0254.

- For list of video tapes on HIV/AIDS please call the Richmond Area Multi Service. Tapes are available for two day loan to Kaiser Permanente Oakland Medical Center. Call (510) 987-4991. Tapes are available for two day loan to Kaiser Permanente Oakland Medical Center.

- For list of video tapes on HIV/AIDS please call the regional Audio/Video Department at (510) 987-4991. Tapes are available for two day loan to Kaiser Permanente Health Plan Members. Call (510) 596-6204.


- Marianne Williamson will discuss Love, Relationships and Spirituality. Call the learning Annex for details (415) 788-5500 ext.3810.

- HIV 7th National AIDS Update Conference will be held at the SF Moscone Convention Center. For registration information (415) 255-1297.

- The National Task Force on AIDS Prevention will present the fourth San Francisco PLUS “Positive Living for Us” Seminar. It is FREE! Please call (415) 403-3806 for more information.

- Womens’ AIDS Network general membership meeting will be held at the Lyon Martin Women’s Health Center 1748 Market, 2nd floor from 9-11:30. The special topic will be Policy planning for 1995—See Flyer.

- HIV Infection in Women: Setting a new Agenda. The conference will be held in Washington DC. Please call (703) 356-8376 for details.

- For details please call the WAN Office (415) 621-4160.

Please sign me up as the newest member of the Women’s AIDS Network.

Support WAN’s work with your membership or donation. Your contribution underwrites the cost of our monthly newsletters, community forums and helps us to keep women’s issues in the forefront in the AIDS pandemic.

Your donation to WAN also provides direct cash grants to women with HIV through our Special Women’s Fund. All contributions are tax deductible.

Thank You!
Please remember WOMEN’S AIDS NETWORK in your estate plans.

For information, call us at (415) 621-4160

Membership rates are:

- $25 People with HIV/AIDS
- $10 Special Needs
- $30 Individual
- $50 Organizational

Enclosed is my donation in the amount of:

- $10
- $50
- $25
- $100
- Other

Name

Address

City State Zip

Please Tear off this panel and mail it to:

Women’s AIDS Network
584 Castro Street, Suite 321
San Francisco, CA 94114

WANT TO HELP TODAY
At the meeting on April 4, we were privileged to have two forums. One was a presentation on "Violence, HIV and Women," by Norma Hotaling, and one was a discussion with Pat Christen, Executive Director, and other staff members of the San Francisco AIDS Foundation, on women’s and children’s services at the Foundation.

**Violence, HIV and Women**
Norma Hotaling is Co-Founder of the Alliance of Prostitutes and Health Care Workers and has a background in research, advocacy and organizing. Norma has a perspective on the issue of prostitution that is different than that of other former and current prostitutes. She does not believe that seeing prostitution as a career choice includes an analysis of the poverty, homelessness, and addiction that she believes drives people into prostitution, nor does it include an understanding of the extreme violence women suffer in the streets. As a former street prostitute, she works with women on the street in dealing with issues of sexual and physical violence, incest, and drug use, along with HIV. She believes that most women do not want to be on the street and, in fact, want to get out of prostitution. Further, she believes that most women deal with violence on a regular basis. Norma spoke from her personal perspective in dealing with these issues in her own life and from her professional perspective in counseling women and working to get them services instead of being prosecuted. She believes that HIV services must address the special needs of this population.

**Women’s and Children’s Services at the SF AIDS Foundation**
Our all-too-brief discussion with Pat Christen, Executive Director, and other staff members of the SF AIDS Foundation, will be continued at our next meeting at a special time and location: Tuesday, May 2, from 11:30 - 12:30 (WAN meeting time change: from 10:00 - 12:30) at 25 Van Ness, Third Floor. The entire hour will be devoted to questions and answers.

Pat and other staff members presented a brief overview of the history and current services for women and children at the Foundation and then answered questions. A women’s and children’s client services program was started in 1989 by Catherine Meier at the Foundation. That program was in place for about three years with just one staff member. The Foundation then redesigned its services, setting up "interdisciplinary teams" rather than focusing on specific populations in distinct and separate ways. The Foundation continues to go through structural changes and now has staffing equal to two full-time positions serving women. The Foundation currently has approximately 250 women clients, with about 50% of them being African American (the client profile of the SFAF is approximately 40% African American). Approximately 30% of their rental subsidies go to adults with dependent children, with approximately 55 going to women/families. Questions focused on such issues as why the lessening services to women, how much cash goes directly to women’s services, the lack of diaper provision for women with children, the lack of any transgender staff members to deal with transgender clients, and the lack of African American staff, along with outreach and services specific to African Americans, especially women. Many questions remained and will be addressed at our next WAN meeting.
1. **Phone Log:** All telephone calls to WAN have been recorded over the last year. It is important to use this crucial information to assess the needs of the community at a local, state, national & international level.

2. **Written Requests:** WAN has received enormous amounts of personal & professional requests since I have been on board. **Would you like to develop a system for the board to review requests?** This information is also crucial to assess the needs of the community and to make it a priority that we have appropriate materials to respond to the letters.

3. **Current Literature** Research, newsletters, Treatment news, articles addressing a sundry of issues about women & HIV, poetry ... Do you have suggestions how to develop a system for board members and the community at large to have better access to this information? Also, as board members, how do you feel about collecting articles you come across to send or donate to our library? *(Please respond to my questions?)*

4. **Committees Reports:** Please submit a brief abstract of your current activities, accomplishments and goals. It is important that I know what is going on. **Perhaps we could establish a system to “Check-In” after each committee meeting.** Please, let me know in advance if I can provide any administrative assistance.

5. **Intern Projects:** What do you feel are priorities from future interns? It may be valuable to develop a contract for interns. So that we develop a reputation to take our interns seriously. Also, we need to develop a system to have a Volunteer List, to help with Newsletter mailing, and other administrative tasks.
At the meeting on April 4, we were privileged to have two forums. One was a presentation on "Violence, HIV and Women," by Norma Hotaling, and one was a discussion with Pat Christen, Executive Director, and other staff members of the San Francisco AIDS Foundation, on women’s and children’s services at the Foundation.

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The Women's AIDS Network (WAN) advocates and provides for the development and improvement of public policies, education and services for the diverse population of women infected and affected by HIV. WAN develops monthly newsletters, monthly forums, resource library, information and referrals.

**COMMITTEE REPORTS**

**Policy Committee:**
The Public Policy Committee met on Tuesday February 14, 1995 to continue its work developing a Women's HIV Policy Agenda. The committee reviewed its responses from the participants of the February General Membership meeting where members were asked a series of questions regarding availability and accessibility of service, treatment and care for HIV positive women. The committee decided to attend WORLD's mailing party at the end of February to talk with WORLD members about the same issues. The Committee's development of a Policy Agenda is ongoing and requires input from HIV positive women and their service providers. Contact either cochair, Karen Topakian at (415) 648-3159 or Eileen Hansen at (415) 291-5454 for more information. The committee meets the 3rd Tuesday of every month from 1-2:30pm at the AIDS Legal Referral Panel's office, 114 Sansome Street, Suite 1129 (Montgomery BART/Muni stop).

**Education Committee:**
The Education Committee plans monthly forums, collaborates on the information packet and is developing a guide to resources on women and HIV in the bay area. The committee meets the 3rd Wednesday of each month, 4-5pm at 815 Eddy. Call Olivia Baldain to be involved (415) 206-6151.

**Membership Committee:**
The Membership Committee encourages everyone to renew their membership!!! The committee is developing an updated WAN brochure. Join us with your ideas the 3rd Wednesday of every month, 5-6:30 pm at 25 Van Ness, 3rd Floor. Contact Lorene Romero for details (415) 284-1740.

**Special Women's Fund:**
The Fund provides an annual $50 cash grant to women with HIV, who are SF residents and have an income less than $1300/month. Call Barbara Garcia for an appointment at the CARE clinic (415) 202-7430. Currently an anonymous questionnaire is being used to assess women accessing the fund. Call Ami Becker to help revise the questionnaire (415) 621-4160.
WAN is recruiting new Board members!! Elections are in July. We especially welcome women with HIV, women of color & women interested in fundraising. For more info: (415) 621-4160.

Women and HIV Collaborative Mural Project is going strong!!! Women with HIV are welcome to join us Tuesdays 9:30-3:30 at the site!!! Call Ami Becker for details (415) 621-4160.

The Women's Clinic at SFGH, ward 86 is open to all women every other Thursday from 9am-12pm. Coffee & donuts provided. Children welcome: (415) 476-0828.

The Names Project is doing outreach, education and prevention using quilts. Organizations are welcome to request quilts for functions and benefits. Call Christina Sunley: (415) 882-5500.

Kommunities of Kolor United Against AIDS (KOKUA) is a collaboration of agencies whose goal is to develop standards of care and prevention. More input & participation needed from women with HIV. Call Rosa Bernard: (415) 403-3803.

Forgotten Children of the AIDS Epidemic, a new book looking at the issues facing children whose parents and siblings are dying of AIDS. Call (415) 284-1740, Fax (415) 284-1750.

Life Renewal is a mental health treatment and support program for people living with HIV. Call (510) 596-8125 or (510) 655-3435.

Coalition for Positive Families with Children meets the second Tue. each month at Walden House in S.F. Call (415) 863-3762.


March 31st:
Mind, Body, & Soul: A Free Health Fair by the Women's Needs Center. 12-4pm at the Women's Building.
Child care provided. Call Gabriel Stover: (415) 487-5615.

March 31st:
Women's Spring Social for Women & Children affected by HIV. 2-4pm, 25 Van Ness, 3rd floor Conference Rm. Food, refreshments, childcare and special giveaways.

April 4th:
Women's AIDS Network general membership meeting.
Topics: Women, Violence & HIV; report on SF AIDS Foundation Women & Children Services. 9am-12pm. Lyon Martin Women's Health Center 1748 Market, 2nd floor.

April 6th:

April 6th and 7th:

April 7th - 9th:

April 17th - 19th:
WORLD'S eighth Shangri-la Retreat for HIV+ Women at Rancho del Obispo in Healdsburg, CA.
Sandi Luna at WORLD: (510) 658-6930.

Membership Meeting: March 7, 1995
Facilitator: Susyn Almond, WAN Board Member

March 31st:
The World Institute on Disability AIDS & Disability Project has published Vocational Rehabilitation and HIV/AIDS: A Resource & Training Manual. Contact at 510 16th Street, Oakland, CA 94612-1500.

East Bay Catholic Charities is adding an HIV/AIDS Curriculum in the Prison Project to its Services. Contact Judy Greenspan at (510) 854-5856, ext. 3150.

Join the International AIDS Society.
Call Joyce Hunter: (212) 740-7291, fax: (212) 795-4222.

HIV+ Women Support Group at UCSF. 400 Parnassus Rm. A45 on Mondays from 11-1pm. Food and childcare available. Open to all women.

Positive Lifestyle Changes support groups for those living with HIV, family friends, and loved ones. All welcome. Call Tazima Jenkins or Charles Richardson, c/o CAL-PEP 630 - 20th St. in Oakland. (510) 874-7850.

Bayview Hunter's Point Foundation AIDS Services offers prevention, education, & services for African Americans at risk or living with HIV disease. Call (415) 822-7500.

Life Renewal is a mental health treatment and support program for people living with AIDS. Call (510) 596-8125 or (510) 655-3435.

Coalition for Positive Families with Children meets the second Tue. each month at Walden House in S.F. Call (415) 863-3762.


The IRIS Center introduces group therapy for HIV+ women every Wednesday from 3:30-7pm. For more info call Millie at (415) 864-2364.

Join the International Society for HIV/AIDS Education and Prevention.
Call (800) 777-6217.

The IRIS Center introduces group therapy for HIV+ women every Wednesday from 3:30-7pm. For more info call Millie at (415) 864-2364.

Memberships rates are: $0 People with HIV/AIDS $10 Special Needs $30 Individual $50 Organizational

Enclosed is my donation in the amount of: $10 $25 $100 $0 People with HIV/AIDS $25 $100 $0 Other

Name
Address
City State Zip

I WANT TO HELP TODAY
Please sign me up as the newest member of the Women's AIDS Network.

Support WAN's work with your membership or donation. Your contribution underwrites the cost of our monthly newsletters, community forums and helps us keep women's issues in the forefront in the AIDS pandemic.

Your donation to WAN also provides direct cash grants to women with HIV through our Special Women's Fund. All contributions are tax deductible.

Thank You! Please remember WOMEN'S AIDS NETWORK in your estate plans. For information, call us at (415) 621-4160.
TO: WAN BOARD MEMBERS
FROM: EILEEN HANSEN

RE: AGENDA FOR BOARD MEETING
FRIDAY, JANUARY 20, 11:00 - 1:00, 25 VAN NESS 3RD FLOOR

THERESA AND CARA, CO-FACILITATORS

1. Approval of Agenda/Additions
   Minutes of 11/18/94 and 12/15/94 Approved
   Financial Reports: Nov/Dec

2. Board Meeting Schedule
   Minutes of 11/18/94 and 12/15/94 Approved
   Financial Reports: Nov/Dec

3. Executive Committee - World Scholarship Committee Proposal
   - Executive Committee:
     - Staff/Board resignations/leave of absence
     - Proposal re: office space (Eileen)

4. Committee Reports:
   - Development/Membership
   - Policy
   - Education/Forums
   - Policy

5. World Scholarship Committee Proposal
   - Executive Committee:
     - Staff/Board resignations/leave of absence
     - Proposal re: office space (Eileen)

6. Budget proposal

7. Open Board Positions

8. Secretary Election

9. Evaluation of Meeting
   - Next meeting: Theresa
   - (see enclosed forms: feedback requested)

10. FORMULATING PLANS FOR STAFF EVALUATION PROCESS
    (see enclosed forms: feedback requested)

11. AGENDA FOR BOARD MEETING
    FRIDAY, JANUARY 20, 11:00 - 1:00, 25 VAN NESS 3RD FLOOR

12. EXECUTIVE SESSION:
    FORMULATING PLANS FOR STAFF EVALUATION PROCESS
    (see enclosed forms: feedback requested)

13. Evaluation of Meeting
    (see enclosed forms: feedback requested)
ADMINISTRATIVE ASSISTANT POSITION

The Women’s AIDS Network, founded in 1983, is a non-profit organization that provides a network for women who are HIV+, AIDS service providers and activists.

The Position: The Administrative Assistant, under the supervision of the Vice-President of the Board of Directors, is responsible for the day to day operations of the Network, including coordinating the monthly membership meeting and taking minutes; coordinating the monthly mailing, responding to telephone calls and mail in a timely manner; updating mailing list on computer database; assisting the Board of Directors with fundraising activities including grantwriting and research and fundraising events; providing a liaison with WORLD and other women and HIV organizations.

Qualifications/skills needed:

--Commitment to providing information and support to HIV+ women and caregivers.
--Knowledge of the HIV women’s community and HIV/AIDS issues
--Administrative experience.
--Ability to communicate and work with diverse groups.
--Computer skills including word-processing and databases.
--Self motivated and ability to work independently.
--Fundraising experience is a plus.

Salary/Benefits: Flexible 15-20 hours work week. Competitive salary. Partially paid medical benefits (50%).

An Affirmative Action Employer, the Women’s AIDS Network encourages applications from HIV+ women, people of color, women, lesbians, bisexuals, and the disabled, as well as people of various ages, classes, and religious backgrounds.

Application: Due December 8, 1993. Job available immediately. Please send resume and cover letter to:
Personnel Committee, Women’s AIDS Network, c/o S.F.A.F.,
P.O. Box 426182, San Francisco, CA 94142-6182
WOMEN'S AIDS NETWORK SELF-EVALUATION

AMI ANN BECKER
DATE:

1. Am I fulfilling the tasks of this job as described in the job description?

2. What are the positive aspects of my job?

3. What are my five best achievements of the last year (personal skill development, program accomplishment, other)?

4. What has been difficult about the job?

5. What steps can I take to make the job less difficult?

6. What skills do I need to improve in order to fulfill the tasks of my job description better?

7. What help do I need from the Board? From volunteers?

8. My feelings about being the only paid staff are:

9. What can the Board do to address these feelings?

10. What else do I need from the Board?

11. What are the strengths and weaknesses of my supervision?

12. What do I see as the Board’s strengths? Weaknesses?

13. How would I like my job description to look? (Additions/deletions/changes.)

14. How would I like WAN to look in the future, with me as a part of it (taking into account that we can only grow so fast, funding difficulties, etc.)?

15. What are five personal and professional goals for the coming year? How can WAN help achieve those goals?
## Balance Sheet  
### 1/31/95

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### Monthly Budget Report

*1/1/95 through 1/31/95*

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### Monthly Budget Report
1/1/95 Through 1/31/95

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<tr>
<td>Gen'l expenses</td>
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<td>Office supplies</td>
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<td>Telephone</td>
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<td><strong>14,959.69</strong></td>
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WAN 1995 Budget Proposal

Expenses

1. Education
   - Brochure: 200
   - Forums: 1200
   - Honorariums: 900
   - Resource Guide: 500
   - TOTAL: 2800

2. Development
   - Admin. support: 200
   - Event Cost: 2000
   - Grantwriting: 1000
   - Printing Solicitation Ltr: 300
   - Retreat/Training for Board: 1000
   - TOTAL: 4500

3. Membership Costs
   - 200

4. Miscellaneous

5. Office Supplies
   - Copying: 200
   - Postage: 100
   - Printer: 600
   - Sign: 200
   - Stationary: 150
   - Software: 525
   - Supplies: 600
   - Telephone: 850
   - TOTAL: 2700

6. Payroll
   - 13500

7. Policy
   - Membership to Life Lobby: 1100
   - Office Supplies: 150
   - Postage: 100
   - Telephone: 200
   - Travel and Conference Fees 500x4 RT Air: 2000
     - Accomodations 100x2x4 nights per trip: 800
     - Per diem 50x3 days x4: 600
     - Ground Transportation x3 days x4: 400
   - Travel/Accom for Life Lobby Mtg x3: 1200
   - Travel to State Capitol x4 RT: 200
   - TOTAL: 6750

8. Special Women's Fund
   - WORLD scholarships: 16100
   - 1250
   - TOTAL: 17350

TOTAL 48500
Income

1. Donations
   Grants  20000
   Individuals  2500
   Major donor  20000
                   42500

2. Event income  4000
3. Interest  500
4. Membership Dues  1000
5. Materials  500

TOTAL  48500
FEB 15, 1995

DEAR EILEEN AND KAREN,

AS IS SOMETIMES THE CASE, AS I STEP BACK FROM BEING SO BUSY I BEGIN TO THINK MORE CLEARLY. I HAVE BEEN THINKING ABOUT WAN - HOW NICE IT IS TO HAVE LESS MEETINGS AND YET I FEEL A COMMITMENT TO SEE WAN BECOME THE BEST. AND SO I SHARE THESE THOUGHTS WITH YOU.

WAN DOES 3 THINGS VERY WELL: 1) THE SPECIAL WOMEN'S FUND. IT IS OPERATING AS INITIALLY PLANNED - A FUND WITH NO STRINGS ATTACHED. WE (ESPECIALLY ME) KEEP TRYING TO "IMPROVE" IT BUT MAYBE THAT IS A MISTAKE SINCE WE HAVE SOMETHING THAT WORKS AND MAYBE ONLY NEED ADMINISTRATIVE SUPPORT. 2) THE GENERAL MEETINGS AND FORUMS. WE ARE A NETWORK, WE ORIGINATED AS A PLACE FOR WOMEN WITH AN INTEREST IN HIV TO GET TOGETHER AND AGAIN WE ARE DOING THAT AND DOING IT WELL. WE PERHAPS DON'T GIVE ENOUGH IMPORTANCE TO THE VALUE OF THE MONTHLY MEETINGS AND THEREFORE DON'T ALWAYS DO AS WELL AS WE COULD DO. 3) PUBLIC POLICY WORK. THIS IS MOSTLY BEING DONE BY YOU TWO IT SEEMS AND THAT IS WORRISOME IF WE EXPECT IT TO ALWAYS BE A PRIORITY FOR THE WAN, BUT FOR NOW IT IS A NATURAL FOR COMBINATION WITH THE MONTHLY NETWORKING MEETINGS. I BELIEVE THESE THREE ACTIVITIES COVER DIRECT SERVICES (TO BOTH HIV+ WOMEN WITH THE FUND AND TO SERVICE PROVIDERS WITH THE MONTHLY MEETING), EDUCATION, AND PUBLIC POLICY.

I WOULD LIKE TO SEE WAN FOCUS ON THESE AREAS. NOT EXPAND BUT IMPROVE QUALITY. OURS EFFORTS TO RAISE MONEY COULD BE FOR GRANTS FOR THE WOMENS FUND (DIRECT SERVICES), GRANTS TO PAY SPEAKERS AT THE MONTHLY FORUMS AND PROVIDE REFRESHMENTS (EDUCATION), AND GRANTS TO SEND WOMEN TO CONFERENCES AND MEETINGS WHERE PUBLIC POLICY IS INFLUENCED (PUBLIC POLICY).

I THINK THAT OUR ADMINISTRATIVE ASSISTANT SHOULD PROVIDE BACK-UP FOR THESE ACTIVITIES.

ANYWAY, JUST SOME THOUGHTS I NEEDED TO SHARE. EILEEN WE CAN TALK MORE IN D.C.

LOVE AND ALOHA,

BARBARA

Also, I miss talking with you. I enjoyed the Exec. Committee mtg. (as much as anyone can enjoy a mtg.) B
EDUCATION COMMITTEE MTG.  2/15/95

PRESENT: OLIVIA BALDAIN, DEANNA HAGY, SUZANNE FAJEN, B. GARCIA.

