WOMEN'S AIDS NETWORK (WAN) BOARD OF DIRECTORS

1996

Margot Antonetty
Project Director, Integrated Services Network
Baker Places, Inc.

Hazel Betsey, Secretary
HIV-positive lesbian

Laura Carcagno
Public Benefits Counselor
AIDS Benefits Counselors (ABC)

Anna Heath
HIV-positive woman

Helen Miramontes
Associate Clinical Professor
UCSF School of Nursing;
President’s HIV/AIDS Council

Lisa O’Connor, President
Senior Counselor, HIV Services
Walden House, Inc.;
HIV-positive woman

Lorene Romero, Vice-President
Clinical Supervisor
Baker Places Support & Permanent Housing

Naomi Schegloff
Educator and Outreach Worker
TB Outreach Prevention Services (TOPS)
Dept. of Public Health

Lateefah Simon
Asst. to Director of Community Building
The Center of Young Women’s Development
Street Survival Project

Ruthy Talansky, Treasurer
Housing Project Developer
Bernal Heights Housing Corporation
May 12, 1997

Robert J. Graney
General Manager
The Westin Bonaventure
Hotel and Suites
404 South Figueroa Street
Los Angeles, CA 90071

Dear Bob:

A belated, but very grateful thank you for your generous donation of the box of individual shampoos to the Women's AIDS Network (WAN). WAN advocates and provides for the development and improvement of public policies, education and services for the diverse population of women who are HIV-infected or HIV-affected. Begun in 1983, WAN is the world's oldest women and HIV organization and is a grassroots, community-based nonprofit network of women living with HIV, healthcare and HIV service providers, activists and advocates in the San Francisco Bay Area.

Through our Special Women's Fund, WAN serves more women with HIV than any other service provider in the Bay Area. This program is one of only four in the country. We provide annual cash grants to low-income women, many of home are homeless. These women need to carry their belongings with them on the street and the individual sized shampoo is perfect for their needs, in addition to saving them money that is in short supply.

Again, Bob, thank you for your kind assistance to the Women's AIDS Network. It is much appreciated by WAN and by the women we serve.

Very truly yours,

Eileen Hansen
Public Policy Consultant
TO: Ellen Goldstein
FROM: Virg E. Parks

BUDGET FOR PROPOSED WAN WORKSHOPS:
Exploring Drug Treatment Trials and Contemporary Treatment Options
For Women With HIV: Western & Complementary Approaches

Food: Approx. $3/person x 100 (incl. instructors) $ 300.00
Outreach: $200 x 2 workshops 400.00
Printed Materials: $10/person x 75 participants 750.00
Child care/transportation: $10 (avg) x 75 750.00
Space: donated =

TOTAL REQUESTED = $ 2,200.00
April 16, 1997

TO: Ellen Goldstein and Community Advisory Board
AIDS Clinical Research Center

FROM: Carla Wilson, Chair Education Committee

RE: Community Education Funding

The Women's AIDS Network is a 13-year old non profit organization dedicated to making a difference in the lives of women who are infected with or affected by HIV. WAN efforts have been instrumental in the areas of: policy and services advocacy, direct outreach through the Special Women's Fund, and furthering avenues to HIV information and self-advocacy for positive women.

It is with this brief introduction, that I appeal to the ACRC CAB for support for an Education Series focusing on women's access to treatment and care. We have discovered that HIV positive women seem to be more responsive to educational opportunities which target their needs -- even when those needs may not necessarily be gender specific. By example, our annual Policy Advocacy Training for women only have become very popular and are filled to capacity. Therefore, WAN also provides educational forums targeting the needs and concerns which members have highlighted as being of special importance to women.

Current issues are discussed in a monthly educational as part of our regular community meetings. In addition, WAN's Education Committee designates some issues as having so much interest or being so complicated that they require a special and separate forum. This is true of the attached proposals. Frequently, these forums/trainings are co-sponsored by other organizations such as WORLD, WIHS CAB, ALRP, SFAF, etc. We'd be honored to add the ACRC to this list.

Some recent WAN sponsored and co-sponsored forums have dealt with pregnancy, lesbian transmission, and community advocacy. As with the policy trainings, all were filled to capacity. Thank you for taking the time to look over our proposal and to consider WAN as a recipient of ACRC community education funds. Your assistance would make a significant difference in our planning process, as well as in the lives of positive women in the bay area and their providers. We welcome any input that might help us further our goal of informing positive women about current issues affecting them.