INFORMATION PACKET:
SUZANNE BROUGHT A PRESENTATION FOR AN INFORMATION PACKET TO BE
MAILED TO PEOPLE WHO REQUESTED INFORMATION. THE RECOMMENDATION OF
THE EDUCATION COMMITTEE IS TO HAVE SUZANNE XEROX COPIES OF ARTICLES
AND FILE THEM IN A THREE RING BINDER UNDER SPECIFIC TOPICS. SHE
WILL DO A LITERATURE SEARCH AND ALSO WRITE AN OVERVIEW ON EACH
TOPIC. WHEN SOMEONE CALLS WITH A REQUEST FOR INFORMATION ABOUT
WOMEN, HIV AND VIOLENCE (FOR EXAMPLE), AMI CAN XEROX THOSE
PARTICULAR ARTICLES AND SEND THEM WITH A REQUEST FOR A DONATION.
WE WOULD ALSO HAVE PRINTED 10 COPIES OF A BOUND VERSION OF AN
OVERVIEW OF WOMEN AND HIV. IT COULD BE SOLD FOR $15 (EARLY
ESTIMATES OF THE COST PER BOOK IS $10) TO INDIVIDUALS WHO REQUESTED
IT AND ALSO TAKEN TO CONFERENCES AND EVENTS WHERE IT COULD BE SOLD.
SUZANNE WILL SEE IF IT CAN BE DONE FOR LESS THAN $10.

THE CONFERENCE UPDATE PART OF THE FORUM FOR MARCH WILL BE ORGANIZED
BY BARBARA GARCIA.

THE NEXT EDUCATION COMMITTEE MEETING WILL BE MARCH 15TH AT 4PM AT
815 EDDY STREET, 1ST FLOOR.
DEVELOPMENT/MEMBERSHIP COMMITTEE

Minutes of February 15, 1995 Meeting

Present: Lisa O’, Margot A., Lorene R.
Absent: Susyn A.

I. **Training:**

D/M committee members will be taking workshops to further their proficiency and visibility in the HIV community to benefit WAN by participating in the following workshops…

Boards: Roles and Responsibilities or "Why Boards Don't Govern" 3/16
Lorene

Fundraising Strategies for Boards-3/30 Margot, Lisa and Lorene

II. **AIDS Walk-A-Thon:**

Recipients Application (we will get the application at the Board Meeting), Karen will be going to the 2/16/95 meeting. They liked our application last year, but rejected it. Thus, we may want to try again to submit a proposal to be accepted as recipient.

III. **Grants:**

Margot will discuss with Ami what kind of grant research she is doing.

IV. **Grant Writing Workshop:**

A workshop is being offered by the AIDS Foundation. Lisa will bring the information to the Board Meeting.

The AID Funding News Alert comes out 2x’s a month for the low, low price of $249.00 a year. Lisa has read it and sent Ami copies. Did she benefit from the information? Should we submit to it or is there an organization whose we can share?

V. **March General Meeting:**

Lisa will be doing the D/M Committee report back at the 3/7 meeting. Margot will be in Germany and Lorene will be on her honeymoon and unable to attend.

VI. **Computer Info.:**

Lorene has feelers out to have a recent copy of File Maker Pro donated to WAN.
VII. **Membership drive:**

We'd like to track results from the membership drive. Can Ami track this some way on the computer? We'd like an update on the tracking statues on a monthly basis. Lisa will research how other agencies keep tabs. Mostly the response from the membership drive occurs within the first two months after the mail out.

Again a reminder to all Board Members... Please be paying members of WAN.

VIII. **Pamphlet:**

This issue was tabled until our next meeting on 3/16 due to an unexpected abrupt end of our meeting.
AIDS WALK 1994 Request for Funding

COVER SHEET

All those interested in applying for AIDS Walk 1994 funding should read the Proposal Guidelines. All applications must be received by the San Francisco AIDS Foundation no later than 5:00 p.m., Tuesday, March 15, 1994 and should be sent or delivered to:

AIDS Walk 1994 Allocations Committee
San Francisco AIDS Foundation
1170 Market Street, 6th Floor
San Francisco, CA 94102

It is acceptable to submit two proposals in the same priority area or in different priority areas. No more than two proposals from any one agency will be accepted.

With any questions, please call Danny Sauro at 415/487-3051.

Please submit 8 copies each of this cover sheet, the proposal, budget forms and project timeline. Only one set of agency supporting materials need be submitted. The Allocations Committee will not consider proposals that vary from this format.

Agency Name: Women's AIDS Network
Location/Street Address: 584 Castro Street San Francisco, CA 94114
Mailing Address: c/o SPAF, P.O. Box 426812 San Francisco, CA 94142
Executive Director: Administrative Assistant - Amy Becker
Contact Person/Title: Karen Topakiar/Board Member
Phone Number: (415) 202-7340 ext.
Fax Number: (415) 776-1449

Agency Mission Statement: As a network, we advocate and provide for the development and improvement of public policies, education and services for the diverse population of women affected by HIV disease.
AIDS WALK 1994 Request for Funding
Cover Sheet, p.2

Agency Name: Women's AIDS Network

# of Staff: 1 #of volunteers: 25

President of Board of Directors: Susyn Almond
Secretary of Board of Directors: Catherine Lyons
Treasurer of Board of Directors: Theresa Swanick
How often does your Board of Directors meet? monthly
When was their last Board meeting? February 23, 1994

Agency Budget: $75,000.

Funds requested: Each proposal may request funds of up to $50,000.

NOTES:

If your agency is approved for funding, there is no guarantee that the full amount of your request will be granted.

It is the intention of the Foundation to provide grants to a broad range of agencies in the funding priority areas specified. Eligible programs in San Francisco, Alameda, Contra Costa, Marin and San Mateo counties will be considered.
AIDS WALK 1994 REQUEST FOR FUNDING

PROPOSAL NARRATIVE

1. In the space below, describe how the funds from AIDS Walk 1994 will be used. Clearly state the kind of program or service to be provided and specifically what will be accomplished by the project. Use only the space provided.

AIDS Walk 1994 funds will be used to support and expand WAN’s Special Women’s Fund. Currently an HIV+ woman peer advocate who self discloses administers this Fund. The Fund disburses a $50 no-strings-attached annual cash grant to low-income women with HIV San Francisco. After a short intake process, the administrator writes a check directly to the qualified client the day of the appointment. The informality of this process provides an atmosphere conducive to conversation and referrals. We believe women deserve the right to make their own financial decisions. Where similar funds pay directly to utilities or landlords, WAN recognizes women’s need to buy clothes, food, etc. WAN has created one place where a woman can easily access $50 in Emergency Funds and make a connection with another HIV+ women, support and referrals.

The AIDS WALK 1994 resources will enable WAN to 1) continue making the grants; 2) reach more women in need through an expanded outreach program; 3) compile demographics on recipients. WAN will be able to continue providing this unique and valuable resource to women with HIV who may have few other financial options. For the Fund’s first year from July 1992 to July 1993, the Fund gave grants to 227 women. For the six month period from July 1993 through January 1994, 213 women received grants. One hundred of them were new contacts. With the incidence of women with HIV increasing, more services and resources will be required. We estimate from mid-1994 to mid-1995 we will see 626 women - 200 of them will be new recipients. The Fund sees more HIV+ women than any other San Francisco provider and sometimes is these women’s only contact in the HIV community. The women receiving grants reflect the epidemic in San Francisco in terms of ethnicity and age. Additional resources will enable WAN to develop materials explaining the Fund and distribute them to San Francisco service providers. Most referrals for the Fund come from other recipients or service providers acquainted with the Fund. Additional revenues will help us to compile the existing demographics for the recipients from 1992, 1993 and 1994. This information could give us more information on women with HIV in San Francisco.

How many individuals will be served as a result of this program? 626
AIDS WALK 1994 REQUEST FOR FUNDING

PROPOSAL NARRATIVE

2. In the space provided, explain why your request applies to one (or more) of the funding priority areas specified in this RFP. Use only the space provided.

WAN’s request applies to priority funding area 2 because our Fund provides financial assistance (an annual $50 cash grant) to low income people (women) with HIV for essential living expenses to support basic human needs. These basic human needs are often described as food, personal items, bills or shoes when the administrator asks the recipients about their plans for spending the grant money. The Fund’s accessibility provides a positive experience for those receiving the grant. For some recipients, the Fund is their only contact in the HIV community.

3. Please include a brief description of your organization as a whole, outlining your overall mission and programs. Describe any HIV-related programs/services that are part of your organization/agency. Use only the space provided.

The Women’s AIDS Network is a network of health care providers, women with HIV and activists. WAN advocates and provides for the development and improvement of public policies, education, and services for the diverse population of women affected by HIV disease. Our policy work covers influencing policy decisions regionally, state-wide, nationally and internationally concerning women with HIV. WAN educates women affected and infected by HIV about prevention, treatment and resources. We advocate for improved service provision, and provide services where possible and appropriate, to women affected and infected by HIV and their families. WAN provides opportunities for members to network and collaborate on relevant issues at our monthly membership meetings and educational forums.
5. To ensure the success of the AIDS Walk, benefitting agencies are required to assist in the production of the event. It is necessary that your agency volunteer and donor lists be made available to AIDS Walk San Francisco. Please be assured that the lists are for the sole use of the AIDS Walk and will not be used again, sold or traded. If your agency is approved for funding, these lists must be received at the San Francisco AIDS Foundation by 5:00 p.m. on Thursday, April 14, 1994. Failure to deliver these lists by the appointed time and date will result in revocation of beneficiary status.

Please check here if your agency will provide complete volunteer and donor lists to AIDS Walk San Francisco. In checking this box, you acknowledge that failure to provide these lists by the date specified will result in revocation of beneficiary status.

☐ Please check here if your agency does not have any volunteer or donor lists.

6. Please attach a copy of your determination letter confirming tax-exempt status [501(c)(3), 501(c)(4), etc.] from the Internal Revenue Service, or that of your sponsoring organization.

7. Please include your organization's most recent audit. Only one copy is necessary. If your organization does not have an audit, please attach a separate sheet of paper with an explanation as to why no audit is available. (Failure to provide an agency audit or an explanation as to why there is no audit will result in elimination from consideration for funding.)

(CONTINUED)
# AID... 1994 REQUEST FOR FUNDING

## PROPOSAL BUDGET

8. Please complete the following budget for your proposal.

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<th>Explanation</th>
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<td>Other</td>
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</tr>
<tr>
<td>Other</td>
<td>$</td>
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| **II. Program Costs** | |
| Office supplies/materials | $400. |
| Postage (bulk in kind-SFAP) | $200. |
| Outreach materials | $1000. |
| Other | $31300. |
| Other transport to Bank & referral 315 \( \times .90 \text{ bus tkn} \) | $252. |

| **III. Overhead Costs** | |
| Rent/Utilities | $100 \( \text{month} \times 12 \text{ months} \) | $1200. |
| Telephone | $10 \( \text{month} \times 12 \text{ months} \) | $120. |
| Other | Bank charges/check purchase charges | $112. |
| Other | |

| **IV. Capital Costs** | |
| Equipment purchase/rental software upgrades | $300. |
| Other | $ |
| Other | |

**TOTAL PROPOSED PROJECT/PROGRAM BUDGET** $42944.
AIDS WALK 1994 REQUEST FOR FUNDING

PROPOSAL NARRATIVE

9. If you were to receive only one-half of the funds you have requested in this proposal, how would you allocate them in this specific program? Use only the space provided.

WAN would continue to operate on the good will of other organizations for staff time, office space and overhead costs. WAN would continue to fundraise the remaining portion of the budget through other grants, special events and the generosity of donors. If the number of women requesting grants increased beyond our budget and fundraising ability, every qualified woman would not be able to receive this grant.

10. Complete and attach the Activities Timeline for your proposed program (p.6) and Attachments A & B (Expense & Revenue Forms).

11. Please submit 8 copies of this proposal. Only one set of supporting materials (i.e., annual report, agency audit) need be submitted. The San Francisco AIDS Foundation will not accept proposals that vary from this format.

Applications for AIDS Walk 1994 funding are due at the San Francisco AIDS Foundation, 1170 Market, no later than 5:00 p.m. on Tuesday, March 15, 1994. Applications received after the deadline will not be considered.

No faxes please.
AIDS WALK 1994 REQUEST FOR FUNDING

ACTIVITIES TIMELINE

In outline form, list activities and provide a timeline (by quarter) for implementation of your proposed program. If you are an HIV/AIDS agency applying for general program (operating) support, provide a timeline and list of general activities that address one or more of the 1994 Areas for Funding. An example of a completed Activities Timeline is included in this packet. The AIDS Walk funding year is August 15, 1994 - August 14, 1995.

Please indicate the nature of your application (Check one):

X Specific Program

☐ General Operating Support

Funding Priority Area(s) (Circle) 1 2 3 4 5 6

Are you submitting a second proposal for consideration? X Yes ____No

If yes, do you consider this proposal a higher of lower priority than your other proposal? X Higher ____Lower

KEY: X = Start-up --- = Ongoing

By Quarter, AIDS Walk Funding Year

<table>
<thead>
<tr>
<th>Activity</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Hire Staff</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Recruit</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Train</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>B. Locate office space in existing agency</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>C. Outreach</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Develop outreach materials</td>
<td>X-</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Outreach program to providers</td>
<td>X-</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>D. Distribute referral guides</td>
<td>X-</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>E. Disburse grants</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>F. Demographics</td>
<td></td>
<td>X-</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Est. new system for demographic collection</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Collect demographics</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>G. Evaluation</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Six month and one year</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>H. Reports</td>
<td></td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Report to AIDS WALK 1994</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Annual Report of program to service providers</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
</tbody>
</table>
**ATTACHMENT A**

**PRIOR YEAR AGENCY EXPENDITURES**

**AGENCY FISCAL YEAR / FINANCIAL REPORTING PERIOD (Check One)**

- January 1, 1993 - December 31, 1993
- July 1, 1992 - June 30, 1993
- Other, please define: _______ to _______

**EXPENSES - Agency-wide**

<table>
<thead>
<tr>
<th>Description</th>
<th>HIV/AIDS Budget</th>
<th>Total Agency Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Salaries/Benefits administration staff</td>
<td>$</td>
<td>$9622.45</td>
</tr>
<tr>
<td>B. Salaries/Benefits program staff</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>C. Salaries/Benefits fundraising staff</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>D. Occupancy/rent/utilities - all staff</td>
<td>$</td>
<td>$175.00</td>
</tr>
<tr>
<td>E. Phone/postage/office supplies - all staff</td>
<td>$</td>
<td>$395.80</td>
</tr>
<tr>
<td>F. Travel</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>G. Conference fees, dues, memberships</td>
<td>$</td>
<td>$2255.88</td>
</tr>
<tr>
<td>H. Direct Service/Education/Program costs</td>
<td>$</td>
<td>$14352.70</td>
</tr>
<tr>
<td>I. Fund development/fundraising costs (exclusive of salaries/benefits listed above)</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>J. Other expenses compromising 5% or more of agency budget not listed above (please specify)</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>$</td>
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<td>$</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td><strong>TOTAL EXPENSES</strong></td>
<td>$</td>
<td>$26801.83</td>
</tr>
</tbody>
</table>

*Includes HIV/AIDS budget. *Total Agency Budget* applies to agencies that are not HIV/AIDS specific. For HIV/AIDS agencies, *Total Agency Budget* and *HIV/AIDS Budget* will be identical.
ATTACHMENT B

PRIOR YEAR AGENCY REVENUE SOURCES
Note: This is not a budget. Please use actual figures from prior year.

FINANCIAL REPORTING PERIOD (Check One)

- [X] January 1, 1993 - December 31, 1993
- ___ July 1, 1992 - June 30, 1993
- ___ Other, please define: __________ to __________

SECTION I: GOVERNMENT FUNDING

<table>
<thead>
<tr>
<th></th>
<th>HIV/AIDS Program</th>
<th>Total Agency</th>
</tr>
</thead>
<tbody>
<tr>
<td>City/County of SF</td>
<td>$_________</td>
<td>$_________</td>
</tr>
<tr>
<td>State of CA</td>
<td>$_________</td>
<td>$_________</td>
</tr>
<tr>
<td>Ryan White CARE</td>
<td>$_________</td>
<td>$_________</td>
</tr>
</tbody>
</table>

(Restrict each grant specifying Title I or Title II and amount of grant)

<table>
<thead>
<tr>
<th></th>
<th>HIV/AIDS Program</th>
<th>Total Agency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Other Federal Funds</td>
<td>$_________</td>
<td>$_________</td>
</tr>
</tbody>
</table>

(non-CARE)

(Please specify)

<table>
<thead>
<tr>
<th></th>
<th>HIV/AIDS Program</th>
<th>Total Agency</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$_________</td>
<td>$_________</td>
</tr>
</tbody>
</table>

SUBTOTAL, GOVERNMENT FUNDING

$_________ $0.00

$_________ $0.00

$_________ $0.00

SECTION II: PRIVATE FUNDING

Corporation/Business

(Please list top two funders and total amount of corporate support)

<table>
<thead>
<tr>
<th></th>
<th>HIV/AIDS Program</th>
<th>Total Agency</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$_________</td>
<td>$_________</td>
</tr>
</tbody>
</table>

Foundations

(Please list top two foundation funders below and total amount of foundation support to the right.)

<table>
<thead>
<tr>
<th></th>
<th>HIV/AIDS Program</th>
<th>Total Agency</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$_________</td>
<td>$_________</td>
</tr>
</tbody>
</table>

*Includes HIV/AIDS budget. "Total Agency Budget" applies to agencies that are not HIV/AIDS specific. For HIV/AIDS agencies, "Total Agency Budget" and "HIV/AIDS Budget" will be identical.

B-1
ATTACHMENT B, cont.

SECTION II: PRIVATE FUNDING, cont.

<table>
<thead>
<tr>
<th>Source</th>
<th>AIDS Program</th>
<th>Total Agency*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Direct Mail</td>
<td></td>
<td>$24534.41</td>
</tr>
<tr>
<td>Special Events</td>
<td></td>
<td>$1292.00</td>
</tr>
<tr>
<td>Did you participate in the 1993 Dance-A-Thon?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Amount Received from 1993 Dance-A-Thon:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Did you participate in the 1993 AIDS Walk?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Amount Received from 1993 AIDS Walk:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>United Way</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Volunteers/In-Kind Support</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Misc. (please specify)</td>
<td>$1131.48</td>
<td></td>
</tr>
<tr>
<td>interest</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SUBTOTAL, PRIVATE FUNDING</td>
<td>$26957.89</td>
<td></td>
</tr>
<tr>
<td>TOTAL, ALL REVENUES</td>
<td>$26957.89</td>
<td></td>
</tr>
</tbody>
</table>

Percentage of budget from public sector funding: %

Percentage of budget from private sector funding: 100%

*Includes HIV/AIDS budget. *Total Agency Budget* applies to agencies that are not HIV/AIDS specific. For HIV/AIDS agencies, *Total Agency Budget* and *HIV/AIDS Budget* will be identical.
9 March 1994

Dear AIDS WALK 1994,

The Women's AIDS Network does not have an audit because we are not required to undertake one by the Articles of our Incorporation nor have we received any state or local funding which would require us to do so. In addition, the expense of an audit would be cost prohibitive for an organization with a budget of our size.

Sincerely,

Susyn Almond
President, Board of Directors
EDUCATION COMMITTEE MTG.  2/15/95

PRESENT: OLIVIA BALDAIN, DEANNA HAGY, SUZANNE FAJEN, B. GARCIA.

INFORMATION PACKET:
SUZANNE BROUGHT A PRESENTATION FOR AN INFORMATION PACKET TO BE MAILED TO PEOPLE WHO REQUESTED INFORMATION. THE RECOMMENDATION OF THE EDUCATION COMMITTEE IS TO HAVE SUZANNE XEROX COPIES OF ARTICLES AND FILE THEM IN A THREE RING BINDER UNDER SPECIFIC TOPICS. SHE WILL DO A LITERATURE SEARCH AND ALSO WRITE AN OVERVIEW ON EACH TOPIC. WHEN SOMEONE CALLS WITH A REQUEST FOR INFORMATION ABOUT WOMEN, HIV AND VIOLENCE (FOR EXAMPLE), AMI CAN XEROX THOSE PARTICULAR ARTICLES AND SEND THEM WITH A REQUEST FOR A DONATION. WE WOULD ALSO HAVE PRINTED 10 COPIES OF A BOUND VERSION OF AN OVERVIEW OF WOMEN AND HIV. IT COULD BE SOLD FOR $15 (EARLY ESTIMATES OF THE COST PER BOOK IS $10) TO INDIVIDUALS WHO REQUESTED IT AND ALSO TAKEN TO CONFERENCES AND EVENTS WHERE IT COULD BE SOLD. SUZANNE WILL SEE IF IT CAN BE DONE FOR LESS THAN $10.

THE CONFERENCE UPDATE PART OF THE FORUM FOR MARCH WILL BE ORGANIZED BY BARBARA GARCIA.

THE NEXT EDUCATION COMMITTEE MEETING WILL BE MARCH 15TH AT 4PM AT 815 EDDY STREET, 1ST FLOOR.
WOMEN'S AIDS NETWORK
BOARD OF DIRECTORS
02/16/95
4:00 - 6:00pm
25 Van Ness, 5th Floor
Lorene and Karen, Facilitators

A G E N D A

1. Announcements
2. Approval of Agenda/Additions
3. Minutes of January 20 approved (enclosed)
5. Staff Report — action items only (enclosed)
6. Committee Reports — action items only (Ex. Comm. report enclosed)
7. Meeting and Facilitation Schedule
8. 1995 Budget Finalized (Treasurer's proposed budget enclosed)
9. Election of Board Secretary
10. Open Board Positions: discussion
11. Evaluation of Meeting

(please read enclosures for discussion at meeting — in addition to the above enclosures, the following are also included:)

— Support Center Training Schedule (to be discussed)
— WAN Approved Board-Staff Communications Policy (information only)
— WAN Approved Resignation/Leave of Absence Policy (information only)
— Amended Buddy System (information only)
— Staff Report of January 20 (information only)
WAN BOARD MEETING MINUTES JANUARY 20, 1995.