3543 18TH STREET
SUITE 11
SAN FRANCISCO, CA
94110

415.621.4160 TEL
415.575.1181 FAX
PROPOSED 1997 WAN EDUCATIONAL WORKSHOPS

Note that workshops are:
(1) Intentionally kept small to encourage open discussion.
(2) Will provide for food, child care and transportation.
(3) Will rely on donations as much as possible.
(4) Day long trainings with several breaks to help facilitate comprehension of a great deal of new and technical info.

"Contemporary Treatment Options For Women With HIV: Western & Complementary Approaches" (40-50 participants -- Summer 1997)

An up to date overview of treatment options now available with a focus on any women specific information regarding how the drugs are metabolized, efficacy, or side effects. Topics will also include possible side effects (w/out gender bias), current efficacy data and what they mean, how to discuss new treatments with providers, and a reality based "how-to" discussion of adherence. Complementary modalities will also be covered as well as where this approach fits into a comprehensive health plan. Discussions will be led by HIV savvy local clinicians, community experts, and PWA's with multi-drug experience. Special attention will be given to providing the opportunity for Q&A.

"Exploring Drug Treatment Trials" (20-25 participants -- Autumn 1997)

Many women are not aware that there are opportunities to become involved in clinical research and/or don't know how to get involved. This workshop would target HIV positive women who have an expressed interest in participating in the research process. It will focus on basic clinical trials education: how clinical trials are designed and why, how drugs are developed, potential benefits and risks, pertinent research terminology, and how women can advocate for themselves and others as study participants. Participants would have the opportunity to ask questions of and discuss their fears and concerns with local community experts, researchers, and study coordinators. At the end of the day, studies currently open in the bay area will be discussed and participants encouraged to critique them based on what they've learned throughout the day.

BUDGET:

Food: Approx. $5/person x 100 (incl. instructors) $ 500.00
Space: $150 x 2 (if donated space is unavailable) 300.00
Outreach: $250 x 2 workshops 500.00
Printed Materials: $10/person x 75 participants 750.00
Child care/transportation: $20 x 75 1,500.00
TOTAL ANTICIPATED EXPENSES = $ 3,550.00

Req: $2,300
Position Available:  
Administrative Assistant

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 distributes monthly newsletters, holds monthly education forums, maintains a resource library and offers information and referrals to women.

The Administrative Assistant provides support for the organization and the Board of Directors to facilitate the work of WAN. The Administrative Assistant is responsible to the Board of Directors for carrying out the activities of the organization which include, but are not limited to:

- 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 producing the monthly WAN mailing
- Updating the mailing list on database
- Attending monthly Board of Directors meetings and providing administrative support to the Board
- Providing administrative support to WAN committees and to other staff
- Assisting the Board of Directors with fundraising activities
- Demonstrating a commitment to building community ties with organizations that advocate for women and HIV/AIDS issues

Requirements...

- Office administration experience
- Ability to communicate and work with diverse groups
- Computer skills including word processing and databases (Mac, PageMaker and FileMaker Pro)
- Self motivated, able to work independently, well organized
- Excellent verbal and written skills
- Attention to detail and organizational needs
- Ability to work with Board of Directors as supervising body
- Bookkeeping skills
- Knowledge of women and HIV issues

Salary/benefits: Flexible 20 hour work week at $10.00-$12.00 per hour. Partial health benefits.

As an Affirmative Action Employer, the Women's AIDS Network encourages applications from women of all ages, especially women with HIV/AIDS, women of color, lesbians and bisexual women.

Please send cover letter and resume to: WAN-AA, 3543 18th Street #11, SF, CA 94110. No phone calls please. This is not an organizing position. Resumes due: November 15, 1996.
May 30, 1996

Virginia E. Parks
ACT UP Golden Gate
519 Castro #M93
San Francisco, CA 94114

Dear Virg:

On behalf of the Women’s AIDS Network (WAN) and the AIDS Legal Referral Panel (ALRP), I am pleased to support your grant request for the Maternal HIV Education Project. In this climate of calls for mandatory HIV testing of pregnant women and newborns, along with limited focus on education, counseling and care for women, this project has great potential.

We know that comprehensive, targeted HIV education works and we know that women have not received enough of that critical education. We also know that the voluntary approach to testing works far better from a public health perspective, enabling more people to be tested because they do not fear discrimination and breaches of confidentiality regarding their test results. As women’s health advocates, we work on many different levels and your educational approach will go hand-in-hand with lobbying and advocacy approaches.

Your work in the past on behalf of women infected and affected by HIV has been significant. Having worked with you on HIV and AIDS issues for over two years, I can highly recommend you as someone who is seriously committed to educating women and actively contributing to the local and national healthcare work that is so needed for women.

I appreciate your willingness to take on such a project. I look forward to personally working with you and to developing a coalition effort between the Women’s AIDS Network, the AIDS Legal Referral Panel and your Maternal HIV Education Project in furtherance of our joint goals and objectives. With my strong support, I wish you well in your funding efforts.

Very truly yours,

Eileen Hansen
Public Policy Director
Women’s AIDS Network and
AIDS Legal Referral Panel
President's Report

After three years in the position of President of the Board of Directors, I would like to critique a few of the elements of our organization.

1. Funding Staff and Organizational Development

I believe it should be the primary goal of this organization at this time, to develop a strong financial base. Grants should be written to fund The Special Women's Fund, policy projects and most importantly to staff the organization. I would like to see a full time Executive Director and full-time support staff person within one to two years at the latest. This can be done if we take on projects like last year's idea of outreach to women in their homes in which AMFAR was interested. We could begin by submitting collaborative proposals to bring this project and others into fruition. Now that we have a strong internal structure and a full and dynamic board, we simply need to determine the appropriate funders and educate them of the opportunity to invest in WAN's future.

2. The Executive Committee

The Executive Committee should continue to take on greater responsibilities in the running of the organization. Their responsibilities need to be more clearly defined. I would like to see the general board freed up from many of the tedious procedural decisions in order to make greater progress on programmatic and development matters.

3. Long Term Budget

A Fall Finance Committee needs to develop a long term budget. We might begin with an 18 month plan but I would prefer a three year budget. This will help us avoid months of planning each year and allow better development planning. Amendments to the budget could be made to fine tune from year to year.

4. Vice President/Supervisor of Staff

Until such time there is a full time Executive Director, the Vice President should supervise the administrative staff. All work projects should go through the Vice President for submission to staff. The VP can then set priorities for the work with the administrative person. Clear lines of communication to committees and board members should be clarified for efficiency and to avoid countless calls or conflicts in priorities.
5. Presidential Authority

The position of President should allowed greater discretion and authority. I think the time has come to recognize that an efficient organization cannot operate entirely by consensus. Since WAN has historically been a collective organization, it is understandable that we are reluctant to let go of this method of decision-making. However, I truly believe that we now are in the proper position to move forward and must not hamper our organization through the lengthy process of consensus decisions-making on every minor or major matter.

In many ways without full staffing the President of the Board continues to operate like an Executive Director, however without discretion over the budget, staff or decision-making process. This means that all decisions necessitate polling at least the entire Executive Committee before money can be spent or decisions made. This is not an efficient means of management. Clear areas of discretion should be outlined in the future or an Executive Director should be hired at the first possible moment. Specific tasks like contracts with consultants, meeting and mailing management, proposal writing decisions fall to the President on a regular basis. This is appropriate but should be streamlined. Also, hiring at least a part-time E.D. should be top priority for the development of WAN.
WAN Board Members:

The following items should be in your WAN Board packet, enclosed. Please read carefully prior to the annual retreat on Friday, September 30 (9:30am sharp - 6:30pm, Marin Headlands...see info enclosed):

1. Agenda for Retreat
2. Information on Marin Headlands
3. President’s Report
4. WAN Strategic Plan
5. WAN 1994 Budget
6. Board Roles and Responsibilities
7. Administrative Assistant Job Description
8. Committee Reports
   a. Public Policy
   b. Education/Forums
   c. Special Women’s Fund
9. Proposal on new Committees
   a. Membership and Outreach
   b. Finance and Development
   c. Board and Staff Development

You should have all received a call asking if you wanted to carpool, if you needed childcare costs covered and letting you know that lunch and dinner costs will total $10. Should you have any questions, please call Ami at the WAN office. We’re looking forward to a productive, fun and critically important retreat. See you there!
Directions to Headlands Center for the Arts
The Fort Baker tunnel is closed for repair.
Please note the following directions.

From the North
Hwy 101 South to the fourth Sausalito Exit, the last exit before Golden Gate Bridge. Turn left at stop sign & take immediate right onto Conzelman Road.

From the South
Hwy 101 North to Alexander Avenue Exit, just after Golden Gate Bridge. Turn left immediately after exit, using underpass. Turn right onto Conzelman Road just before entrance to Golden Gate Bridge.

Then wind 1 mile up Conzelman.
Wind 1 mile up Conzelman Road. Take first right onto McCullough Road. Downhill 1 mile. Turn left onto Bunker Road for 1.5 miles. Fork left onto Field Road. Follow signs to Art Center.

By Bus
On Sundays and Holidays MUNI Bus #76 runs every hour between 9:30am and 5:30pm. For MUNI information call 415 673-6864.