PRESENT: EILEEN HANSEN, KAREN TOPAKIAN, LISA O'CONNOR, MARGOT ANTONETTI, LORENE ROMERO, THERESA SWANICK, BARBARA GARCIA, CARA PAGE, AMI BECKER.
EXCUSED ABSENCES: HELEN MIRAMONTES, OLIVIA BALDAIN,

1. AGENDA APPROVED

2. MINUTES OF 11/18/94 & 12/15/94 APPROVED.

3. FINANCIAL REPORT (THERESA); CALIFORNIA FEDERAL HAS WAIVED ALL CHECKING FEES FOR THE SWF CHECKING ACCOUNT. WAN ALSO HAS OVERDRAFT PROTECTION ON THE SWF CHECKING ACCT NOW. BARBARA AND THERESA WILL TRY TO COORDINATE BETTER SO THERE IS NO CHANCE OF OVERDRAWING. EILEEN WILL SEND A THANK YOU NOTE TO THE BANK. SINCE THERESA DOES NOT RECEIVE THE BANK STATEMENT UNTIL THE MIDDLE OF THE MONTH IT IS DIFFICULT FOR HER TO HAVE THE FINANCIAL REPORT READY IN TIME TO MAIL BEFORE THE BOARD MEETING. BECAUSE OF THAT WE WILL CONSIDER MOVING BOARD MEETING TO LATER IN THE MONTH.

4. WE WILL ROTATE BOARD MEETING TIMES. TENTATIVE SCHEDULE FOR BOARD MEETINGS WILL BE THURSDAYS 4-6 AND TUESDAYS 9-11. NEXT BOARD MEETING WILL BE FEB. 16TH, 4PM-6PM, AT 25 VAN NESS, 3RD FLOOR. KAREN WILL FACILITATE.

STAFF REPORT (SEE ATTACHED):
5. THE ADMINISTRATIVE REPORT WAS PRINTED AND DISTRIBUTED. THERESA AND LORENE WILL GIVE COMPUTER SUPPORT TO AMI. THE NEWSLETTER WILL BE DISCUSSED AT THE EDUCATION COMMITTEE. THE NEWSLETTER HAS A NEW LOOK, THANKS TO AMI AND A CONSULTANT.

EXECUTIVE COMMITTEE:
6. KAREN PRESENTED A PROPOSAL FOR BOARD RESIGNATIONS AND LEAVES OF ABSENCE. THE BOARD APPROVED THEM WITH ONE CHANGE. KAREN PROPOSED A POLICY FOR BOARD STAFF COMMUNICATION AND THE BOARD APPROVED WITH NO CHANGES. COPIES OF EACH WILL BE MAILED TO ALL BOARD MEMBERS.

7. THE BUDGET WAS TENTATIVELY APPROVED. THERE WERE SOME ADDITIONS AND CHANGES AND IT WAS AGREED THAT THE EXECUTIVE COMMITTEE WOULD MAKE RECOMMENDATIONS AT THE NEXT BOARD MEETING.

7.a EILEEN PASSED OUT BOARD EXPENSE REIMBURSEMENT AND VOLUNTEER TIME SHEETS AND ASKED BOARD MEMBERS TO BRING THEM TO MONTHLY MEETINGS.
8. THE PROPOSAL ABOUT OFFICE SPACE WAS TABLED UNTIL NEXT MEETING.

DEVELOPMENT/MEMBERSHIP:
9. WAN WOULD LIKE TO TABLE AT THE HIV UPDATE CONFERENCE, STARTING JAN.31ST. SINCE WE HAVE SO LITTLE LITERATURE IT WAS AGREED THAT WE WOULD SHARE A TABLE AND COST UP TO $100 WITH ANOTHER ORGANIZATION, HOPEFULLY WORLD. LISA AND AMI WILL COORDINATE.

10. THE MEMBERSHIP LETTER WENT OUT. THANK YOU TO LISA AND THE FOLKS AT WALDEN HOUSE.

11. THE DEVELOPMENT COMMITTEE WILL BRING PROPOSALS TO THE NEXT BOARD MEETING AND ALSO TRY TO MEET WITH THE EDUCATION COMM.

12. THE CLASSICAL ACTION BENEFIT FUNDS ARE BEING HANDLED BY THE TIDES FOUNDATION. THEY ARE PARTICULARLY LOOKING TO FUND COLLABORATIONS AND HAVE INVITED CERTAIN GROUPS TO APPLY. WE WERE NOT ASKED TO APPLY BUT WE COULD CALL AND ASK ABOUT IT OR WE COULD WORK WITH THE ALREADY EXISTING WOMEN’S HEALTH CARE COLLABORATIVE. FUNDS RAISED COULD BE USED TO IMPROVE SWF’S QUESTIONNAIRE SO IT COULD BE USED FOR A NEEDS ASSESSMENT. EILEEN WILL MEET WITH BARBARA AND THERESA TO DISCUSS THIS.

WOMEN’S FUND:
13. BOARD MEMBERS WILL GET SUGGESTIONS ABOUT THE SWF QUESTIONNAIRE TO BARBARA BEFORE THE NEXT BOARD MEETING.

EDUCATION:
14. FORUM TOPICS ARE SET FOR FEB. - MAY: FEB. WILL BE PUBLIC POLICY, MARCH WILL BE CONFERENCE UPDATES AND/OR PRESENTATION FROM THE S.F.AIDS FOUNDATION, APRIL WILL BE VIOLENCE, HIV AND WOMEN, AND MAY WILL BE EMPOWERING SPECIAL POPULATIONS. THE MURAL PROJECT WAS NOT ACCEPTED BY THE EDUC. COMM. IT WOULD NEED SUPPORT FROM THE BOARD. IT WAS PROPOSED THAT AMI NOT USE STAFF TIME OR WAN MONEY FOR THE MURAL PROJECT. IT WAS APPROVED THAT SHE COULD USE MEMBERSHIP MEETING TIME AND THE NEWSLETTER TO INFORM ABOUT THE PROJECT.

WORLD SCHOLARSHIP COMMITTEE PROPOSAL.
15. WILL BE ON THE AGENDA AT NEXT BOARD MEETING.

POLICY COMMITTEE DISTRIBUTED THEIR REPORT.
16. LISA O’CONNOR WILL SERVE AS TEMPORARY BOARD SECRETARY FOR THE MONTH OF FEBRUARY.

17. OPEN BOARD SLOTS WILL BE DISCUSSED AT THE NEXT MEETING. EILEEN ENCOURAGED BOARD MEMBERS TO THINK OF POTENTIAL MEMBERS WHO ARE HIV+ WOMEN, WOMEN OF COLOR AND WOMEN WITH SPECIAL SKILLS NEEDED BY THE BOARD.
18. **THE S.F. AIDS FOUNDATION HAS PROPOSED** A MEETING TO ANSWER OUR LETTER AND DISCUSS SERVICES FOR WOMEN. EILEEN WILL INVITE PAT CHRISTEN OF THE SFAF TO SPEAK AT THE MARCH MEETING. THOSE AT THE FEB. MEETING WILL BE ASKED IF THEY WOULD LIKE TO EXTEND THE TIME OR CHANGE THE USUAL AGENDA TO ACCOMMODATE THIS DISCUSSION.

19. KAREN, MARGOT, LISA AND EILEEN WILL BE ON AN AD HOC COMMITTEE TO FORMULATE PLANS FOR STAFF EVALUATION.

20. MEETING EVALUATION.

PLEASE NOTE: NEXT MEETING THURSDAY, 2/16/95, 4 - 6, 25 VAN NESS, 5TH FLOOR.
WAN 1995 Budget Proposal

**Expenses**

1. **Education**
   - Brochure
   - Forums
   - Honorariums
   - Resource Guide
   - Total: 200

2. **Development**
   - Admin. support
   - Event Cost
   - Grantwriting
   - Printing Solicitation Ltr
   - Retreat/Training/Memberships
   - Total: 2800

3. **Miscellaneous**
   - Total: 700

4. **Office Supplies**
   - Copying
   - Postage
   - Computer Hard/Software
   - Sign
   - Stationary
   - Supplies
   - Telephone
   - Total: 3400

5. **Payroll**
   - Total: 15500

6. **Policy**
   - Membership to Life Lobby
   - Office Supplies
   - Postage
   - Telephone
   - Travel and Conference Fees 500x4 RT Air
     - Accomodations 100x2x4 nights per trip
     - Per diem 50x3 days x4
     - Ground Transportation x3 days x4
     - Travel/Accom for Life Lobby Mtg x3
     - Travel to State Capitol x4 RT
   - Total: 6750

7. **Rent**
   - Total: 300

8. **Special Women's Fund**
   - WORLD scholarships
   - Total: 17350

**TOTAL** 51500
### Income

1. **Donations**
   - Grants: 23000
   - Individuals: 2500
   - Major donor: 20000
   - Total: 45000

2. Event income: 4000

3. Interest: 500

4. Membership Dues: 1000

5. Materials: 500

**Total:** 51500
Meeting Minutes- WAN Executive committee
2/7/95- ALRP Office 4:30 pm

Present: Eileen Hanson, WAN President
Karen Topakian, WAN Vice President
Teresa, Treasurer
Lisa O’Connor, Acting Secretary

AIDS Foundation/WAN Meeting
Re: AIDS Foundation Women and Childrens Program.
We have invited the AIDS Foundation to attend a WAN Community Meeting 3/7/95. The meeting time would need to be extended 15 minutes, and would run 9:30am-11:45 am. We do not yet have a confirmation.

Mobilization Office Space
Eileen met with Mike Striver, and they agreed to:
+ $25,000 month to be paid by WAN for Maintenance
+ Written contract for 1995 to be drafted
+ clean-up duties shared.
MOU in process.

Ami Becker - HIV Infection in Women Conference
Ami will pay all her travel expenses, WAN will pay her registration fee ($250.00)

Facilitator Training-
We will be rotating all board members to co-facilitate Board meetings so that we all get facilitation experience. Beginning with the March meeting, every board member who has not facilitated a meeting should sign up to co-facilitate. After we all get some practice, WAN will pay Lynda Gonzales to do another facilitation training. It seems much more effective to take a training after "hands-on" experience.

Support Center Trainings for WAN Board.
WAN will pay enrollment fee for 5 board members to participate in the Support Centers Upcoming Trainings as follow:

"Boards: Roles and Responsibilities or "Why Boards don’t govern"
Thursday, 3/16 4-6pm
Should be attended by 2-3 WAN Board Members.
++++++++++++++++
"Funding Strategies for Boards"
Thurs, 3/30 4-6pm
Should be attended by 2 members of membership/Dvlp Committee

Tides Foundation
Collaboration between
Lyon Martin
IRIS Center
Planned Parenthood

This decision to participate is still undecided.
SPECIAL SERIES FOR BOARDS OF DIRECTORS

Boards: Roles and Responsibilities or “Why Boards Don’t Govern” 166

In the prevailing model of nonprofit boards, boards of directors establish strategic direction, raise money and exercise financial oversight. But instead of doing this, many boards simply adopt staff-written strategies, don’t raise money and rubber stamp budgets they don’t fully understand. This seminar questions various board models and suggests strategies for overcoming some of the inherent problems staff and board members encounter in trying to get their boards to function well.

Workshop 166: Mike Allison, Support Center Staff
Thursday, March 16 • 4:00pm – 6:00pm
Location: Support Center Annex
Fee: Flat fee of $35

Protecting the Board of Directors from Personal Liability 167

The need to attract and retain board members is key to the viability of any nonprofit organization. Because directors and officers may be personally liable for their acts or failure to act, it is important to take steps to minimize their exposure. State immunity statutes do not cover all potential liabilities. This seminar explains the various sources of liability a board member is subject to, provides claim examples, and provides you with ways to prevent, reduce, transfer and avoid personal financial loss.

Workshop 167: Paul Rogers, Paul Rogers Insurance Brokers, Inc.
Tuesday, March 14 • 4:00pm – 6:00pm
Location: Support Center Annex
Fee: Flat fee of $35

Fundraising Strategies for Boards 165

Organizations with successful development programs have active board involvement. This workshop explores the all-too-often unclear responsibilities board members have in fundraising. Participants will learn what their fundraising roles are as board members and will learn strategies to become more involved with their organization’s fundraising programs.

Workshop 165: Mim Carlson, Fundraising Consultant
Thursday, March 30 • 4:00pm – 6:00pm
Location: Support Center Annex
Fee: $35
Approved Board-Staff Communications Policy

If any committee needs the assistance of the Administrative Assistant for any tasks, they must request it in a timely manner. Requests should come from the committee chair or an appointed member to the Administrative Assistant. The Administrative Assistant and her supervisor, the Vice-President, will determine whether the Assistant has the time to fit the task(s) into her schedule. All efforts will be made to accommodate the committee’s needs but last minute requests, half completed work or unfair demands will be considered unacceptable.
Approved WAN Resignation/Leave of Absence Policy

If a member of the Board of Directors chooses to resign from the Board prior to the completion of her two year term, she is requested to contact the President of the Board prior to the next Board meeting, requesting time on the agenda to announce in person her resignation. If she is unable to reach the President, she is asked to contact the Vice President, the Secretary or the Treasurer in that order. If she is unable to attend any future board meetings, she is requested to submit her resignation in writing to the President. Resigning members are urged to suggest names of potential board members to replace themselves.

If a member of the Board of Directors chooses to seek a leave of absence from the Board, she is asked to put her request in writing stating the conditions upon which she will be taking her leave and when she will return. The Board will address the matter at the next Board meeting and they can choose to accept or reject her terms. Leaves of absence for longer than three months are not recommended.

a:rsgn.pl updated 2/95
WAN BUDDY SYSTEM

(revised February 1995)

Susyn — Lisa
Theresa — Yalonda
Eileen — Margot and Cara
Helen — Leatha
Karen — Lorena and Olivia

(Barbara on leave 2/95, 3/95, 4/95)

This system is designed for the purpose of enabling a newer Board Member to come on to
the WAN Board through an easier, more comfortable transition by pairing up with a
continuing Board Member. The continuing Board Member takes responsibility for staying
in touch with the newer Board Member. Additional specifics of the relationship between
the two Board Members should be defined between each buddy pair. Is the system
working? Please let Eileen know.
Administrative Report by Ami Ann Becker, MPH
Board Meeting: January 20, 1994.

General Staff Activities: Calls, mail, follow-up letters, coordinate meetings & events, Newsletter, develop & constantly update database, organize, ongoing outreach & PR for WAN, supervise volunteers & interns, collaborate & coordinate with committees and manage the WAN office. I have been working with WAN almost 1 year this February!

1. Computer: Purchased an Apple Laserwriter Printer 300 & Hired MacMedic to clean and improve the our current Mac.

2. Communication between Committees & Staff. Must inform me of your current projects and expectations of administrative support (ie. Membership Drive: Rewrite the letter, edit, feedback, print, coordinate, deliver & pay for Print 1, Create Extended Database, deliver to Walden House, pick up from Walden House, deliver to AIDS Foundation) ! The process is inefficient!

3. Intern Projects: (The Education Committee will Co-Supervise)
a.) Information Packet- Suzanne Fajen’s Senior Project for New College. She will also be doing an independent study with WAN for 6 hours per week. Karen & I have made a to do list, but need to prioritize.
b.) Resource Pamphlet- City College intern project last semester is in it’s final stages. A Pre-final version will be delivered Monday of next week. Dana Garza is the student who will complete the project.

4.) Graphic Designer, Innosanto Nagara, was consulted to develop a New & Improved Newsletter. He normally charges $15 per hour and we worked on it 7 hours. He volunteered some of his time, however, I feel it is important to give him a donation for his effort. Now that we have a template, it will much easier. The program is on Pagemaker & our computer does not have enough memory. Therefore, we will need to use Kinko’s computers, unless a board member can have access to a powerful machine!!

8.) Important Calls - See attached sheet.
Calls to the Women's AIDS Network: (11/1-12/20)

* University Student: Request for info. on Women & HIV
* Institute for Policy Studies: Needle exchange project
* CDC Directory: update publications, clearinghouse
* Mills College: Student research on AIDS Campaign
* The Body Shop: Submit proposal for special events/ sponsorships
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* Job listings update & information request
* Forum topic proposal: InfoUse- develop CD-Rom for women & HIV
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* Heterosexual HIV+ male in New Jersey looking for HIV+ woman
* HIV+ female muralist: Wants to get involved with WAN
* Future space to use for special events
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* Volunteer in Oakland: willing to help
* Student research: Westmont College, demographics & trends on women & HIV
* Female friend who is HIV+. Request support, info., counseling
* Crisis call: 30yr. old HIV+ woman, heterosexual, no risk, married..
* Lesbian AIDS Project in New York: Materials exchange
* UCSF: Announce Women's HIV+ support group
TO: Women's AIDS Network Board of Directors
FROM: Public Policy Committee
DATE: January 1995
RE: Report on January 17th meeting

ANNOUNCEMENTS:
--Any one interested in joining the Standby Guardianship Working Group should contact Rachel at 415/291-5454.
--"A How to..." workshop for Bay Area health service providers who want to resist 187 on Friday Jan 20, 9-11 AM.
--The DHS working group on ACTG 076 is meeting on Monday January 30 from 1:30 to 4:30 P.M. in Sacramento. Representatives from BAHAN, Life Lobby, ALRP and Planned Parenthood will all be present.
--Karen Topakian, Eileen Hansen and Rachel Maddow will be meeting with Judy Greenspan, the Project Director for HIV/AIDS in Prison Project at Catholic Charities of the East Bay, to discuss potential joint projects on January 24 at 5 P.M. at the ALRP office.
--Eileen Hansen will represent WAN at the Center for Women Policy Studies February meeting—a follow-up to the December meeting's discussion—developing a national women and HIV policy agenda.

DISCUSSION:
The committee discussed outreach to service providers and women with HIV for their input into developing a policy agenda. Rebecca Denison accepted our proposal to host a social gathering at the new WORLD office to meet with women informally and talk about their particular concerns. The committee will propose a date and time to do so. The committee developed the following questions for use at the February 7 membership meeting:
--What are some of you or your service providers common unmet needs?
--What in the system makes you or your client's life difficult?
--What would you like to see changed?
--What are the top three things you need out of the system?
--What are the issues that come up from providers whose clients are dealing with substance abuse?
--Do you have any concerns or suggestions regarding women and HIV including treatment, systems, research or support?
--What are the best ways to access women clients?

Karen Topakian will facilitate the forum and present an overview of the committees goals. Kristin Neil will present the goals of this project and record the responses to the above questions.

ACTION:
Eileen Hansen's abstract on policy issues has been accepted by the conveners of the HIV Infection in Women Conference to be held on February 22-24 in Washington DC. Please give ideas on policy issues you would like to see the session address to Eileen at 291-5472 or come to the February 14th WAN Policy meeting where we will develop a plan.
Does WAN want to join the Coalition for Positive Families when they address the Care Council regarding the AIDS Foundation's lack of services for women and children on Wednesday February 8 from 4-8 p.m.? Kristin Neil is coordinating this for the Coalition.

NEXT MEETING:
—Tuesday February 14 1-2:30 at 25 Van Ness 3rd Floor
January 12, 1995

Eileen Hansen
President, WAN Board of Directors
114 Sansome Street, #1130
S.F., CA 94104

Dear Board Members,

I would like to request a 3 month leave of absence from the WAN Board beginning February 1. I find that I am badly in need of a break from some of my obligations. I do intend to continue my committee work with WAN and to attend the general membership meetings.

Thank you for consideration of my request.

Sincerely,

Barbara Garcia
January 20, 1995

Anonymous
Marshall & Isley Trust Company
3330 University Avenue
P.O. Box 8988
Madison, WI 53708-8988

Dear Anonymous Friend:

Thank you for your phenomenally generous donation of $20,000 to the Women's AIDS Network. As you know, WAN is the world's oldest nonprofit organization focused on women infected or affected by HIV/AIDS. WAN was established in June 1983 at the Second National AIDS Forum in Denver. In March 1984, women involved in AIDS services in the San Francisco Bay Area began meeting monthly. The membership includes women in medical, mental health and social services, along with women with HIV, community advocates and political activists.

WAN advocates on behalf of women with HIV and provides education, support and information to our members. We continue to hold monthly general membership meetings the first Tuesday of every month where our members network and share information. We also conduct hour-long educational forums at each of these meetings.

The WAN office offers a resource library with current literature, brochures and research on women and HIV, employment listings and notices on events, meetings and conferences. WAN also provides a Special Women's Fund which is an annual $50 grant to HIV-positive women who are low-income San Francisco residents.

Words cannot adequately express our appreciation for your support of the Women's AIDS Network. Through your continuing generosity, we are able to further our work for women with HIV on the local, state and national levels.

Very truly yours,

Eileen Hansen
President
Board of Directors
Dear Friend:

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Thank you again for your support of the Women’s AIDS Network. Through your generosity, we are able to continue our work for women with HIV on the local, state and national levels.

Warmly,

Ami Ann Becker
Administrative Assistant
The "contract with America" is starting to look an awful lot like a contract out on us. We need a plan!

The Women's AIDS Network needs your help in deciding what issues we should work on in 1995.

Who? Women with HIV, women HIV service providers.

When? Tuesday, February 7th from 10:30-11:30 am. (You are also welcome to attend the WAN monthly membership meeting from 9:00-10:30 that morning; 9:00-9:30 is social/networking time, 9:30-10:30 is business.)

Where? At Lyon-Martin Women's Health Services, 1748 Market Street in San Francisco. The closest MUNI stop is Van Ness. The space is wheelchair accessible.

Why? The Public Policy Committee of the Women's AIDS Network wants to hear about your (or your clients') experiences, issues and concerns to help us develop our agenda for this year. This meeting will be an informal brainstorming session to hear about problems or successes women have faced in "the system" — related to health care, social services, legal issues, discrimination, etc. What do you think is working and what should WAN try to change? Bagels, coffee and tea will be available.

Please post!

Please invite interested friends and clients!
MINUTES EDUCATION COMMITTEE 1/18/95

PRESENT AT MEETING WERE OLIVIA BALDAIN, CHAIR, MAYSOUN FREIJ, DEANNA HAGY, AMI BECKER, BARBARA GARCIA.

WE DISCUSSED THE LIST OF FORUM IDEAS THAT WERE GENERATED AT THE LAST WAN GENERAL MEETING. WE SET PRIORITIES FOR MARCH, APRIL AND MAY (FEB. HAS BEEN PLANNED BY THE POLICY COMMITTEE).

MARCH - CONFERENCE UPDATES (BARBARA WILL CONTACT SPEAKERS)

APRIL - VIOLENCE, HIV & WOMEN (OLIVIA WILL CONTACT SPEAKERS)

MAY - EMPOWERING SPECIAL POPULATIONS. THERE WAS NOT AGREEMENT ON THE FEASIBILITY OF COVERING MORE THAN ONE GROUP AT A TIME. FOR EXAMPLE SHOULD WE JUST HAVE SPEAKERS WHO WORK ON YOUTH PROJECTS OR YOUTH AND TRANSGENDER. WE AGREED TO DISCUSS WITH THE BOARD.

AMI PRESENTED THE IDEA OF A MURAL TO BE DONE BY A CLASS AT NEW COLLEGE. THE COMMITTEE DECIDED THAT IT WAS NOT A PRIORITY FOR US AT THIS TIME. IT DOES SEEM TO BE AN EXCELLENT OPPORTUNITY AND AMI HAS THE ENERGY FOR IT HOWEVER, FOR IT TO BE A WAN PROJECT (WHICH INCLUDES A MATCH OF $500 FROM WAN) SOMEONE FROM THE BOARD WOULD HAVE TO BE WILLING TO WORK ON IT. I SUGGEST THAT WE SEE IF ANYONE WANTS TO DO IT AND IF SO THEY SPEAK WITH AMI.

INFORMATION PACKETS ARE THE NEXT PRIORITY OF THE COMMITTEE. WE HAD A DISCUSSION ABOUT WHAT THOSE PACKETS SHOULD LOOK LIKE. WHETHER THEY SHOULD BE SOME KIND OF A BOUND PRINTED BOOK OR WHETHER WE SHOULD HAVE XEROXED ARTICLES THAT CAN BE CHOSEN AND SENT DEPENDING ON NEED. WE WILL LOOK AT AN EXAMPLE AT THE NEXT MEETING. ALSO, HOPEFULLY, SUSAN AN INTERN FROM NEW COLLEGE, WILL ATTEND AS SHE HAS VOLUNTEERED TO WORK ON THE PACKET.

CAN WE ORGANIZE A PARTY OF BOARD MEMBERS TO GET RID OF STUFF IN THE OFFICE. IF INTERESTED LET BARBARA KNOW.

THE NEXT EDUCATION COMMITTEE IS WED. FEB 15 (THE 3RD WED.), AT 815 EDDY ST. 1ST FLOOR.
MURAL PROJECT

We have an opportunity to do an innovative community outreach & education project: A mural addressing Women & HIV!!! The vision and inspiration has come to me many months ago, while working with diverse women living with HIV and the unleashed fountain of creativity. Juana Alicia, a muralist who collaborated on the Women's Building, and renouned in our community, is teaching a class The Mural at New College. The class needs to do a community project: So I have proposed the subject of Women & HIV.

The following issues arise:
1. Space
2. Budget
3. Involvement of Women with HIV
4. WAN support
5. WORLD support
6. Concept & Content

I am willing to give my 100%. I need WAN support!!!
Development Committee Notes 1/18/95

I. Membership letter went out with collect envelopes
   -see sample
   -great logo
450 letters went out
   -mailing list
   -various other organizations
Postage paid for by AIDS Foundation
Had signatures of Board Members on membership letter

Please bring additional names and address to the Board Meeting or submit to Ami to send letters to people that aren't on the mailing list.
   -specify is those people should get added to the mailing list or is this a one time donation and not to be put on list

All Board Members should be receiving a letter and make sure we are all paying members

II. HIV Update Conference in S.F. is 1/31-2/3/95
   Should WAN have a table there (on such short notice?)
   Should we hook up with WORLD (as we have in the past) to table at the conference
   Is anyone able to table or hand out flyers?
   Should we have flyers out on other agencies tables (ie Walden House?)

III. New Project Proposal:
   A new brochure which includes the new label
   Brainstorm for requirements, ideas, costs, etc.

IV. Meeting time until further notice will be 3rd Wednesday of every month at 25 Van Ness #300 from 5-7
Proposed Board-Staff Communications

If any committee needs the assistance of the Administrative Assistant for any tasks, they must request it in a timely manner. Requests should come from the committee chair or an appointed member to the Administrative Assistant. The Administrative Assistant and her supervisor, the Vice-President, will determine whether the Assistant has the time to fit the task(s) into her schedule. All efforts will be made to accommodate the committee’s needs but last minute requests, half completed work or unfair demands will be considered unacceptable.
Proposed WAN Resignation/Leave of Absence Policy

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* Crisis call: 30yr. old HIV+ woman, heterosexual, no risk, married..
* Lesbian AIDS Project in New York: Materials exchange
* UCSF: Announce Women's HIV+ support group
HIV Task Force
Draft Report
Released

The Joint Task Force of The HIV Epidemic, convened by Mayor Frank Jordan and the San Francisco board of supervisors, released its draft report on Wednesday, October 26. The report contains policy recommendations for the “San Francisco AIDS/HIV Second Decade Plan.” Copies are available in English, Spanish, audio, and in braille.

A public hearing to receive input on the report will be held on Monday, November 7 at City Hall. Individuals interested in commenting on the report are invited to make public statements of no more than three minutes each. Written comments must be submitted no later than November 7, and may be mailed to Eileen Hansen at 114 Sansome Street, Suite 1129, San Francisco, CA 94104.

To request ASL, Spanish, or other linguistic translation at the hearing, contact Eileen Hansen, vice chair of the Task Force, at (415) 291-5454.

– Dennis Conkin

New Board of Directors at WAN

The Women’s AIDS Network has announced the election of its new four member board of directors. Eileen Hansen was elected President, Karen Topakian was elected Vice President, the new WAN treasurer is Theresa Swanick, and Frankie Nakata is the secretary. WAN is an 11-year-old organization that provides a network for women who are HIV positive, service providers, and activists. The group also provides annual grants to low-income San Francisco women with HIV. The first order of business for the board was to endorse Proposition 186, the single payer health care initiative, and to oppose Proposition 187, the anti-immigrant initiative on the state ballot.

For more information about the Women’s AIDS Network call (415) 864-5855.

– Dennis Conkin
WOMEN'S AIDS NETWORK
BOARD OF DIRECTORS
12/15/94
10:00 - 12:10
(note time)

AGENDA

We have a very full agenda. Please be prompt. We'll start at 10:00am sharp.

1. Board Facilitator Training
   Linda Gonzalez, Trainer
   10:00 - 11:00

2. Board Meeting
   Shared Facilitation by Board Members
   11:00 - 12:10
   A. Approval of Agenda/Additions - 11:00 - 11:05
   B. Minutes of 11/18/94 Approved - 11:05 - 11:10
   C. Interim Secretary Selected - 11:10 - 11:15
   D. Financial Report (see enclosed) - 11:15 - 11:20
   E. Budget Proposal (see enclosed) - 11:20 - 11:30
   F. Staff Report (see enclosed) - 11:30 - 11:40
   G. Committee Reports - 11:40 - 11:50
   I. Calendar Future Board Meetings/Facilitators Scheduled - 11:55 - 12:00
   J. Announcements - 12:00 - 12:05
   K. Evaluation of Meeting - 12:05 - 12:10

General Membership Meeting Agenda/Facilitator:
1. Forum Topic: Violence and HIV
   Speakers?
   1. Stand up pricing
   2. Bring key points/agenda
   3. Next steps

Board Meeting Agenda/Facilitator:
1. WORLD Scholarship Proposal
   2. Vote on SECY's recomendations
   3. Forum process/discussion
   4. Calendar future board meetings
   5. Adjourn

Note: Next gen 1/next steps
MINUTES: DECEMBER 15, 1994, WAN BOARD MEETING

THE FIRST HALF OF THE MEETING WAS A TRAINING FOR BOARD MEMBERS ON HOW TO FACILITATE MEETINGS. THE TRAINING WAS LED BY LINDA GONZALEZ.

SINCE THE PRESENT SECRETARY HAS NOT BEEN ABLE TO ATTEND MEETINGS, BARBARA GARCIA VOLUNTEERED TO BE AN INTERIM SECRETARY FOR DECEMBER AND JANUARY. BOARD POLICY ON ATTENDANCE WILL BE FOLLOWED.

STAFF REPORT: AMI ASKED THAT WE REMEMBER TO SEND HER THE COMMITTEE REPORTS. SHE SAID SHE HAS A CONTACT FOR GRAPHIC ARTS WORK. HER REPORT ON THE MURAL PROJECT AND A VIDEO GAME WERE REFERRED TO THE EDUCATION COMMITTEE.

COMMITTEE REPORTS: IN THE FUTURE EACH COMMITTEE WILL BE ASKED TO SUBMIT A WRITTEN REPORT FOR THE BOARD MEETING TO EXPEDITE THE AGENDA. AMI WILL DEVELOP A FORM FOR SUCH USE WHICH WILL INCLUDE SPACE FOR INFORMATION, DISCUSSION AND ACTION.

EDUCATION COMMITTEE: THE EDUCATION COMMITTEE WILL MAKE A RECOMMENDATION TO THE BOARD FOR POSSIBLE TOPICS FOR THE MONTHLY FORUMS. THEY WILL ALSO TRY TO DEVELOP A 6-MONTH SCHEDULE OF FUTURE FORUMS. THE EDUCATION COMMITTEE MEETS ON THE SECOND WEDNESDAY OF THE MONTH AT 4PM, 815 EDDY STREET, 1ST FLOOR.

SPECIAL WOMEN’S FUND COMMITTEE: NO REPORT

POLICY COMMITTEE: MEETS THE 3RD TUESDAY, 25 VAN NESS, 1:00 - 2:30 PM.

MEMBERSHIP COMMITTEE: THE LOGO WAS CHOSEN AND HOPEFULLY A MEMBERSHIP APPEAL LETTER WILL GO OUT BY THE END OF THE MONTH. IT WAS SUGGESTED THAT WE PUT THE NAMES OF THE BOARD MEMBERS ON THE STATIONARY.

EXECUTIVE COMMITTEE: THEY WILL DISCUSS A POLICY FOR RESIGNATIONS AND LEAVES OF ABSENCE.

ANNOUNCEMENTS: CATHERINE LYON SENT A LETTER OF RESIGNATION TO THE BOARD. BARBARA GARCIA WILL TAKE A 3-MONTH LEAVE OF ABSENCE AFTER JANUARY.

HELEN WILL FACILITATE THE GENERAL MEETING ON JAN. 3RD.

THERESA AND CARA WILL FACILITATE THE NEXT BOARD MEETING ON JAN. 20, 11 TO 1PM.

MEETING ENDED WITH EVALUATION.
AGENDA FOR NEXT MEETING:

1) SCHEDULE FOR 1995 BOARD MEETINGS.
2) SECRETARY POSITION
3) OPEN BOARD SLOT DUE TO CATHERINE’S RESIGNATION
4) MONTHLY FORUMS
5) WORLD SCHOLARSHIP PROPOSAL
6) APPROVAL OF 11/18/94 AND 12/15/94 MINUTES.
7) BUDGET PROPOSAL
8) NOV./DEC. FINANCIAL REPORTS.
9) ANNOUNCEMENTS.
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General Membership Meeting Agenda/Facilitator:
1. Forum Topic: Violence and HIV
   Speakers?

Board Meeting Agenda/Facilitator:
1. WORLD Scholarship Proposal
WOMEN'S AIDS NETWORK
Board of Directors
11/18/94

Present: Eileen Hansen, Karen Topakian, Theresa Swanick, Amy Becker, Lorene, Olivia, Susyn Almond, Lisa O'Connor, Helen Miramontes, Cara

Absent: Margot Antonetti, Barbara Garcia, Catherine Lyons, Frankie Nakata, Leatha, Yolanda

Minutes by Theresa Swanick

1. Agenda approved.
2. Minutes from 10/26/94 approved.
3. Financial Report: October report was mailed ahead of time. Any question should go to Theresa. Program proposals were due at this meeting. More detailed budget requests for each program area should be submitted to Theresa by mail or fax by 12/1/94 so that she can draft budget for Executive Committee to work on, so that a final budget proposal can be presented at the December Board meeting. Theresa will contact each committee chair to discuss budget requests, but all are suggested to look at the budget report to get an idea of expenditure categories and amounts for their requests.

***REMINDER THAT ALL REPORTS SHOULD BE TYPED AHEAD OF TIME***

4. Staff Report: Amy reported that the Newsletter went out almost on time. 300 in database now and all were sent newsletters. Amy will be taking a computer class to develop pagemaker program skills to improve newsletter production. Any feedback on newsletter should go to Amy. Still need printer for office; Karen suggested exploring new HP printer/fax/copier to expand capabilities and conserve space with only moderate increase in purchase price. Amy developed form Thank You letter to go out to anyone who donates. Draft will go through Board for approval. Volunteers keep coming and Amy has max she can use as now, if others want volunteers for committees, please call Amy. An intern for Education will help update materials. Amy will get her report written ahead of time for next meeting and get it to Eileen to mail out before next meeting. Karen and Amy will develop volunteer/Board time sheet for computing hours donated.

5. Committee Reports:
   a. Special Women's Fund—see attached. Board approved volunteer Emily Perez to work with changing the Fund's client file system from a confidential one to an anonymous one by instituting a coding system. Emily will be educated on importance of confidentiality and asked to sign a confidentiality contract before undertaking this project. She was not approved to have access to data collected for any personal research use and the committee was charged with coming up with future suggestion on restricted access to data collected by Fund. Re changing Fund questionnaire to add voucher questions, two members spoke strongly against any future change from a cash grant.
b. Education--see attached. Regarding community forums, the board suggested committee reconsider declining to organize these. It was suggested that ideas and timelines originate with committee and be brought to full board for full participation for carrying out the work necessary for producing forum. Board also asks if three annual community forums, per strategic plan, is acceptable with the above arrangement. Please report back. Regarding proposal to cosponsor Women, Prostitution and Violence forum, board wants more details before such commitment but expressed interest in that as topic.

c. Policy--Committee will conduct outreach to women's groups, centers, service providers to gather input on issues of concern to then develop policy plan. Next meeting is 12/13/94 at 3:30 at SFAF 3rd floor.

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8. Meeting Facilitation: We will have a consultant at next Board mtg. We will spend 1st half of meeting receiving training on how to facilitate. The second half, we will take turns being observed conducting facilitation of biz part of mtg.
11. Board will take Ami and Anne out to lunch 12/15 after Board Mtg at Thai restaurant around the corner from Van Ness on Gough.
WAN Strategic Planning

9/94
1. Discuss and approve Strategic Planning Proposal.
2. Decide on time and structure of general membership meetings.
3. Provide for assessment of Board meetings, structure and time.
5. Initiate discussion of restarting WAN's Education Committee.

10/94
1. Define staff roles, responsibilities, goals and method of evaluation.
2. Define committee roles, responsibilities, goals, priorities and method of evaluation.
4. Provide evening forums (plan three in next 12 months).
5. Assess need for and update/create and distribute prevention materials.
6. Pursue Stop AIDS Project for women.
7. Continue newsletter and explore its expansion.
8. Specifically explore the possibility of a national public policy meeting on women and HIV.

Ongoing
1. Continue educational forums on issues of topical interest to the diverse population affected and infected by HIV.
2. Continue provision of information and referral.
3. Provide informative material to Public Policy makers, ASOs and health organizations for women and HIV.
4. Advocate for women affected and infected by HIV with appropriate bodies, such as: CARE Planning Council, Prevention Planning Council, Department of Public Health, Joint Task Force on HIV Epidemic, Centers for Disease Control and Prevention.
5. Continue to provide information and referral services.
6. Continue monthly community network meetings.
7. Continue newsletter.
8. Continue to provide forums.
9. Continue special women's fund.
Administrative Report by Ami Ann Becker, MPH

1. Computer: Donations, Printer & Programs

2. Committee Files in the Office (meeting Time, place, agenda, roster & report for Newsletter)

3. Intern Projects
   a.) Information Packet
   b.) Resource Pamphlet

4.) Graphic Designer (special projects)

5.) Mural Project

6.) Info Use: Urgent Grant/ Project Opportunity. Develop Interactive CD Rom video game on Women & HIV. Prevention and innovative education opportunity for WAN!!!

7.) Public Library

8.) Important Calls (What’s happening in the office)
December 12, 1994

Ted Fang, Chair  
Board of Directors  
Michael Shriver  
Executive Director  
Mobilization Against AIDS  
584B Castro Street  
San Francisco, CA 94114

Dear Ted, Mike and Members of the Board of Directors:

As the new President of the Board of Directors of the Women's AIDS Network (WAN), I would like to thank you for your generosity in providing office space to the Women's AIDS Network. We have enjoyed the opportunity to work with Mobilization Against AIDS during 1994 and we tremendously appreciate your willingness to donate space, along with office resources including the use of your fax machine and copier, to WAN.

I would like to set up a meeting at your earliest convenience to discuss the future relationship between Mobilization and WAN. We are interested in continuing the relationship in a fashion that is beneficial to both Mobilization and WAN.

Please advise me as to when we might meet to assess our past relationship and discuss our working together in the future. Again, thank you for your generosity to WAN and to the women and HIV community in the Bay Area.

Very truly yours,

Eileen Hansen  
President
Administrative Report by Ami Ann Becker, MPH

1. Computer: Donations, Printer & Programs

2. Committee Files in the Office (meeting Time, place, agenda, roster & report for Newsletter)

3. Intern Projects
   a.) Information Packet
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8.) Important Calls (What’s happening in the office)
WOMEN AT THE
SAN FRANCISCO AIDS FOUNDATION
NEED YOUR HELP!

The San Francisco AIDS Foundation claims it serves women ... but how well?

Some recent events that have happened regarding issues important to women clients and staff:

- An alarming number of women of color have left the Foundation in recent months
- Women and Children's Services DIMINISHED
- Staff position to provide outreach to incarcerated women ELIMINATED
- Staff position to provide outreach to African American women ELIMINATED
- Staff position to provide prevention interventions to women ELIMINATED
- Fund raising event for Women and Children's Services CANCELED
- No self-identified HIV+ women on a staff of over 100
- No case worker representation for African American women clients
- All services specific to women overseen by men
WOMEN AT THE
SAN FRANCISCO AIDS FOUNDATION
NEED YOUR HELP!

Please call the
Executive Director
at the San Francisco
AIDS Foundation
to express your concerns over
the inaction in regards
to the needs of women clients
and staff:

Pat Christen
(415) 864-5855
Extension 3050, 3079, 3067

CALL UNTIL THE
MESSAGE GETS THROUGH!
December 7, 1994

Dear Eileen,

I am, with both regret and relief, resigning my position on the board of the Women's AIDS Network. This has been a very difficult year for me personally; I have recently lost my second pregnancy this year and am feeling a need to disencumber myself of as many responsibilities as possible.

Serving on the WAN board has for the most part been very rewarding; I feel I have witnessed the organization grow and change in very positive ways. I also feel extremely optimistic about the current state of the board, so I feel I am leaving things in capable hands. I hope to remain involved with WAN, if not now at least in the future.

On a personal note, I have really enjoyed working with you; you have tremendous energy and vision - it is an inspiration!

Sincerely,

Catherine Lyons
WAN 1994 STRATEGIC PLANNING PROPOSAL

WAN'S PURPOSE
To prevent the spread of HIV disease and improve the quality of life of all women infected and affected by HIV.

WAN'S MISSION
As a network, we advocate and provide for the development and improvement of public policies, education, and services for the diverse population of women affected by HIV disease.

STRATEGIES
WAN's methods for achieving its Mission and Purpose are: Public Policy Advocacy, Education, Service Advocacy and Provision, and Community Networking.

GOALS AND OBJECTIVES

A. Define Agency Structure
1. Discuss and approve Strategic Planning Proposal 9/94
2. Decide on time and structure of general membership meetings 1/95
3. Strengthen the Board of Directors
   a. Increase the number and diversity of members 1 - 95, 2 - 95
   b. Increase the expertise of members via training 1 - 95
   c. Clarify roles and responsibilities
      i. provide for leadership and evaluation of WAN and Board 1 - 95
      ii. define staff roles, responsibilities, goals and method of evaluation 10/94 - 12/94
      iii. define committee roles, responsibilities, goals, priorities and method of evaluation 10/94 - 12/94
   d. Provide for assessment of Board meetings, structure and time 1/95

   (4) Decide how much of a service agency we wish to become

B. Increase Resources
   a. Assess what we now have and what we want to do
   b. Explore the possibility of increasing our income to $50,000
   c. Explore ways to work without our $20,000 annual donation
   d. Explore communicating with $20k donor re renewal of $20k
   e. Consult professional fundraiser
   f. Provide fundraising training to the Board members
   g. Increase involvement of the Board in raising money

   (3) Develop outreach plan (including media outreach) for members
   a. Provide evening forums plan twice in new 12 mos : 10/94 - 12/94
   b. Arrange special meetings with other women's ASO's 1 - 95
   c. Prospecting to other ASO's for lists for membership 1 - 95
   d. Hold Open House 95

   (5) Develop outreach plan (including media outreach) for members
   a. Provide evening forums plan twice in new 12 mos : 10/94 - 12/94
   b. Arrange special meetings with other women's ASO's 1 - 95
   c. Prospecting to other ASO's for lists for membership 1 - 95
   d. Hold Open House 95

C. Educate women affected and infected by HIV about prevention, treatment and resources
1. Initiate discussion of restarting WAN's Education Committee 9/94
2. Assess need for and update/create and distribute prevention materials 10/94 - 12/94
3. Pursue Stop AIDS Project for women 12/94 - 02/95
a. Hire grant writer 2 - 95
b. Develop program 1 - 95
4. Explore development of Survival Guide with WORLD 1 - 95
5. Continue educational forums on issues of topical interest to the diverse population affected and infected by HIV ongoing
6. Continue newsletter and explore its expansion 10/94 - 12/94
7. Continue provision of information and referral ongoing

D. Influence Public Policy decisions locally, regionally, state-wide, nationally and internationally
1. Increase membership on WAN's Public Policy committee 1 - 95
2. Collaborate with WORLD, other ASO's, CBO's and health organizations on public policy issues of the diverse population of women affected and infected by HIV 1 - 95
3. Provide informative material to Public Policy makers, ASO's and health organizations on women and HIV ongoing
4. Advocate for women affected and infected by HIV with appropriate bodies, such as: CARE Planning Council, Prevention Planning Council, Department of Public health, Joint Task Force on HIV Epidemic, Centers For Disease Control and Prevention... ongoing
5. Specifically explore the possibility of a national public policy meeting on women and HIV 10/94...