HEADLANDS CENTER FOR THE ARTS
Only 10 minutes from the Golden Gate Bridge
Building 944, Fort Barry
Golden Gate National Recreation Area
Marin Headlands
Information 415 331-2787
Directions 415 331-2887
# Women's AIDS Network
## Board of Directors Retreat

<table>
<thead>
<tr>
<th>Time</th>
<th>Session</th>
<th>Presenter(s)</th>
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<tbody>
<tr>
<td>10:00-10:05</td>
<td>Introductions</td>
<td>Terry</td>
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<tr>
<td>10:05-10:10</td>
<td>Guidelines</td>
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<td>10:10-10:40</td>
<td>Cultural Check in</td>
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<td>10:40-10:50</td>
<td>History Overview of WAN</td>
<td>Susyn</td>
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<td>10:50-11:20</td>
<td>WAN Strategic Plan</td>
<td>Eileen</td>
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<td>Development of time lines</td>
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<td><strong>Break</strong></td>
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<tr>
<td>11:20-11:30</td>
<td><strong>Evaluation of Group</strong></td>
<td>Terry</td>
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<td></td>
<td>What skills do you bring?</td>
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<td></td>
<td>What skills do you want to develop?</td>
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<tr>
<td>12:00-12:10</td>
<td>Budget</td>
<td>Teresa</td>
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<tr>
<td>12:10-12:30</td>
<td>Fund Raising; The Framework</td>
<td>Karen &amp; Frankie</td>
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<td><strong>Lunch</strong></td>
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<td>1:30-1:40</td>
<td>Check in</td>
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<tr>
<td>1:40-2:00</td>
<td>Board/Staff Relations</td>
<td>Karen &amp; Amy</td>
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<tr>
<td>2:00-2:15</td>
<td>Board Roles &amp; Responsibilities</td>
<td>Eileen</td>
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<tr>
<td>2:15-3:15</td>
<td>Organizational Structure</td>
<td>Terry &amp; Linda</td>
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<td></td>
<td><strong>Break</strong></td>
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<tr>
<td>3:15-3:30</td>
<td>Committees</td>
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<tr>
<td></td>
<td>Membership, Outreach &amp; Finance Development</td>
<td>Susyn &amp; Teresa</td>
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<td></td>
<td>Board and Staff development</td>
<td>Eileen</td>
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<td></td>
<td>Education/Forum</td>
<td>Catherine</td>
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<td>Working Group</td>
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<td></td>
<td>Public Policy</td>
<td>Karen &amp; Eileen</td>
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<td></td>
<td>Special Women's Fund</td>
<td>Barbara</td>
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<tr>
<td>4:00-4:10</td>
<td>Sign up for Committees</td>
<td></td>
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<tr>
<td>4:10-4:50</td>
<td>Elections</td>
<td></td>
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<tr>
<td>4:50-5:00</td>
<td>Evaluation</td>
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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 9/94
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 11/94
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 renewability 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 these in next 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 10/94 - 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
Supplemental Notes from WAN 1994 Strategic Planning Meeting

WAN's Accomplishments

**Education:** Two brochures, perinatal document, public forums, general meetings, network, media appearances

**Public Policy:** local committee, spoke locally and nationally, met with members of Congress, prevention reform document, sit on national bodies, lobbying, members of three local networks

**Service:** Advocating for GYN exams, brochure, information and referral, Special Women's Fund, resource info., collection of demographics

**Climate**

**Past:** WAN's community is local Bay Area women affected and infected by HIV, ASO's locally (WORLD, Lyon Martin, SFAF) and nationally, researchers, policy makers, friends and families

**Future:** All above and more, non-AIDS-specific SO's, more women with HIV especially from more at-risk populations (poor, young, of color), more non-HIV women of color groups, more women at risk, IDU, homeless, incarcerated

**Climate hurdles in 5 yrs:** increased population of women with HIV, more disaffected and hard-to-reach women, stretched resources, burnout of volunteers and staff, less govt/individual money for marginalized infected population

**Opportunities:** money specifically for women, growing need might mean more money, more women aware of need to help with money, time, resources, health care reform (more regular care for women with HIV, more information to women, WAN can participate in discussion of reform, mobilize to improve), more collaboration with ASO's (formal and informal), get on Community Thrift list, meet with women who do case management of women with HIV, Women's Fund can be used to advocate to more women, for more money, public policy, resource distribution, more care for all women less unaffected in the future, work with people of color organizations

Internal to WAN

**Weaknesses:** small board, tired board, stretched board, poor, lack of diversity, need staff, we want to do too much, problem with leadership and direction, lack of vision, keep doing crisis management, apathy of board, insecurity re funding, procrastination, not finding ways to deal with problems, process hounds