E. Advocate for improved service provision, and provide where appropriate, to women affected and infected by HIV and their families
1. Advocate for women affected and infected by HIV with appropriate bodies, such as: CARE Planning Council, Prevention Planning Council, DPH, Joint Task Force on HIV Epidemic... 95
2. Collaborate with WORLD, other ASO's, CBO's and health organizations on service issues of women affected and infected by HIV and their families 95
3. Provide informative material to Public Policy makers, ASO's and health organizations on women and HIV 2 - 95
4. Provide informative material to women with HIV 1 - 95
5. Continue to provide the Special Women's Fund and explore its expansion
   a. Conduct Annual Reports on the Special Women's Fund for purposes of development, influencing public policy and increasing the community network 1 - 95
6. Pursue a Stop AIDS Project for women 10/94 - 95
7. Assess gaps in services and explore the possibility of filling gaps 95
8. Continue to provide information and referral services ongoing

F. Provide opportunities within the diverse community of women affected and infected by HIV to network and collaborate on relevant issues
1. Continue monthly community network meetings ongoing
2. Continue newsletter ongoing
3. Continue to provide forums ongoing
4. Explore the possibility of additional social gatherings 95
5. Conduct outreach (including media outreach) to other ASO's and the diverse community of women affected and infected by HIV 1 - 95
   2 - 95
FOR IMMEDIATE RELEASE
October 12, 1994

New Board of Directors of the Women's AIDS Network Endorses Proposition 186 and Opposes Proposition 187

The Women's AIDS Network (WAN) announces the election of its new board of directors: Eileen Hansen, President; Karen Topakian, Vice-President; Theresa Swanick, Treasurer; and Frankie Nakata, Secretary. The board's first action was to endorse Proposition 186, the California Health Security Act ("single payer" initiative) and oppose Proposition 187, the so-called "Save Our State" anti-immigrant initiative at WAN's October general membership meeting.

"Women make up one of the fastest growing populations of people with AIDS. Studies show that women with HIV have poor access to primary and HIV-sensitive care and that they are less likely to receive early and preventive care. We need a comprehensive, universal health care system because women with HIV cannot survive the status quo," said Karen Topakian, Vice-President of WAN. "Proposition 186 will provide us with the quality health care we all deserve."

"Proposition 187, on the other hand, will create a health care disaster by denying non-emergency health care - including preventive care, Tuberculosis care and HIV care - to all undocumented immigrants," said Topakian. "It will seriously affect the health of all Californians with an increased prevalence of communicable disease. Immigrant women with HIV and those at risk of becoming HIV positive, will suffer the double burden of the symptoms of the illness along with the inability to secure adequate health care. Proposition 187 will force undocumented women to choose between facing deportation for accessing health care and letting their health problems go untreated."

W.A.N., founded in 1983, provides a network for women who are HIV+, AIDS service providers and activists. WAN also provides annual grants to low-income women in San Francisco with HIV disease.

###
WOMEN'S AIDS NETWORK  
Board of Directors  
11/18/94

Present: Eileen Hansen, Karen Topakian, Theresa Swanick, Amy Becker, Lorene, Olivia, Susyn Almond, Lisa O'Connor, Helen Miramontes, Cara

Absent: Margot Antonetti, Barbara Garcia, Catherine Lyons, Frankie Nakata, Leatha, Yolanda

Minutes by Theresa Swanick

1. Agenda approved.
2. Minutes from 10/26/94 approved.
3. Financial Report: October report was mailed ahead of time. Any question should go to Theresa. Program proposals were due this meeting. More detailed budget requests for each program area should be submitted to Theresa by mail or fax by 12/1/94 so that she can draft budget for Executive Committee to work on, so that a final budget proposal can be presented at the December Board meeting. Theresa will contact each committee chair to discuss budget requests, but all are suggested to look at the budget report to get an idea of expenditure categories and amounts for their requests. 
***REMINDER THAT ALL REPORTS SHOULD BE TYPED AHEAD OF TIME***
4. Staff Report: Amy reported that the Newsletter went out almost on time. 300 in database now and all were sent newsletters. Amy will be taking a computer class to develop pagemaker program skills to improve newsletter production. Any feedback on newsletter should go to Amy. Still need printer for office; Karen suggested exploring new HP printer/fax/copier to expand capabilities and conserve space with only moderate increase in purchase price. Amy developed form Thank You letter to go out to anyone who donates. Draft will go through Board for approval. Volunteers keep coming and Amy has max she can use as now, if others want volunteers for committees, please call Amy. An intern for Education will help update materials. Amy will get her report written ahead of time for next meeting and get it to Eileen to mail out before next meeting. Karen and Amy will develop volunteer/Board time sheet for computing hours donated.
5. Committee Reports:
   a. Special Women's Fund--see attached. Board approved volunteer Emily Perez to work with changing the Fund's client file system from a confidential one to an anonymous one by instituting a coding system. Emily will be educated on importance of confidentiality and asked to sign a confidentiality contract before undertaking this project. She was not approved to have access to data collected for any personal research use and the committee was charged with coming up with future suggestion on restricted access to data collected by Fund. Re changing Fund questionnaire to add voucher questions, two members spoke strongly against any future change from a cash grant.
b. Education—see attached. Regarding community forums, the board suggested committee reconsider declining to organize these. It was suggested that ideas and timelines originate with committee and be brought to full board for full participation for carrying out the work necessary for producing forum. Board also asks if three annual community forums, per strategic plan, is acceptable with the above arrangement. Please report back. Regarding proposal to cosponsor Women, Prostitution and Violence forum, board wants more details before such commitment but expressed interest in that as topic.

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Proposal for 1-2 day conference

Issues
Women +
Childhood & Adulthood
Violence and Associated trauma

1. Drug Use
2. Prostitution
3. HIV infection & Risky behavior

Possible Presenters:

Susan Hunter: Executive Director 10yr Council for Prostitution Alternatives, Portland, OR (See attached paper)

Melissa Farley: Ph.D. Kaiser SF, CA Studies on long term effects of sexual abuse & physical abuse in women (See enclosed paper)

Mindy Fullilove NY Psychiatric Institute Women & Viol see attached paper

Mimi Salbert, Ph.D. Executive Director Delaney Street, Women & Prostitution
WAN participation possibilities

- Co-Sponsorship
- Financial Assistance
- Assistance in Organizing Conference
- Assistance in finding additional funders & co-sponsors

Possible dates:
- April
- May
1. MONTHLY FORUMS. SOME DISCUSSION IF THERE WAS ALREADY A JAN. FORUM PLANNED. IF NOT WE WILL ASK A REPRESENTATIVE FROM HIV U TO COME. IDEAS FOR FUTURE MONTHLY FORUMS: YOUNG WOMEN, IMMIGRANT WOMEN, ASIAN WOMEN, SAFER SEX, DOMESTIC VIOLENCE, TRANSGENDER & HIV OUTREACH. ALSO, UPDATES ON SERVICES.

2. NEED TO CLARIFY WITH AMI HER REQUEST FOR RESOURCE BOOK.

3. WE DISCUSSED WHETHER WE THOUGHT THERE WAS A NEED FOR A NEW PAMPHLET. CARA WILL BRING COPY OF LESBIAN SAFE SEX PAMPHLET FROM LAP IN N.Y BARBARA WILL GET COPIES FROM IMPACT AIDS CATALOG.

4. WE WILL DISCUSS THE PURPOSE OF THE EDUC. COMMITTEE AT THE NEXT MEETING.

5. NEXT MEETING IS JAN. 11, 4PM, 815 EDDY ST., 1ST FLOOR.
WOMEN'S AIDS NETWORK

WOMEN'S AIDS NETWORK

WOMEN'S AIDS NETWORK

WOMEN'S AIDS NETWORK

Women's AIDS Network
AGENDA

1. Minutes from 10/26/94 approved

2. Financial Report

3. Staff Report

4. Strategic Plan

5. Committee Reports/Proposals

6. Buddy System

7. WAN Meeting Facilitation and Facilitation Training

8. WORLD Scholarship Fund Proposal

9. Logo

10. Calendar Future Board Meetings

11. Next Board Meeting Scheduled and Facilitator Selected

12. Membership Meeting Agenda Set

13. Evaluation of the Meeting

Announcements
### Balance Sheet

**10/31/94**

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## Monthly Budget Report

1/1/94 Through 10/31/94

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1/1/94 Through 10/31/94

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<th>Category Description</th>
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November 30, 1994

Dear Executive Board,

I feel the enclosed materials are important to review before your executive board meeting. I did not have a chance to circulate the proposal by [REDACTED] during our last general meeting. However, I believe it is an innovative project that WAN can both benefit and learn. [REDACTED] is a good friend and I believe in her project.

The second enclosed report is by our intern Suzanne Fajen, a student at New College. She is committed to WAN and is taking the role of developing the information packet seriously. She would like to make it her senior project. Please give feedback on her suggested categories and any additional insight. This will be an excellent income generating project for WAN.

Thank you for your dedication and visionary work.

Warmly,

[Signature]

Ami Ann Becker, MPH
WAN Administrator
Dear WAN,

Ami Becker recommended that I contact you. I am a twenty seven year old, sober, straight, Caucasian, HIV positive woman. I am writing a book called The Voices about my experiences which led to me becoming positive and what I did about it afterwards. To the best of my knowledge no book by and about a young woman becoming HIV positive has been published in America and needs to be. For this purpose I am interested in financial and resource support from WAN in order to continue writing the book in a full-time manner and get it published. There are grants available to organizations that I as an individual do not have access to. If we work collaboratively, we both gain. At this time I have a fourth of the book written (90 pages) and expect to be finished in several months.

The Voices covers the years I lived in New York City, from when I was seventeen and a freshman at Barnard College in 1984 to when I was twenty-six and left New York on a cross country trip for San Francisco in 1993. I became HIV positive in 1990 when I was twenty-three by heterosexual sex with the contributing factor of alcoholic drinking.

The book is written in vignette form: each event or set of related emotions has its own paragraph or at most, a few. I use different narrators and tenses throughout. This creates a jambayala effect: the past, present, future, and different people's voices converging in the same time span, as happens in life. I am writing in this format because it is an approach that I and the other members of the first and preceding "MTV generations" can understand. Short attention spans require sound-byte morsels to digest.

I am writing this book for my own benefit of sorting out the past and in order to educate other young people about HIV and its surrounding co-factors. I have worked and volunteered in the HIV/AIDS field and learned that the most effective means of prevention and giving of hope is in a personal, peer based manner. This is something I can and am determined to do.
My proposal for a potential collaboration with you is the following:
I write *The Voices* in the manner I am already doing. You provide me with a stipend that covers my expenses for writing and securing publishing. In return a Women's AIDS Network advertisement goes in every copy of the book and/or an HIV/AIDS referral list in each copy. I am also amenable to similar but different arrangements.

The stipend would consist of the following, with $3,000 given to me up front:

- $2,000 for purchase of Macintosh laptop, printer, and modem
- $2,000 for five months rent at $400/month
- $500 for five months utilities at $100/month
- $2,000 for five months board at $100/week
- $500 for miscellaneous book related expenses such as Xeroxing copies of *The Voices* for literary agents and publishers, postage, faxing, business lunches with literary agents and publishers, etc.

**TOTAL $7,000**

This kind of support on your part would benefit both you and me.

Please know that Dr. Janet Shalwitz, Director of Maternal, Child, and Adolescent Affairs of the San Francisco Department of Public Health as well as Executive Director of Health Initiatives for Youth is very supportive of this undertaking and has agreed to be a reference for me for this purpose.

I am very interested in discussing the matter with you as soon as possible. I certainly will make available to you the manuscript in the form it is in now or any other documentation you might request. Thank you for your kind consideration.

Sincerely,
Creating an updated Women AIDS Network information packet will be an important challenge. It will inform, educate and empower women by including positive information on women's AIDS issues. This will encourage them to take further control of their lives in a supportive and encouraging manner.

The following categories will be included in the packet:

- pregnancy and child bearing
- lesbians and bisexuals
- women of color
- heterosexuals
- prevention
- symptoms
- domestic and street violence
- IV drug users
- prostitution
- youth
- treatment
- research

Each category will include an overview of the topic and two or three current articles.

I envision a durable bound packet that will increase the value and bring in money for the Women's AIDS Network. I also want it to be accessible to all women, therefore WAN would offer a sliding scale.
WAN BOARD OF DIRECTORS
AGENDA
10/26/94
1:00 - 3:00 pm

1. Staff Report

2. Financial Report

3. Board Roles and Responsibilities Finalized

4. Board Structure
   - meeting times
   - mailings
   - in-kind time
   - expenses
   - attendance
   - buddy system

5. Committee Reports
   - Development
   - Membership
   - Policy
   - Education

6. Logo Discussion

7. Next Meeting
   - Schedule
   - Planning for next year:
     - Strategic Plan
     - Committee Proposals

*ento do:
1. emi - 2 vol out / bd min
2. calendar - mngs - catherine

- examine extra:
  - 2nd hurs deadline
- 3rd hurs out
- 1:45

Voters:
- 15
- 30
- 30
- 15
- 1:45

150 - 145
145 - 215
215 - 240
240 - 255
255 - 28
28 - end
Enclosed please find the August and September Balance Sheets and Budget Reports (which I hope are more helpful than income statements) for your review. Please feel free to call me with any questions you may have...any at all. I want you all to understand this and I'm happy, though not always immediately available, to answer your questions.

I apologize for not having these at our Wednesday meeting and expect to have the October reports in the mail for our next meeting. See you then.
WAN BOARD OF DIRECTORS
ROLES AND RESPONSIBILITIES

(draft for discussion 9/30/94)

President
Responsible for general oversight of WAN, including its activities, Committees and involvement of the Board of Directors. Responsible for developing, in coordination with the Board, the vision, mission and direction of WAN. Responsible for ensuring that Membership Meetings occur monthly and that they forward the community work of WAN. Responsible for ensuring that Board meetings occur on a monthly basis and are utilized to not only accomplish the necessary business of WAN, but also to meet the overarching vision, mission and direction of WAN. Oversight of all WAN fundraising efforts, with responsibility to ensure that WAN’s funding needs are addressed. Overall responsibility for networking with other women’s and HIV/AIDS organizations. Responsible for speaking engagements on behalf of WAN. Responsible for delegating tasks, when necessary, to various Board Members in any of the above categories, and then ensuring that the tasks are addressed by Board Members. If tasks are unable to be delegated, President is responsible for ensuring that the work is accomplished.

Vice President
Responsible for administrative oversight of WAN, including hiring and direct supervision of any administrative staffpeople. Responsible for ensuring that the internal administration of WAN is in place and functioning well, including all issues related to the office and meeting spaces of WAN. Oversight of and liaison to Committees, as appropriate. Works closely with President; acts in her stead when necessary or appropriate on any of the above.

Treasurer
Responsible for any and all issues related to the finances of WAN, keeping President and Board fully informed. Responsible for oversight of the Women’s Fund; liaison to the administrator of the Fund and member of the Women’s Fund Committee. Responsible for hiring and oversight of any financial personnel. Chair of the Finance Committee. Responsible for ensuring that all taxes and financial obligations/liabilities are taken care of and for alerting the organization to any short- or long-term financial concerns. Responsible for monthly financial reports, based on information provided by financial personnel.

Secretary
As a recording secretary, responsible for taking minutes, or ensuring that minutes are taken, at all Board Meetings, and for sending minutes in a timely manner to all Board Members. Additionally, the Secretary will be responsible for communicating with the facilitator of the upcoming Membership Meeting, in order to note items for inclusion in the Membership Meeting agenda. As a corresponding secretary, responsible for sending out letters, or ensuring that they are sent out — by request of Board Members — on behalf of WAN. Responsible for keeping track of Board Member attendance and for advising the President when action needs to be taken regarding the removal of Board Members or the need to bring on new Board Members.
Committee Chairs
Responsible for providing direction to WAN regarding issues, needs and activities related to WAN's functioning and role within the community. Responsible for coordinating designated Committees. As Committee liaisons to Board and members, responsible for keeping WAN Board and membership informed of all Committee activities. As Board liaisons to Committees, responsible for implementing Board goals within Committee activities. As any full Executive Committee Member, accountable for additional Executive Committee responsibilities, as needed.

Executive Committee Members are expected to fully carry out the responsibilities listed for all WAN Board Members. In addition, Executive Committee Members are expected to attend one Executive Committee meeting per month. The Executive Committee is responsible for decision making whenever the full Board is unable to do so. If any Executive Committee Member is unable to perform a particular duty as noted herein, she is responsible for delegation of tasks and then ensuring that tasks are accomplished by other Board Members. Facilitation and minute taking of Executive Committee Meetings will rotate among Executive Committee Members. If someone cannot take her turn, the next person in line will take that turn. The minute taker is responsible for communicating with the facilitator of the upcoming Board Meeting, in order to note items for inclusion in the Board Meeting agenda.

WAN Board Member terms are for two years. Board Members are expected to attend one Board meeting and one general membership meeting each month and to sit on at least one Committee. All Board Members are responsible for participating in fundraising efforts for WAN. Each Board Member is expected to contribute in at least one area, including grantwriting, event planning, solicitation of funds and personal giving. (The extent of Board fundraising will be fully addressed at the beginning of each fiscal year, with a plan implemented to ensure Board responsibility for meeting WAN's financial needs.) Board Members are expected to participate fully in any organizational planning efforts, such as retreats and strategic planning sessions. Facilitation of Board Meetings and Membership Meetings will rotate among Board Members. If someone cannot take her turn, the next person in line will take that turn. Facilitators of meetings are responsible for communicating with facilitators of upcoming meetings, in order to note items for inclusion in future agendas.

(drafted by E. Hansen)
NOTES FROM EDUCATION MEETING 11/9/94

CATHERINE LYONS FILLED US IN ON THE EDUCATION COMMITTEE'S PROJECTS BOTH COMPLETED AND NOT COMPLETED. WE AGREED TO BE REALISTIC ABOUT WHAT WE COULD DO. SO WE STARTED TO PRIORITIZE FUTURE PROJECTS.

1. UPDATE OFFICE RESOURCES. WE AGREED IT WAS VERY IMPORTANT FOR THE BOARD TO KNOW WHAT WAS BEING SENT OUT FROM THE WAN OFFICE AND USE OUR RESOURCES TO DECIDE WHAT WOULD BE IN THE PACKET WE SENT OUT. AMY MENTIONED THAT PEOPLE ARE ASKED TO MAKE A CONTRIBUTION FOR THE PACKET. IT WAS SUGGESTED THAT WE COULD ALSO SEND A DONOR ENVELOPE WITH PACKETS. THIS IS EDUCATION COMMITTEE'S TOP PRIORITY. CATHERINE L. WILL WORK WITH OTHER MEMBERS ON WED. AFTERNOONS AT THE WAN OFFICE SINCE THAT IS WHEN ONE OF THE VOLUNTEERS IS THERE WORKING ON THE FILES.

2. MONTHLY FORUMS. THE E. C. AGREED TO TAKE ON THE ORGANIZATION OF THE FORUM PART OF THE MONTHLY MEMBERSHIP MEETINGS. WE DISCUSSED PUBLIZIZING (TOO MANY ZZZZ'S???) THEM. WE AGREED TO ASK MEMBERS AT THE NEXT MEETING WHAT THEY WOULD LIKE TO HAVE AS FORUM TOPICS. ONE FUTURE TOPIC THAT WAS SUGGESTED IS VIOLENCE AND HIV.

3. LARGE FORUMS. WE AGREED THAT WE COULD NOT TAKE RESPONSIBILITY AT THIS TIME FOR THE ORGANIZING OF THE LARGE FORUMS. WE CONSIDER THAT TO BE SOMETHING THE BOARD AT LARGE COULD DO AND WE WOULD HELP.

4. SURVIVAL GUIDE. ON HOLD

5. RESOURCE GUIDE. WE DID NOT FINISH THIS DISCUSSION. SOME QUESTIONS ARE IF THERE IS A NEED FOR ANOTHER RESOURCE GUIDE, OR A SMALL EASY TO USE GUIDE, OR PRESSURE TO UPDATE THE EXISTING WOMEN AND HIV GUIDE. SINCE AMY RECEIVES CALLS FROM WOMEN SEEKING RESOURCES WE DECIDED THAT AT THE LEAST SHE NEEDS THE BOARD TO HELP HER WITH A LIST OF BOARD MEMBERS AND ORGANIZATIONS THAT SHE COULD USE FOR REFERRALS.

6. BROCHURES/ PAMPHLETS. TO BE DISCUSSED. WE AGREED TO BRING TO THE NEXT EDUC. MTG. SOME PAMPHLETS THAT ARE NOW AVAILABLE.

7. BUDGET. TO BE DISCUSSED. IS THE $1000 FOR EDUCATION.

8. AD CAMPAIGN. AMY IS INTERESTED IN DOING AN AD CAMPAIGN FOR YOUNG WOMEN. TO BE DISCUSSED.

OUR NEXT MEETING IS DEC. 14TH, 4 P.M., AT 815 EDDY STREET. CALL 202-7430 FOR MORE INFORMATION ON PARKING, ETC.

OUR NEW CHAIR IS OLIVIA. THANKS OLIVIA!!

BARBARA WILL CONTACT PEOPLE FOR NEXT MEMBERSHIP MEETING TO PRESENT ON ALTERNATIVE OR NON WESTERN OR NON TRADITIONAL OR ??? MAYBE WE CAN FIND OUT THE BEST WORD TO DESCRIBE IT.

IT'S LATE, I'M TIRED. FAREWELL.

Olivia - I guess you or someone from the committee will have to present this. I don't think I'll be at B...
USING THE NOTES FROM THE BOARD RETREAT WE DISCUSSED THE FOLLOWING;

1. CODING SYSTEM. THERESA SUGGESTED THAT ON THE DATA INTAKE FORM WE USE THE SYSTEM THAT ABC USES. MY CODE WOULD BE GARBAR (IF THERE WERE ANOTHER GARBAR SHE WOULD BE GARBAR 01). THIS WAY PEOPLE COULD INPUT THE DATA WITHOUT CONFIDENTIALITY PROBLEMS. EACH FILE WOULD STILL INCLUDE COPY OF HIV DX. AND PICTURE ID BUT THE DATA FORM WOULD ONLY HAVE CODED ID INFO THAT COULD BE REMOVED FOR DEMOGRAPHIC USE.

2. WE WILL ASK FULL BOARD IF THERE IS ANY OBJECTION TO EMILY PEREZ, A VOLUNTEER, HELPING WITH THE CODING OF FILES.

3. WE DISCUSSED CHANGING TO A VOUCHER SYSTEM TO MAKE IT MORE LIKELY TO GET A GRANT. WE DECIDED TO ADD THE FOLLOWING TWO QUESTIONS TO THE FORM. WOULD YOU RETURN NEXT YEAR IF WAN GAVE A VOUCHER INSTEAD OF A CHECK? AND WHAT TYPE OF VOUCHER WOULD YOU PREFER.

4. OUR NEXT MEETING IS DEC. 8TH AT 4:30 PM AT ABC OFFICES.

5. INCLUDED ARE PROPOSED CHANGES TO THE INTAKE FORM FOR BOARD APPROVAL.
SPECIAL WOMEN'S FUND

Intake Form

Intake Worker: ___________________________ Date: __________

APPLICANT'S LAST NAME ___________________ FIRST NAME _______ M.I. __

STREET ADDRESS ____________________________________________

CITY ___________________ STATE __ ZIP __ PHONE (____) _________

1. PROOF OF HIV STATUS:

- LETTER OF DIAGNOSIS (attach copy)
- WRITTEN REFERRAL FROM CBO (attach copy)
- VERBAL REFERRAL FROM CBO
  Name of CBO: ____________________________
  Name of Contact Person: _________________
- CASE WORKER'S ASSESSMENT (describe):

2. PERSONAL IDENTIFICATION:

- PICTURE IDENTIFICATION (attach copy)
- OFFICIAL DOCUMENT (i.e., letter from General Assistance, Social Security or Medi-Cal Card) (attach copy)
- WRITTEN REFERRAL FROM CBO (attach copy)
- VERBAL REFERRAL FROM CBO
  Name of CBO: ____________________________
  Name of Contact Person: _________________
- CASE WORKER'S ASSESSMENT (describe):

3. SAN FRANCISCO RESIDENCY:

- VALID IDENTIFICATION CARD BEARING ADDRESS (attach copy)
- MAIL addRESSED TO APPLICANT WITH POST OFFICE CANCEL (no
  more than three months old) (attach copy)
- CASE WORKER'S ASSESSMENT OF HOMELESSNESS (describe):
  OTHER: _______________________________________

4. INCOME LESS THAN $1300 PER MONTH:

- PAY STUB (attach copy)
- CASE WORKER’S ASSESSMENT (describe): ________________________

5. REMARKS:

______________________________________________________________
WAN's Special Women's Fund asks all applicants to complete this form in order to provide information that will assist us in our evaluation and fund raising process. The information is used for statistical purposes only and is confidential. Please mark the appropriate categories. Thank you for your help.

**DATE:** ______________

**CLIENT STATUS:**  
- New  
- Renewal/Repeat

**AGE:**  
- 0-19  
- 20-29  
- 30-39  
- 40-49  
- 50-59  
- 60+

**NUMBER OF CHILDREN:** _____

**ETHNICITY:**  
- African/American  
- American Indian  
- Asian/Pacific Islander  
- Filipina  
- Hispanic/Latina  
- White/Caucasian  
- Other ________

**WHO REFERRED YOU TO THE WAN SPECIAL WOMEN'S FUND?**

- Friend
- Community AIDS Organization (name) __________________________
- Public Health Provider __________________________
- Private Health Provider __________________________
- Other (please specify) __________________________

THANK YOU FOR YOUR ASSISTANCE

This page will be replaced
Replacement.

**Women's AIDS Network**

**SPECIAL WOMEN'S FUND**

Demographic Information

WAN's Special Women's Fund asks that all applicants complete this form in order to provide information that will assist in evaluating the population we serve, which is instrumental in the fund raising process. The information is used for statistical purposes, and is number coded (not coded with your name). Please mark the appropriate categories. Thank you for your help.

DATE: __/__/____

CLIENT STATUS:  [ ] New  [ ] Renewal/Repeat

AGE: [ ] 0-19  [ ] 20-29  [ ] 30-39  [ ] 40-49  [ ] 50-59  [ ] 60+

SEXUAL ORIENTATION: [ ] Heterosexual  [ ] Bisexual  [ ] Lesbian  [ ] Transgender  [ ] Unsure/Decline to state

NUMBER OF CHILDREN: under 18

NUMBER OF CHILDREN RESIDING WITH YOU: __________

ETHNICITY: [ ] African American/Black  [ ] Latina
[ ] Native American  [ ] Caucasian
[ ] Asian/Pacific Islander  [ ] Other _________

[ ] Filipino

OTHER: Please check if apply.

[ ] homeless  [ ] substance use
[ ] mental illness  [ ] recovery

[ ] employed
WOMEN'S AIDS NETWORK
SPECIAL WOMEN'S FUND

RELEASE

I hereby authorize the release of the information I provide on the Special Women's Fund Intake Form and this Release Form to the Women's AIDS Network for review purposes only. In addition, I authorize the Women's AIDS Network Special Women's Fund to verify the truthfulness of any and all information I provide.

SIGNATURE ________________________________ DATE __________

RECEIPT OF CHECK

Please sign below upon receipt of check:

SIGNATURE ________________________________ DATE __________

CHECK NO. ______

USE OF MONEY
(OPTIONAL)

To continue to raise money for the Fund, WAN donors are interested in determining what needs are being met by its use.

Please let us know how you plan to spend this money.

________________________________________

________________________________________

________________________________________
AGENCIES FROM WHICH YOU ARE RECEIVING MEDICAL CARE, SERVICES AND/OR SUPPORT FROM:
A. Please list the name of the agency.
B. Please list your level of satisfaction with the agency
   (1: very dissatisfied; 2: satisfied; 3: very satisfied).
C. Please write what you like best about the agency.
D. Please write what areas the agency could improve in.

Note: If you are receiving medical care/services and/or support from more than 6 agencies, please list the 6 agencies whose medical care/services, and/or support you use most frequently.

AGENCY 1
A. 
B. 
C. 
D. 

AGENCY 2
A. 
B. 
C. 
D. 

AGENCY 3
A. 
B. 
C. 
D. 

WHO REFERRED YOU TO THE WAN SPECIAL WOMEN'S FUND?

☐ Friend
☐ Community AIDS Organization (name)_________________________________________
☐ Public Health Provider _____________________________________________________
☐ Private Health Provider _____________________________________________________
☐ Other (please specify) _____________________________________________________

THANK YOU FOR YOUR ASSISTANCE
WAN Strategic Planning

9/94
1. Discuss and approve Strategic Planning Proposal.
2. Decide on time and structure of general membership meetings.
3. Provide for assessment of Board meetings, structure and time.
5. Initiate discussion of restarting WAN's Education Committee.

10/94-
1. Define staff roles, responsibilities, goals and method of evaluation.
2. Define committee roles, responsibilities, goals, priorities and method of evaluation.
4. Provide evening forums (plan three in next 12 months).
5. Assess need for and update/create and distribute prevention materials.
6. Pursue Stop AIDS Project for women.
7. Continue newsletter and explore its expansion.
8. Specifically explore the possibility of a national public policy meeting on women and HIV.

Ongoing
1. Continue educational forums on issues of topical interest to the diverse population affected and infected by HIV.
2. Continue provision of information and referral.
3. Provide informative material to Public Policy makers, ASOs and health organizations for women and HIV.
4. Advocate for women affected and infected by HIV with appropriate bodies, such as: CARE Planning Council, Prevention Planning Council, Department of Public Health, Joint Task Force on HIV Epidemic, Centers for Disease Control and Prevention.
5. Continue to provide information and referral services.
6. Continue monthly community network meetings.
7. Continue newsletter.
8. Continue to provide forums.
WOMEN'S AIDS NETWORK  
BOARD OF DIRECTORS  
OCTOBER 26, 1994

PRESENT:  
ABSENT:  
FACILITATOR: Eileen Hansen  
MINUTES: Catherine Lyons

1. We need to remember to build in time to evaluate the board meeting, as we discussed at the retreat.

2. Minutes of 10/4/94 were approved.

3. Administrative Assistant Report: 
   * Job listings and events binders were brought for members to peruse.  
   * Research which comes into the office is kept in a separate binder prior to being filed.  
   * Please pass on to Ami any current articles or research.  
   * There was a call from the S.F. Examiner looking for discordant couples, straight or lesbian, to interview; call Elizabeth Hernandez 777-7864.  
   * The Women's Policy Resource Guide was bought and has been very useful. We need national guides for calls from out of the area.  
   * There are many calls from HIV positive women, quite a few from older women. Please pass on any resources.  
   * There are also calls from international groups looking at WAN as an organization to model.  
   * A group from Japan came in and brought gifts and gave a $100 donation.  
   * We need to keep referral/resource listings up to date.  
   * 4 volunteers are currently helping in the office. The board should think of a way to recognize volunteers. Eileen and Ami will work on a plan for this. There are more volunteers calling than we can use; a roster is kept so we can call on people for a particular event. Volunteers are currently working on a resource guide and the information packet.  
   * Lots of resumes are received; please use them.  
   * Angels in America took a lot of effort. Many thanks to Lisa O'Connor. There are 20 tickets left for 11/6.  
   * We are working on purchasing a printer - Frankie and Ami are working on this. Any tips please pass them on.  
   * The newsletter has been changing format. Please let Ami know of any suggestions. The 2nd Tuesday of the month is the deadline for flyers and information. The 3rd Tuesday of the month is the day to get it out.  
   * Regular hours for Ami will be Monday - Thursday 9-2. There is more work than can be done in 20 hours; this should be examined in the future.

5. Financial Report. Theresa will send it in the mail. We need to come up with a prototype thank you letter for donations received - Ami and Karen will work on this. Barbara and Theresa will develop the process for addressing the WORLD scholarships WAN has allocated.
6. Board Role Responsibilities (distributed at meeting). It was requested that the phrase "to the best of their ability" be added.
It will be noted that if a member cannot attend the board meeting, the secretary should be called.
There was discussion regarding the executive committee: is it needed? who should be on it? There was concern expressed that if only officers were members the full diversity of the board would not be represented. For the next six months only the committee will consist of officers with committee chairs encouraged to attend.

7. Board Structure
*We will get a packet several days before the board meeting. Please call Eileen 1 week prior to the meeting with agenda items. The packet will include: agenda, financial statement, any issues requiring discussion, A.A. report, minutes of the last board meeting, committee reports with items for action and items for discussion.
*We need to keep track of in kind time board members spend on WAN activities. A form will be developed and collected monthly. This is important for grants.
*Karen and Eileen will work out a system for the buddy system.
*We need to discuss the concept of meeting facilitation including skills building for those members not comfortable facilitating (discussion for next meeting).
*Meeting time is still a problem; in the next mailing there will be a calendar for people to establish available times. The next two meetings will be: 11/18 12:30-2:30 12/16 12:30-2:30

8. Development Committee
*There has been no meeting yet.
*Angels in America project - the WAN brochure was handed out. We still need volunteers for evening shows. It was good for WAN visibility. ACT should be thanked.
*We received $2,217.75 from Macy's Passport.
*We are writing a grant to Academy of Friends requesting $2500 ($1000 for the SWF and $1500 for educational materials).

9. Membership Committee
A solicitation letter has been developed. The executive committee will review the letter.

10. Policy Committee
*Karen went to a meeting on social marketing of condoms in D.C. Tom Coated is interested in doing some prevention research through WAN.
*Statements regarding Prop. 186 and 187 have been written and gone out as press releases; a letter appeared in the Chronical.
*There is a National Women's Summit this weekend; Eileen will attend.
*At the DPH Women and HIV conference Nancy Pelosi mentioned good things about WAN.
*The Joint Task Force on HIV Epidemic (Mayor's committee) has a draft report out for comments. There is a public hearing on 11/7. Comments can also be sent to Eileen.
*The next meeting will be 11/15 1-2:30, 25 Van Ness, 3rd floor. Future areas of focus include: standby guardianship, compassionate release for women prisoners.
11. **Education Committee**
The next meeting is 11/9 at 4pm at the Planned Parenthood office. The goal will be to establish priorities for the committee.

12. **Meeting review**
*Time needs to be kept better.
*Start on time.
*Committee reports should be in writing.
*The meeting was generally well run and productive.
*We need to try not to have side conversations, and to raise hands.

**Next Meeting - topics for discussion**
*Logo
*Proposals from committees
*Strategic plan in detail and establishment of a time line.
*Meeting facilitation: establishment and training
*Buddy system
*Scholarships to WORLD - set up system
Mark your three choices in order of preference for board meetings (1 being your preference for meeting times, and 2 and 3 being times you would also be able to attend). Be sure all three times are times you could attend a board meeting.

Use an X to mark times you absolutely under any circumstances cannot attend a meeting.

Thank you and good luck!
August 22, 1995

Dear WAN Board,

It is with great feelings of sadness that I write this letter of resignation from the WAN Board. In my work I always tell women to take care of themselves and now I find I must heed my own advice. My daughter hopes to enter a four-year college in the spring and she is going to need some help from me. I hope to either use my extra time to supplement my income or to take some classes that would allow me to find a job with opportunity for a higher salary. But even if I am not able to achieve these goals I definitely will have more time to do a better job in my current position and spend more time with my family.

I commend WAN for its commitment to HIV+ women. I intend to continue attending the general membership meetings and will also administer the SWF as long as WAN needs me and my job permits.

My work with WAN has provided me with some wonderful friends and I hope I will be able to maintain those friendships.

The August board meeting will be my last one.

Sincerely,

Barbara Garcia

Barbara Garcia
WAN BOARD OF DIRECTORS MEETING
THURSDAY, NOVEMBER 16, 1995
25 VAN NESS, AIDS OFFICE, FIFTH FLOOR TRAINING ROOM
4:00 - 7:00 PM (note extended time)
LORENE, FACILITATOR
AGENDA

Check-in and Announcements
Agenda Approved/Timekeeper Designated

President’s Report
- December Board Meeting: Thursday, 12/14 6:00 - 8:00pm
  (tentative), Pot luck at Eileen’s house (with new Board)
- Facilitator Chosen
- January Retreat: Friday, 01/12/95 all day (tentative)
- Planning Committee Set Up
- December Community Meeting: Facilitator Chosen
- Lesbian HIV Transmission Evening Forum

Urgent Staff Actions

Presentation of Potential Board Candidates
* Please invite your candidates to be present during this time
  and ask them to bring resumes or personal info if possible

Discussion of Board Candidates
and Board Elections Process

Urgent Committee Actions

Evaluation of Meeting

At this meeting we will make final recommendations to the WAN membership regarding Board candidates. Because of this important discussion, we will limit other agenda items. Enclosed in this packet are a number of items of interest. Should you have questions about any of them, please discuss them prior to the meeting with Eileen or the appropriate person. Only a few reports are enclosed. Because we moved this meeting up in November due to the holiday, many committees aren’t meeting until just prior to the Board Meeting. Therefore, committee reports will be available at the Board Meeting (Membership/Development, Public Policy, Executive Committee), as well as the Financial Report. Please fill out time sheets and volunteer sheets and bring them to Eileen at the meeting.

Important! If you haven’t yet responded to Eileen’s fax with regard to scheduling of meetings and new Board Member recommendations, please call her prior to the meeting!
Board Members Expected to Meet Higher Standards of Conduct

Those who serve on the board of a nonprofit organization have responsibilities different from, but complementary to, those of the board itself. The obligations of board service are considerable—they extend well beyond the basic expectations of attending meetings, participating in fund-raising initiatives and personal giving.

An interesting paradox, however, is quickly apparent as part of the ambiguity that shrouds volunteer directorship. On the one hand, board members as individuals have no special privileges, prerogatives, or authority; they must meet in formal session to make corporate decisions. On the other hand, individual board members are expected to meet higher standards of personal conduct on behalf of their organization than those usually expected of other volunteers.

A clear statement of individual board member responsibilities adapted to the organization’s needs and circumstances can serve at least two purposes: it can help with the process of recruiting new board members by clarifying expectations before candidates accept nomination and it can provide criteria by which the committee responsible for nominations can review the performance of incumbents who are eligible for reelection or reappointment.

Prospective and incumbent board members should commit themselves to:

General Expectations

- Know the organization’s mission, purposes, goals, policies, programs, services, strengths, and needs.
- Suggest possible nominees to the board who are clearly women and men of achievement and distinction and who can make significant contributions to the work of the board and the organization’s progress.
- Serve in leadership positions or undertake special assignments willingly and enthusiastically when asked.
- Avoid prejudiced judgments on the basis of information received from individuals and urge those with grievances to follow established policies and procedures through their supervisors. (All matters of potential significance should be called to the attention of the executive and the board’s elected leader as appropriate.)
- Follow trends in the organization’s field of interest.
- Bring a sense of humor to the board’s deliberations.

Meetings

- Prepare for and participate in board and committee meetings, including appropriate organizational activities.
- Ask timely and substantive questions at board and committee meetings consistent with their conscience and convictions, while supporting the majority decision on issues decided by the board.
- Maintain confidentiality of the board’s executive sessions, and speak for the board or organization only when authorized to do so.
- Suggest agenda items periodically for board and committee meetings to ensure that significant policy-related matters are addressed.

Relationship with Staff

- Counsel the executive as appropriate to offer support in his or her often difficult relationships with groups or individuals.
- Avoid asking for special favors of the staff, including special requests for extensive information, without at least prior consultation with the executive, board, or appropriate committee chairperson.

Avoiding Conflicts

- Serve the organization as a whole rather than any special interest group or constituency.
- Avoid even the appearance of a conflict of interest that might embarrass the board or the organization, and disclose any possible conflicts to the board in a timely fashion.
- Maintain independence and objectivity and do what a sense of fairness, ethics and personal integrity dictate even though not necessarily obliged to do by law, regulation or custom.
- Never accept (or offer) favors or gifts from (or to) anyone who does business with the organization.

Fiduciary Responsibilities

- Exercise prudence with board in the control and transfer of funds.
- Faithfully read and understand the organization’s financial statements and otherwise help the board fulfill its fiduciary responsibility.

Fund Raising

- Give an annual gift according to personal means.
- Assist the development committee and staff by implementing fund-raising strategies through personal influence with others (corporations, individuals, foundations).

Reprinted with permission from Ten Basic Responsibilities of Nonprofit Boards by Richard T. Ingram, published by the National Center of Nonprofit Boards in Washington, 202-452-6262. The publication is also available through the CAN Bookstore at $9 for members; $12 for nonmembers. Call the CAN Bookstore at (800) 776-4226.
Women's AIDS Network Board of Directors minutes
Thursday October 26, 1995

Present: Eileen Hansen, Lisa O'Connor, Karen Topakian,
Loren Romero, Naomi Schegloff, Alyssa Izen

Absent: Olivia Baldwin, Margot Antonetty,
Helen Miranda (leave of absence)

Facilitator: Lisa O'Connor
Minutes: Karen Topakian

1. Check in & Announcements - Lorene on vacation 11/3 - 11/13
   Naomi is looking for paid work
   Eileen returned from Skills Building workshop

2. Discussion of Board Elections Process
   Eight seats are available on the Board. More than eight candidates have shown interest in serving. Eileen posed the question: Should the Board recommend candidates to the full membership or should we just list the candidates who are interested? A decision about this item was tabled until after the presentation of candidates. Should the candidates we are most interested in be invited back for a more in depth session at the meeting on the 16th?

   Eileen outlined the process for the meeting. She would present an overview of where WAN is going and how the Board nominations and election would work. Then each board member would talk briefly about why we work with WAN, what we bring to WAN and how we identify ourselves. Then Eileen would ask each potential board member these questions: What is about your background that makes you want to be on the board? Why a women's organization? Why an AIDS organization?

3. Date of next Board meeting - November 16, 1995 from 4 - 7 P.M.

4. Presentation of Potential Board Members
   Eileen gave the history of WAN and highlighted the various activities of the organization: the monthly general meeting, the Special Women's Fund, the Education Committee. She then outlined the election process: ballots would be mailed out with the November newsletter, the election would take place at the December 5 general meeting. She closed by listing board member responsibilities: attend the monthly board meeting, attend a monthly committee meeting, participate in fundraising and in the board buddy system. Each member of the current board introduced themselves making brief statements based on the prior discussion. Finally Eileen posed the questions listed above to the candidates.

Candidates in attendance were:
- Gina Facen, African American woman, Lyon Martin HIV counselor
- Hazel Betsy, HIV positive woman has worked with WORLD and the mural project as a volunteer
- Tove Beatty, works at Maitri Hospice
- Latrafa Simon, African American woman, 18 years old,
SF State Student works with Street Survival Project as an HIV counselor
Anitra Busby, African American woman, 17 years old high school student works with Street Survival project
Carol Dawson, Nurse researcher with limited grantwriting experience
Laura Carcagno, Latina, attorney at AIDS Benefits Counselor with a background in poverty law
Jeanette Lazam, Filipina, works with Women's Building, long history of political, women's and health work.
Anna Heath, HIV positive, long term survivor (11 years), volunteer with a number of HIV/AIDS organizations
Naomi Schegloff, former WAN staff member, worked with a number HIV/AIDS organizations

The candidates left at the end of the presentations.

5. Discussion of Board candidates
The board was excited about several of the candidates and felt pleased with the process. The board discussed recommending only 8 women who fit our profile of women who are HIV positive, women of color and women with fundraising experience to join the Board. The Board decided it was not necessary to invite candidates back a second time so only candidates who were not able to attend on October 26 would be asked to attend on November 16th.

6. Facilitation - Karen agreed to facilitate the November general meeting and Lorine the November board meeting.

7. Evaluation of meeting

* for more info on the candidates desire to join the board see Eileen's confidential memo dated November 6, 1995.
Administrative Report 11/95

For Board discussion: two items only
(See below: A 4 B 1)

Overview of Administrative Duties:
In the last two and half weeks since beginning my work at WAN, I have received about seventy phone calls. Most of the calls are about community information (i.e., AIDS testing sites), job availability and questions about WAN's services. Three women have come into the office to discuss volunteer/job opportunities and community resources. In addition, there have been requests for WAN to come to two World AIDS Day fairs in Sunnyvale and Hayward. Because they are too far away to travel to, I told them that I will send them our literature and other materials for them to display.

Discussion Item: Are there any standard materials (or would we like to develop any) that we always include when we send out information? I am unclear as to the situation concerning the women and HIV packet that was developed a while ago and also the status of the woman to woman transmission packet. Also, last month Naomi wanted to discuss the possibility of hosting/co-hosting an evening forum addressing W-t-W Transmission.

A.

Board: 4

Discussion Item: (For Education Committee): Any thoughts for the speakers for January and on? Do I need to be calling any organizations? We had two calls to the office—one from a man wanting to discuss the benefits of chiropractic care for HIV positive women and one from a woman from Burroughs Wellcome who has money to fund possible speakers in the future.  

B.

Board: 1

23 people signed in at the Nov. General Board Meeting and 51 people signed in at the Women and HIV Conference. The November Newsletter will be sent out on Nov. 22 to approximately 350 people. Hopefully I will have two volunteers helping me with the mailing. In addition, I received a list of people interested in volunteering with AIDS organizations from the Volunteer Center.
Discussion Item: Also, the Volunteer Center is involved with an event on Dec. 13 at Horace Mann Middle School. From 5:00-8:30 p.m., 100 students/volunteers will be available to help an agency with work that needs to get done (i.e. a mailing). Does anyone have any ideas about how WAN can get involved? Carmen and Ellyse working on this.
Potential WAN Board Member:

We're pleased that you're considering becoming a Women's AIDS Network (WAN) Board Member!

Our Board of Directors is composed of up to fourteen women — HIV-positive women, dedicated service providers, and community and political activists. In this past year, twenty-five percent of our Board were women with HIV, one-third women of color, many lesbians. All were active in the struggle against HIV. Currently, we are looking for new women to join our Board — in particular, women who are HIV-positive, women of color, women who have interest and skills in fundraising.

The Women’s AIDS Network, founded in 1983, is the oldest women’s AIDS organization in the world. Our mission is to provide education, support and advocacy for women infected and affected by HIV. We hold community meetings monthly that afford WAN members and interested parties an opportunity to network, learn from one another and collaborate on relevant issues. With just one staff person in our office, our work is sustained mainly through the committed and ongoing work of volunteers — in particular, our working Board. The Board meets monthly to set policy for the organization and much of our work is carried out through committees. Our committees include:

Special Women’s Fund: The Special Women’s Fund celebrates its third year of providing annual cash grants of $50 to low-income San Francisco women living with HIV. Upon completion of a simple interview with our administrator, a woman can walk out with a check in hand. Counseling and referrals are also available to interested clients. We are the only grant-giving organization of this kind in the Bay Area; we see more HIV-positive women than any other local community organization.

Public Policy and Advocacy: WAN has become known as a national, state and local policy leader for women with HIV through the efforts of our Public Policy Committee. We have organized public hearings on women and HIV, have trained women in public policy and lobbying, travel regularly to Washington, DC and Sacramento to advocate on behalf of women with HIV and are currently meeting with women with HIV, policy makers and HIV policy advocates to develop a national women and HIV public policy agenda.

Education/Forums: Our Education/Forum Committee’s mission is to bring pertinent topics regarding women and HIV to our community. We hold periodic evening forums and conduct hour-long educational forums once a month at our community meetings.
Membership/Development: WAN exists solely through membership fees, private donations, small grants and fundraising activities. We receive no public money. We are committed to long-range planning and financial stability for the organization. In 1994, we engaged in a strategic planning process and in 1995 have doubled our budget, setting our highest-ever fundraising goal.

WAN Board Member terms are for two years. Board Members are expected to attend one Board meeting and one community meeting each month and to sit on one committee. All Board Members are responsible for participating in fundraising efforts for WAN. Each Board Member is expected to contribute in at least one area of her choice, including grantwriting, event planning, solicitation of funds or personal giving. Board Members are expected to participate fully in any organizational planning efforts, such as retreats and strategic planning sessions. In order to build a variety of skills for Board Members, WAN is committed to training Board Members in meeting facilitation. Toward that end, facilitation of Board meetings and community meetings rotates among Board Members. The Board meetings are held every fourth Thursday, from 4:00 - 6:00pm at 25 Van Ness, in San Francisco.

We extend to you an invitation to apply for membership on the Women's AIDS Network Board of Directors. This overview should give you a general sense of our organization. Should you desire further information or just want to talk about what it's like to be on the WAN Board, you are more than welcome to call any Board Member. Please call Eileen Hansen, WAN President, at 415 291-5472 or Karen Topakian, WAN Vice-President, at 415 648-3159. We'd be glad to talk with you or to give you numbers of other Board Members.

Thanks for your interest! We look forward to hearing from you.

Very truly yours,

/\Eileen Hansen
President
WOMEN'S AIDS NETWORK

PURPOSE
To prevent the spread of HIV disease and improve the quality of life of all women infected and affected by HIV.

MISSION
As a network, we advocate and provide for the development and improvement of public policies, education and services for the diverse population of women affected by HIV disease.

STRATEGIES
WAN's methods for achieving its Mission and Purpose are: Public Policy Advocacy, Education, Service Advocacy and Provision, and Community Networking.
URGENT ACTION ALERT

FROM: Eileen Hansen
TO: Concerned Colleagues
DATE: November 3, 1995
SUBJECT: HIV Testing of Pregnant Women

It is anticipated that within the next two weeks the Ryan White CARE Act will go to Conference Committee. Attached to the CARE Act are amendments regarding HIV testing of pregnant women/newborns. While some of us think some parts of the House version of the CARE Act are preferable to some parts of the Senate version and vice versa, the Senate amendment on HIV testing is far better. Why?

The House amendment (Coburn-Waxman) mandates HIV testing of newborns. The Senate amendment (Kassebaum-Kennedy) provides funds to implement the CDC recommendations on counseling and voluntary testing of pregnant women.

It is possible that some form of compromise between these two amendments will be sought and, in fact, we understand that a compromise that still includes mandatory testing language is already being discussed. We are opposed to any form of mandatory HIV testing and any compromise that includes this language. We support the Senate version and are working with other organizations around the country in advocating that the Senate version prevail in Conference Committee.

You can help! Please call the potential conferees on this issue by Monday, November 13. Also call your Congressmembers and ask that they contact the conferees to request that they oppose mandatory HIV testing.

Senator Nancy Kassebaum (R-KS) 202 224-4774
Senator Edward Kennedy (D-MA) 202 224-4543
Senator Christopher Dodd (D-CT) 202 224-2823
Senator Bill Frist (R-TN) 202 224-3344
Senator James Jeffords (R-VT) 202 224-5141
Representative Michael Bilirakis (R-FL) 202 225-5755
Representative Brian Bilbray (R-CA) 202 225-2040
Representative Thomas Bliley (R-VA) 202 225-2815
Representative Tom Coburn (R-OK) 202 225-2701
Representative John Dingell (D-MI) 202 225-4071
Representative Henry Waxman (D-CA) 202 225-3976

Thanks so much!
MEMO TO:  NORA Executive Committee
          NORA HIV Testing Workgroup
          NORA Ryan White CARE Act Workgroup

FROM:   Irene Snow, Center for Women Policy Studies (202-872-1770)
        Co-Chair, HIV Testing Workgroup

        David C. Harvey, AIDS Policy Center (202-785-3564)
        Co-Chair, HIV Testing Workgroup

DATE:   November 6, 1995

We are writing to inform you of consensus views that were reached at today's meeting of
the HIV testing workgroup. The NORA HIV testing workgroup reaffirms its opposition
to any measure adopted in the Ryan White CARE Reauthorization Act that mandates HIV
testing of newborns or pregnant women. We strongly support the Kassebaum amendment
to the Senate CARE Act reauthorization bill that provides resources to implement and
evaluate HIV counseling and voluntary HIV testing for all pregnant women. We remain
opposed to the Coburn/Waxman HIV testing amendment that adopts a phased-in
approach to mandatory HIV testing of newborns.

During the meeting, it became apparent that the inclusion of any mandatory HIV testing
amendment as part of the final CARE Act reauthorization bill would pose a serious threat
to the workgroup's ability to reach consensus on final passage of the bill. A number of
national organizations have indicated that they will oppose final passage of the bill if it
contains any mandatory HIV testing measure. Therefore, we recommend that all future
NORA coalition communications reaffirm opposition to mandatory HIV testing of
newborns or pregnant women, and indicate concern that inclusion of such a provision
could threaten NORA's ability to reach consensus on final passage.

Please contact us if we can provide additional information. Thank you.
Join us to commemorate international human rights day...

**Demonstrate**

to tell the Calif. Dept. of "Corrections" (CDoC):
* Women prisoners need basic medical care
* Shut down the high security control units

**Luxury Hotel? No! Death Hole for PWAs**

**When:** MONDAY, DECEMBER 11th, 4 - 6 pm.
**Where:** CDoC Region 2 Headquarters, 1145 Market St., S.F. (btwn 7th & 8th)

**Why:** Conditions for women prisoners in California state prisons are worse than ever. Medical neglect, abuse, and death occur at an alarming rate -- despite a class action lawsuit demanding adequate health care for women prisoners. More women are being held in control units within two women's prisons in Chowchilla, CA for indefinite terms. Come out and demand an end to the murder, torture and abuse of women prisoners.

Sponsored by the California Coalition for Women Prisoners and the Prisoners' Justice Action Network

for more info call: 415-255-7036, ext.4 or 510-845-8813

Partial list of endorsers: Criminal Justice Consortium, Center on Juvenile and Criminal Justice, Legal Service for Prisoners with Children, HIV/AIDS in Prison Project of Catholic Charities, Out of Control Lesbian Committee to Support Woman Political Prisoners and POW's, Norma Jean Grey Defense Committee, Interfaith Prisoners of Conscience Project, Prisoner Activist Resource Center...
October 3, 1995

Eileen Hansen
Women's AIDS Network
564 Castro Street
San Francisco, CA

Dear Eileen:

It seems fitting that I am writing you on a WAN Tuesday. I booted Alexander off the computer to finally get this note of thanks and more off to you. I want to thank you and the Board for the wonderful party you threw for us. We all enjoyed ourselves and Sandy is sorry he couldn't be a part of it. Also, I would like to thank you for the beautifully engraved box. I think it's the first time since college that I received an engraved gift. And none of you knew that inadvertently I own quite a diverse box collection and this is now my crown jewel.

Eileen, I would also like to take a second to thank you for hosting the party for me. I'd also like to tell you how much I appreciate you for your incredibly focused attention and commitment to WAN and to women with HIV on a global level. As I said in person, it is so heartwarming to leave WAN in such good shape :) and in such capable hands.

But I promised to jot down my parting vision. I have been working on it since I left town. And it is finally reaching gestation. Given that your vision has basically been embraced by the Board, I thought I would take it from there and lay out some practical next steps, even if some may seem obvious. So I have enclosed a separate memo to the Board with my ideas. I am also proposing to do fundraising work for WAN to determine the appropriate funding sources for the current strategic plan and do grant writing for you. I would love to do this work for WAN and have laid out a proposal to the Board. I am willing to be flexible to your needs and could certainly save the board time and money in bringing someone else up to speed. I have the time this Fall, as I develop my east coast network and would take on the WAN work as my #1 priority.

Anyway, thanks for everything and keep in touch.

[Signature]

Susyn Almond
171 East Dover Street
Valley Stream, New York 11580
(516) 825-2598
MEMO

TO: Board of Directors
   Women's AIDS Network

FROM: Susyn Almond

DATE: October 16, 1995

RE: Parting Shots Perspective & Proposal

First, let me thank you for the lovely going away party and gift. My family really enjoyed the intimate joyous evening at Eileen's. I'm sorry I couldn't say goodbye personally to all of you.

Anyway, Eileen's mid-year vision treatise inspired me to put together some subsequent thoughts and suggestions on leaving WAN. WAN has really been a lifeline for me at times as well as a support network and a way to connect with our community. There are times I know for all of us when the commitment demanded seems infinite, but I always felt that the rewards were worthwhile.

It seems to me that WAN should concentrate on those areas that have been so successful in recent years, i.e., forums, policy/advocacy work and community networking. In addition, I think WAN should continue to play the vital role of community conscience for women with HIV, ensuring agencies are truly providing appropriate services. In this regard, I would recommend taking another look at the excellent March 1995 recommendations put together by the Coalition for Positive Families. Have any agencies responded to ensure services are being provided for clients and their families?

I. WAN - Growing Up & Moving Out

WAN is in a critical year of its growth. The planned move to Oakland marks a real milestone - growing up and moving away from our parent organizations and making a home of our own.
A. Maintaining Members/Donors

In this growth process, you want to make sure that WAN does not lose any of its members. San Francisco members should be reassured that meetings will continue to be held in the city and that their needs will continue to be served. And potential East Bay members should be assured that you are looking at ways to fund expansion of Forums and the Fund to the East Bay.

B. Moving Day

To that end, it is important that the community be involved in the preparations, the move and its celebration. Perhaps you could ask SF WAN members to help loading up, while having East Bay residents help unload. You could ask former board members to be a part of the process too. In this way, WAN members will feel immediate ownership of the new space.

C. In-Kind Contributions

I'm sure you will have a new wish list for the new office and need donations of furniture and equipment. In the chaos of moving, hopefully you can make an effort to give receipts for tax purposes and note the in-kind donations.

II. Board Recruitment

To revive the evening forums, I would look for people with interest and energy in organizing them. This means people not only with education experience but with promotion skills. In addition, we need to continue training individuals in advocacy, since, unfortunately, Eileen and Karen will not be with WAN forever. In looking at Board recruitment, I would also seek out women with development/fundraising experience, financial/accounting types, pr/marketing people including those with merchandising expertise. (T-shirts, magnets, baseball caps could bring in $) I think we have sought out people with the right politics and colors and forgotten sometimes to look for those same characteristics in the business community. WAN definitely needs to build bridges in that direction. If WAN is to grow financially it needs to reach out to the business community. Having board members who are part of that community would do a lot to move in that direction.

III. Working with WORLD

It seems to me that the WAN Board needs to take a look at its activities and determine which ones are inherently WAN and to be maintained as such and which ones are appropriate for collaboration. I would suggest that time be taken
to really think about what is uniquely WAN before beginning discussions about collaborative projects with WORLD. Also, I would suggest waiting to year two to do collaborative fundraising, meaning that any major collaborative activities would not begin for at least a year and a half. This would give time for the community to adjust to planned changes, i.e., combined newsletter, etc. During this time frame I assume you will begin a long term dialogue with WORLD to develop appropriate connections, looking at what kinds of projects can be done with mutual benefit: HIV, evening forums, policy work, etc. Once decisions are made as to specific joint projects, planning can begin while looking for appropriate funding sources.

IV. Strategic Planning & Development

I suggest that WAN develop a strategic plan that integrates timelines for forums, policy work and fundraising, staggering large events so a major evening forum is not held the same month as a major fundraising event. In addition, I would like to offer to do immediate grant/corporate fundraising research this Fall. I have the time and would enjoy the work. A report would be written with recommendations of specific areas to pursue for development support including:

1. Operating funds for organizational growth
2. Funding for Evening Forums and other outreach activities
3. Costs of Expansion to the East Bay for the first time
4. Policy/Advocacy activities
5. Costs of launching an individual large donor campaign.

I have developed some ideas for fundraising that I would enjoy sharing with you. I could save WAN time and money in that regard due to my familiarity with the organization's history and program. Hiring someone new would mean paying for their learning curve while they are familiarizing themselves with WAN.

Please let me know your response to my ideas.
## WOMEN'S AIDS NETWORK VOLUNTEER TIMESHEET

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**Total amount of time spent**

Please include only one month of activities on each timesheet. Please indicate time in minutes, e.g. 15 min, 25 min, 60 min

This timesheet will be used to calculate how much volunteer time board members donate to the organization. This is not to be used as a check to see that people are putting in enough time. It will be used to determine the amount of uncompensated time we expend doing work for WAN. The total amount of time spent will be included in future grant proposals.

b:time.sht
# WOMEN'S AIDS NETWORK EXPENSE REIMBURSEMENT SHEET

Name ____________________ Date ________________

Mailing Address ____________________________________________

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Please attach receipts to the form in the order in which you have listed the expenses. Only, Theresa Swanick, our treasurer can agree to reimburse an expense without a receipt.

*If you receive a donation for goods or services, please include the donation on this form and write "in-kind" under amount column. If you know the real cost of the donated item or service, please indicate the amount next to "in-kind."
Potential WAN Board Member:

We’re pleased that you’re considering becoming a Women’s AIDS Network (WAN) Board Member!

Our Board of Directors is composed of up to fourteen women — HIV-positive women, dedicated service providers, and community and political activists. In this past year, twenty-five percent of our Board were women with HIV, one-third women of color, many lesbians. All were active in the struggle against HIV. Currently, we are looking for new women to join our Board — in particular, women who are HIV-positive, women of color, women who have interest and skills in fundraising.

The Women’s AIDS Network, founded in 1983, is the oldest women’s AIDS organization in the world. Our mission is to provide education, support and advocacy for women infected and affected by HIV. We hold community meetings monthly that afford WAN members and interested parties an opportunity to network, learn from one another and collaborate on relevant issues. With just one staff person in our office, our work is sustained mainly through the committed and ongoing work of volunteers — in particular, our working Board. The Board meets monthly to set policy for the organization and much of our work is carried out through committees. Our committees include:

Special Women’s Fund: The Special Women’s Fund celebrates its third year of providing annual cash grants of $50 to low-income San Francisco women living with HIV. Upon completion of a simple interview with our administrator, a woman can walk out with a check in hand. Counseling and referrals are also available to interested clients. We are the only grant-giving organization of this kind in the Bay Area; we see more HIV-positive women than any other local community organization.

Public Policy and Advocacy: WAN has become known as a national, state and local policy leader for women with HIV through the efforts of our Public Policy Committee. We have organized public hearings on women and HIV, have trained women in public policy and lobbying, travel regularly to Washington, DC and Sacramento to advocate on behalf of women with HIV and are currently meeting with women with HIV, policy makers and HIV policy advocates to develop a national women and HIV public policy agenda.

Education/Forums: Our Education/Forum Committee’s mission is to bring pertinent topics regarding women and HIV to our community. We hold periodic evening forums and conduct hour-long educational forums once a month at our community meetings.
October 3, 1995

Eileen Hansen  
Women's AIDS Network  
564 Castro Street  
San Francisco, CA

Dear Eileen:

It seems fitting that I am writing you on a WAN Tuesday. I booted Alexander off the computer to finally get this note of thanks and more off to you. I want to thank you and the Board for the wonderful party you threw for us. We all enjoyed ourselves and Sandy is sorry he couldn't be a part of it. Also, I would like to thank you for the beautifully engraved box. I think it's the first time since college that I received an engraved gift. And none of you knew that inadvertently I own quite a diverse box collection and this is now my crown jewel.

Eileen, I would also like to take a second to thank you for hosting the party for me. I'd also like to tell you how much I appreciate you for your incredibly focused attention and commitment to WAN and to women with HIV on a global level. As I said in person, it is so heartwarming to leave WAN in such good shape and in such capable hands.

But I promised to jot down my parting vision. I have been working on it since I left town. And it is finally reaching gestation. Given that your vision has basically been embraced by the Board, I thought I would take it from there and lay out some practical next steps, even if some may seem obvious. So I have enclosed a separate memo to the Board with my ideas. I am also proposing to do fundraising work for WAN to determine the appropriate funding sources for the current strategic plan and do grant writing for you. I would love to do this work for WAN and have laid out a proposal to the Board. I am willing to be flexible to your needs and could certainly save the board time and money in bringing someone else up to speed. I have the time this Fall, as I develop my east coast network and would take on the WAN work as my #1 priority.

Anyway, thanks for everything and keep in touch.

Susyn
MEMO

TO:       Board of Directors
           Women's AIDS Network
FROM:     Susyn Almond
DATE:     October 16, 1995
RE:       Parting Shots Perspective & Proposal

First, let me thank you for the lovely going away party and gift. My family really enjoyed the intimate joyous evening at Eileen's. I'm sorry I couldn't say goodbye personally to all of you.

Anyway, Eileen's mid-year vision treatise inspired me to put together some subsequent thoughts and suggestions on leaving WAN. WAN has really been a lifeline for me at times as well as a support network and a way to connect with our community. There are times I know for all of us when the commitment demanded seems infinite, but I always felt that the rewards were worthwhile.

It seems to me that WAN should concentrate on those areas that have been so successful in recent years, i.e., forums, policy/advocacy work and community networking. In addition, I think WAN should continue to play the vital role of community conscience for women with HIV, ensuring agencies are truly providing appropriate services. In this regard, I would recommend taking another look at the excellent March 1995 recommendations put together by the Coalition for Positive Families. Have any agencies responded to ensure services are being provided for clients and their families?

I. WAN - Growing Up & Moving Out

WAN is in a critical year of its growth. The planned move to Oakland marks a real milestone - growing up and moving away from our parent organizations and making a home of our own.
A. Maintaining Members/Donors

In this growth process, you want to make sure that WAN does not lose any of its members. San Francisco members should be reassured that meetings will continue to be held in the city and that their needs will continue to be served. And potential East Bay members should be assured that you are looking at ways to fund expansion of Forums and the Fund to the East Bay.

B. Moving Day

To that end, it is important that the community be involved in the preparations, the move and its celebration. Perhaps you could ask SF WAN members to help loading up, while having East Bay residents help unload. You could ask former board members to be a part of the process too. In this way, WAN members will feel immediate ownership of the new space.

C. In-Kind Contributions

I'm sure you will have a new wish list for the new office and need donations of furniture and equipment. In the chaos of moving, hopefully you can make an effort to give receipts for tax purposes and note the in-kind donations.

II. Board Recruitment

To revive the evening forums, I would look for people with interest and energy in organizing them. This means people not only with education experience but with promotion skills. In addition, we need to continue training individuals in advocacy, since, unfortunately, Eileen and Karen will not be with WAN forever. In looking at Board recruitment, I would also seek out women with development/fundraising experience, financial/accounting types, pr/marketing people including those with merchandising expertise. (T-shirts, magnets, baseball caps could bring in $) I think we have sought out people with the right politics and colors and forgotten sometimes to look for those same characteristics in the business community. WAN definitely needs to build bridges in that direction. If WAN is to grow financially it needs to reach out to the business community. Having board members who are part of that community would do a lot to move in that direction.

III. Working with WORLD

It seems to me that the WAN Board needs to take a look at its activities and determine which ones are inherently WAN and to be maintained as such and which ones are appropriate for collaboration. I would suggest that time be taken
to really think about what is uniquely WAN before beginning discussions about collaborative projects with WORLD. Also, I would suggest waiting to year two to do collaborative fundraising, meaning that any major collaborative activities would not begin for at least a year and a half. This would give time for the community to adjust to planned changes, i.e., combined newsletter, etc. During this time frame I assume you will begin a long term dialogue with WORLD to develop appropriate connections, looking at what kinds of projects can be done with mutual benefit: HIV U, evening forums, policy work, etc. Once decisions are made as to specific joint projects, planning can begin while looking for appropriate funding sources.

IV. Strategic Planning & Development

I suggest that WAN develop a strategic plan that integrates timelines for forums, policy work and fundraising, staggering large events so a major evening forum is not held the same month as a major fundraising event. In addition, I would like to offer to do immediate grant/corporate fundraising research this Fall. I have the time and would enjoy the work. A report would be written with recommendations of specific areas to pursue for development support including:

1. Operating funds for organizational growth
2. Funding for Evening Forums and other outreach activities
3. Costs of Expansion to the East Bay for the first time
4. Policy/Advocacy activities
5. Costs of launching an individual large donor campaign.

I have developed some ideas for fundraising that I would enjoy sharing with you. I could save WAN time and money in that regard due to my familiarity with the organization's history and program. Hiring someone new would mean paying for their learning curve while they are familiarizing themselves with WAN.

Please let me know your response to my ideas.
Administrator/Office Manager

The Women’s AIDS Network, founded in 1983, is a non-profit organization that provides a network for women with HIV/AIDS, AIDS service providers and activists.

The Position: Under the supervision of the Vice-President of the Board of Directors, the Administrator is responsible to the Board of Directors for carrying out the policies and procedures of the organization as determined by the Board of Directors. These policies and procedures are prioritized in the following order:

--Maintaining the day-to-day operations of WAN, including responding to telephone calls and mail in a timely manner
--Coordinating the monthly membership meeting and taking minutes
--Writing and coordinating the monthly WAN mailing
--Updating the mailing list on our database
--Attending monthly Board of Directors meetings
--Providing administrative support to WAN committees
--Assisting the Board of Directors with fundraising activities
--Demonstrating a commitment to building community ties with organizations that advocate for women with HIV/AIDS

Qualifications/skills needed:
--Commitment to providing information and support to women with HIV/AIDS and caregivers
--Knowledge of the HIV women’s community and HIV/AIDS issues
--Administrative experience
--Advocacy & organizing experience
--Ability to communicate and work with diverse groups
--Computer skills including word-processing and databases (Mac, Pagemaker and Filemaker Pro)
--Self-motivated and ability to work independently
--Willingness to take direction from Board of Directors
--Fundraising experience is a plus

Salary/Benefits: Flexible 20 hours work week at $12 per hour. Partially paid medical benefits (50%).

An Affirmative Action Employer, the Women’s AIDS Network encourages applications from women with HIV/AIDS, women of color, lesbians and bisexual women of all ages.

Please send cover letter, resume and writing sample by August 11 to WAN Personnel Committee, c/o Karen Topakian, 2215-R Market Street #416, San Francisco, CA 94114
Facsimile Transmittal

Date: 11 July 1995

Please Deliver to: Eileen Hansen

From:
Ami Becker / Karen Topalian
Administrative Assistant
Womens AIDS Network (WAN)
fax# 363-4740 phone# 621-4160

No. of pages to follow: 4

Eileen,

there are the 3 candidates Ami suggested to replace her temporarily. You may remember Naomi from CAPS—she has an impressive resume, is available to start immediately to train. Alyssa applied for Ami's position last time around & the other woman is new in town. Please call me with your comments.

I'd like to complete this temp hiring process soon. I have also included Margo in this process too. Thank Karen.

C.C. Margo Antonetti
NAOMI E. SCHEGLOFF
1473 Waller Street, San Francisco, CA 94117 (415) 681-4152

EXPERIENCE
Interviewer/Project Assistant (3/95) — Division of Behavioral Sciences, University of California, San Francisco
- Interview individuals about behaviors and attitudes related to sun exposure, skin cancer risk, and their primary care physician.
- Coordinate and host skin health evaluation clinic for study participants.
- Assist with various aspects of patient activation study, including the creation of study materials and documentation, updating databases, and mailings.

Project Assistant II (1994-3/95) — UCSF Coping Project, Center for AIDS Prevention Studies
- Manage quantitative data and interview materials for major longitudinal study of the physical and psychological health of the caregiving partners of men with AIDS.
- Write training manual and other materials outlining project data and office management procedures.
- Assist Principal Investigator with research duties; abstracted/reviewed literature concerning issues of confidentiality in preparation for revision of American Psychological Association's Guidelines to Human Subjects Research.
- Train and supervise temporary employees.
- Transcribe confidential interviews for further analysis.
- Develop innovative solutions to systemic data management and storage problems.

Hotline Volunteer/Shift Supervisor/Trainer (1994-95) — San Francisco AIDS Foundation
- Provide information, referrals, and emotional support to local, national, and international callers with diverse questions and concerns about the HIV continuum and relevant resources.
- Supervise hotline volunteers. Assist with emotionally and technically difficult calls.
- Train individuals and groups of 40-50 new hotline volunteers in various aspects of hotline case management.

Staff Consultant (1992-93) — U.S. House of Representatives Human Resources and Intergovernmental Relations Subcommittee
- Performed detailed investigation of informed consent process for major NCI-funded breast cancer prevention trial.
- Assisted in preparations for congressional hearing.
- Analyzed Indian Health Service documents in preliminary overview of quality of medical care provided for Native Americans and Alaskan Natives at IHS service units.

Intern (Summer 1992) — National Women's Health Network
- Researched, wrote, and edited educational materials for information clearinghouse.
- Researched and responded to health information requests from individuals, organizations, and members of the press.
- Assisted in training of new interns.

Family Planning/Intake Counselor (Spring 1992) — Los Angeles Free Clinic
- Educated and counseled individuals and couples on family planning options and STDs in clinical setting.
- Performed medical intake procedures and assisted physicians with medical exams.

Volunteer (Winter-Summer 1991) — Rest Stop HIV Support Center of San Francisco
- Researched and documented alternative approaches to living with HIV through interviews, participant observation, and photography sessions.
- Created multimedia exhibit examining arts and music in the HIV community; exhibited on UC Berkeley campus; permanently displayed on support center premises (center now closed.)

EDUCATION
University of California, Berkeley, BA in Anthropology, 1991
Education Abroad Program, Université du Benin, Togo, West Africa, Summer 1990
Los Angeles Regional Family Planning Clinic, Certificate in Family Planning Education, 1992

ADDITIONAL VOLUNTEER EXPERIENCE
Neighbor to Neighbor/Yes on Prop 186; Washington Free Clinic; White House/Presidential Transition Team; Whitman Walker Clinic (Washington, DC); National Abortion Rights Action League; AIDS Project Los Angeles.
ALYSSA IZEN
49 Collingwood Street
San Francisco, California 94114
(415) 861-7187

EDUCATION

University of California at Berkeley. Berkeley, California.

SFSI (San Francisco Sex Information). San Francisco, California.

FOREIGN WORK AND TRAVEL

Translated Abstracts for the Fifth International Congress on Women. Coordinated Volunteer Workforce at
the University of Costa Rica. Facilitated Education Workshops. Core Member of March Coalition for
Women's Rights. Provided Media Outreach for Congress on FIRE (Feminist International Radio

Pop Wu. Quetzaltenango, Guatemala.
Worked with Pop Wu School. Organized Community Education on SIDA (AIDS) and Sexually Transmitted
Diseases. Coordinated Informational Discussions in Spanish about Health Issues with Local Teenagers

WORK EXPERIENCE

Jewish National Fund. San Francisco, California.
Community Coordinator/Campaign Associate for the Pacific Northwest Region: Supervise Volunteer
Workforce, Assist with Creating Various Reforestation Projects and Contribute to the Establishment of
Land Development and Water Maintenance Programs in Israel, Manage Planned Giving Donations and
Charitable Contributions, Oversee Public Relations with Religious Schools and Congregations, Update
and Program Informational Systems and Database. February 1994 - Present.

Youth Advocates, Inc. San Francisco, California.
Management Information Systems Coordinator/Development Assistant: Oversaw Operation of
Computerized Databases. Worked with Consultant to Improve Methods of Data Collection, Analysis,
Quality Control and Statistical Reporting Using Paradox Software System. Produced Monthly/Quarterly
Statistical Reports for Local, State, Federal Funding Sources, Co-Wrote and Coordinated Production,

Medical Self Care Journal. Emeryville, California.
Employee Under Sales and Communications Director: Data Entry, Public Services, Billing, Invoice

University of California Main Library. Berkeley, California.
Circulation Library Assistant: Data Entry, Public Services, Handled Patron Requests, Renewals,

AIDS Housing, Steven Dunn and Associates. Berkeley, California/Seattle, Washington. Educator and
Fundraiser: Educated Physicians, Professionals and Community Members about AIDS. Generated
Support for Housing Project. June '90 - August '90.
Jennifer Castle, MPH
1590 Sacramento Street #28
San Francisco, CA 94109
(415) 922-6597

Highlights of Qualifications
* Proficiency and expertise in a broad base of public health skills—from research to health education.
* Co-founded and facilitated "Topics in Sexuality" course at the University of California at Berkeley.
* Extensive volunteer experience with various organizations, mostly focusing on HIV/AIDS.

Work History
Special Reader, University of California at Los Angeles School of Public Health, Los Angeles, CA. Assisted Professor Deborah Glik in teaching Community Health Sciences 100 course. Facilitated student learning through class participation and holding office hours. Graded papers. Winter Quarter 1995.


Principal Investigator, Centers for Disease Control and Prevention, Atlanta, GA. Worked in the Division of STD/HIV Prevention, Epidemiology Research Branch as an Association of the Schools of Public Health Intern. Created partner study on condom use, communication, and power issues among heterosexual couples. Conducted extensive literature review, formulated research hypothesis, designed questionnaire, facilitated focus groups, interviewed pilot sample, analyzed data, and presented results to the division. June - September 1994.

Special Reader, University of California at Los Angeles School of Public Health, Los Angeles, CA. Worked with Professor and Assistant Dean Susan Slumshaw in teaching Community Health Sciences 100 course. Facilitated student learning through class participation and holding office hours. Graded papers. Winter Quarter 1994.


Health and Sexuality Peer Educator/Counselor and Medical Assistant, Student Health Service, University of California at Berkeley, Berkeley, CA. Provided information on reproductive anatomy and physiology, sexual response cycles, sexually transmitted diseases, contraception, and safer sex methods. Counseled clients in areas of sexual diversity and sexual dysfunction, as well as
communication issues with partners. Assisted nurse practitioner with pelvic exams and lab tests.
Interviewed clients about medical history and educated and counseled clients as necessary. Established

Co-facilitator of Sexuality Course, University of California at Berkeley, Berkeley, CA. Taught a class
of 45 students about various topics relating to sexuality, organized guest lectures and field trips, held
office hours to be available for discussion, graded papers, and supervised class projects. Helped

Education
Intensive Spanish Immersion Program at Centro de Idioma y Cultura Latinoamericana, Cuernavaca,
Mexico, April - May 1995.
Master of Public Health (MPH) in Community Health Sciences, Behavioral Science and Health
Education, from the University of California at Los Angeles, March 1995.
Bachelor of Arts (BA) in Psychology from the University of California at Berkeley, May 1992.

Awards
Public Health Fellowship awarded by the Regents of the University of California for academic years
1993-4 and 1994-5.
Attended "The Second Annual Clinical Conference on Sexually Transmitted Diseases" sponsored by the
Association of Reproductive Health Professionals, with scholarship awarded by The Shanti

Language and Skills
Highly conversant in Spanish.
Proficient in WordPerfect, Microsoft Word, EpiInfo, STATA, and comfortable with most programs.
Experience in working with diverse populations.

References
Mary Kamb, MD, MPH, Employer, Centers for Disease Control and Prevention (404) 639-8371
Donald Morisky, ScD, Professor, University of California at Los Angeles (310) 825-8508
Deborah Glik, ScD, Employer, University of California at Los Angeles (310) 206-9548
June 8, 1995

Ms. Eileen Hanson, President
Women's AIDS Network
238 A Castro Street
San Francisco, CA 94114

Dear Eileen:

I am writing to inquire if the Women's AIDS Network would be interested in co-sponsoring a Women and HIV event, at the Women's Building in Spring 1996? The Women and HIV event would be for one full day. It is hoped we would have a majority of the Bay Area organizations present with informational tables, have audio-visuals, panel discussions and, with the approval of THE Names Project, a display of quilt panels by, for and about Women and HIV.

I am in the process of contacting other sponsors: THE Names Project (Skeeter Buck), WORLD (Rebecca Dennison), WEL Group (Peggy Ferro), and a representative from Lyon-Martin Clinic. Representatives from each agency/organization would then form the Sponsoring Committee, along with myself to work on the details of the event.

I know that the staff and Board of the Women's Building is extremely excited about the possibility of displaying the quilt panels and having this event.

I would like to call you at your earliest convenience, perhaps next week to discuss the event.

Mahalo (thanks)

Jeanette Gandionco-Lazam
Program Coordinator
WAN Strategic Planning

9/94
1. Discuss and approve Strategic Planning Proposal.
2. Decide on time and structure of general membership meetings.
3. Provide for assessment of Board meetings, structure and time.
5. Initiate discussion of restarting WAN's Education Committee.

10/94
1. Define staff roles, responsibilities, goals and method of evaluation.
2. Define committee roles, responsibilities, goals, priorities and method of evaluation.
4. Provide evening forums (plan three in next 12 months).
5. Assess need for and update/create and distribute prevention materials.
6. Pursue Stop AIDS Project for women.
7. Continue newsletter and explore its expansion.
8. Specifically explore the possibility of a national public policy meeting on women and HIV.

Ongoing
1. Continue educational forums on issues of topical interest to the diverse population affected and infected by HIV.
2. Continue provision of information and referral.
3. Provide informative material to Public Policy makers, ASOs and health organizations for women and HIV.
4. Advocate for women affected and infected by HIV with appropriate bodies, such as: CARE Planning Council, Prevention Planning Council, Department of Public Health, Joint Task Force on HIV Epidemic, Centers for Disease Control and Prevention.
5. Continue to provide information and referral services.
6. Continue monthly community network meetings.
7. Continue newsletter and explore its expansion.
8. Continue to provide forums.
WOMEN’S AIDS NETWORK
BOARD OF DIRECTORS 1994

Susan Almond, Membership/Development Committee
733 21st Avenue
SF, CA 94121
h: (415) 386-8162

Margo D. Antonetty, Membership/Development Committee
Ferguson Place
1249 Scott
SF, CA 94115
w: (415) 922-9104 fax: (415) 922-1427 h: (415) 255-1984

Olivia Baldain, Education Committee
SFGH- ASAP
143 Gaven Street
San Francisco, CA 94134
w: (415) 206-5137 h: (415) 468-3427 fax: (415) 486-6159

Barbara Garcia, Education Committee & Special Women’s Fund
Planned Parenthood / CARE Clinic
815 Eddy, Suite 100
SF, CA 94104
w: (415) 202-7430 fax: (415) 776-1449 h: (415) 386-5538

Eileen Hansen, President, Public Policy Committee
Public Policy Director, ALRP
238 A Castro
SF, CA 94114
w: (415) 291-5454 fax: (415) 291-5833 h: (415) 621-5620

Leatha Jones, Education Committee
906 S. Van Ness
San Francisco, CA 94110
h: (415) 824-8610

Yalonda D. Jones
Ferguson Place
1249 Scott
SF, CA 94115
w: (415) 922-9104 h: (707) 426-5353 fax: (415) 922-1427

Helen Miramontes
Associate Clinical Professor
UCSF School of Nursing
Box 0608
SF, CA 94143-0608
w: (415) 476-6602 / fax: 415 476-6042 h: (415) 994-8664

Lisa O’Connor, Membership/Development Committee
Walden House
1840 Van Ness #2
SF, CA 94109
w: (415) 241-5578 h: (415) 362-2646 fax: (415) 981-6422
Cara Page, Education Committee  
467 37th apt. #4  
Oakland, CA 94609  
h: (510) 655-3297

Lorene Romero, Membership/Development Committee  
Baker Places  
545 Mission, 5th Floor  
San Francisco, CA 94105  
w: (415) 284-1740 fax: (415) 284-1750 h: (707) 838-3292

Theresa Swanick, Treasurer, Special Women’s Fund  
AIDS Benefits Counselors  
470 Castro, Suite 202  
SF, CA 94114  
w: (415) 703-9936 fax: (415) 703-9942 h: (415) 641-5491

Karen Topakian, Vice-President, Public Policy Committee  
Director, AGAPE Foundation  
2215 R Market, Suite 416  
SF, CA 94114  
h: (415) 648-3159 or w: (415) 474-4604 fax: (415) 474-2311

************************************************************************************

Ami Ann Becker, MPH  
Administrative Assistant  
584 Castro, Suite 321  
San Francisco, CA 94114  
w: (415) 621-4160 fax: (415) 863-4740 h: (415) 563-2752

************************************************************************************
August 21, 1995

Clisby Locklear
Director
Native American AIDS Project
1540 Market Street
Suite 425
San Francisco, CA 94102

Dear Mr. Locklear:

I am in receipt of your letter regarding the Women’s AIDS Network (WAN) Board of Directors. My sincere apologies for taking so long to respond. I am embarrassed to say that your letter got buried under a pile of papers and we have just now discovered it.

As the world’s oldest women and AIDS organization, WAN brings together women with HIV, women HIV service providers, activists and those interested in women’s health issues. It is a unique — and ever changing — grouping that meets monthly to educate and inform one another. We have been pleased to have the Native American AIDS Project as a past member.

I read your letter with great seriousness and concern. WAN is committed to being an organization that represents and includes the great diversity of women who are infected and affected by HIV. We strive to include on our Board of Directors women who come from a variety of communities within the Bay Area. I believe that I am correct in understanding that in the past, Cathy Chapman has been approached regarding her potential interest in the WAN Board. We are certainly interested in including Native women on our Board. We see the absence of Native women as a reflection of our inability to create a truly representative and appropriate Board of Directors.

We would be delighted to talk with you more about this issue and about your organization’s potential interest in being represented on WAN’s Board of Directors. We also want you to know that our general community meetings are held each first Tuesday, at Lyon-Martin Women’s Health Services, from 9:00 - 11:30 (9:00 - 9:30 food/socializing; 9:30 - 10:30 networking/business; 10:30 - 11:30 educational forum). You are most welcome to attend. In addition, should you be interested, we would be more than happy to have you or an organizational representative as a guest speaker on HIV as an issue for Native American women during one of our monthly educational forums.
Again, I apologize for the great tardiness in responding to your letter. I thank you for taking the time to write to us to express your concerns. Please know that we take them seriously — despite our slowness in responding. I will call you in the next week or so to take you up on your request for WAN to "contact and recruit Native women for participation at the Board level."

Take care and thank you.

Very truly yours,

Eileen Hansen
President