**Strengths:** can admit weaknesses, committed, well-connected, do a lot of work the number making the effort, creative problem-solving, women's fund, clothing voucher idea of Barbara's, work well under adversity, survived 10 yrs, female-based process, flexible, continue to do good work and want to grow
## WAN APPROVED BUDGET 1994

### I. EXPENSES

<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
<th>Amount</th>
</tr>
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<tbody>
<tr>
<td>A. Salary/Benefits</td>
<td>$12/hr. x 20 hrs. x 52 wks. benefits at 20%</td>
<td>$14,976</td>
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<tr>
<td>B. Office Supplies</td>
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<td>$2,250</td>
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<tr>
<td>C. Membership costs/dues</td>
<td>$1,700</td>
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<tr>
<td>D. Annual Retreat Consultant</td>
<td></td>
<td>$600</td>
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<tr>
<td>E. Special Women’s Fund</td>
<td>(320 women at $50 each)</td>
<td>$16,100</td>
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<tr>
<td>F. Fundraising</td>
<td></td>
<td>$3,500</td>
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<td>G. Public Policy</td>
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<td>$5,000</td>
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<tr>
<td>H. Education</td>
<td>honorariums - $75ea for mtgs./forums</td>
<td>$2,050</td>
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<tr>
<td>I. Miscellaneous</td>
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**TOTAL EXPENSES** $46,650

### II. REVENUE

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<td>B. Membership Dues</td>
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<tr>
<td>C. Individual Contributions</td>
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<td>$4,000</td>
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<tr>
<td>D. Foundations/Corporations</td>
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<td>$13,650</td>
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<tr>
<td>E. Events</td>
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**TOTAL REVENUE** $46,650

### III. RESERVE

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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)
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
FUNDRAISING COMMITTEE REPORT

In 1994 the fundraising committee undertook two types of fundraising activities: grantwriting and special events.

The grantwriting centered on requesting funding from the proceeds from the San Francisco AIDS Foundation's annual AIDS Walk. WAN submitted two proposals totaling $56,487. to fund the Special Women's Fund and to fund the Public Policy Committee's travel and outreach work. The SF AIDS Foundation rejected both of these proposals. WAN also submitted a Letter of Intent to AmFAR to fund a Women's STOP AIDS Project. AmFAR accepted the letter encouraged WAN to submit a full proposal but the Board felt that we did not have the necessary organizational structure to administer and organize the project successfully. Through the contacts of our Administrative Assistant, Ami Becker, WAN submitted a proposal requesting $2,000 from an Israeli Foundation. The proposal requested moneys to cover the cost of producing educational material and providing technical assistance to the Board and staff. We received funding for $1,000 for this project.

The special events portion of our development work focuses on the Annual Macy's Passport in Store program. At this event WAN sells $10 a ticket (WAN keeps 100% of ticket price) that entitles the buyer to a 10% discount on all merchandise purchased in Macy's Saturday, September 24. We receive $1.25 for every ticket sold by Macy's sales representatives from August 29th to Sept. 24 and every ticket sold by us at the door on the 24th. We also will receive $3 for every ticket redeemed in the store for the 10% discount.

The second event is the Angels in America play produced by ACT. We will be selling tickets to three performances in October and November. We can buy the seats at a 20% discount and sell them at box office rates and above, pocketing the difference for WAN. The more tickets we sell the more money we raise for WAN.

Our fundraising plans for 1995 include applying for funding from the many Bay Area fundraising events: Bike-a-thon, Dance-a-thon, AIDS Walk and the Academy of Friends. We will undertake a comprehensive research project to determine which foundations to apply to for funding. The final product will include a timeline for applications. The grantwriting portion of the fundraising committee will follow through on the proposal writing. WAN plans to hold a special event to honor our founders and a theatre party special event through Actors Equity. If Macy's asks us again to participate in their Passport event, we will do so.
Special Women's Fund

In July and August 1994, 30 cash grants were disbursed. During fiscal year 1993-94, # grants were distributed. A few grants were written to support the Fund, but were not successful. Demographics are being collected and stored.

A database system needs to be created to enable greater access to information for administrators and for development purposes. The administrator needs access to the clients files in chronological order as well as alpha order. The chronological order will be a tickler system for each subsequent year's grant to be prepared for clients.

The Special Women's Fund could be a great source of information for researchers. Decisions need to be made to determine whether and what kind of research might be of importance to the WAN community.

Funding should be immediately pursued to support the fund. It has always been our hope that grant amounts could be increased or the geographic area served be expanded. But this cannot be done unless a stable financial support system is put in place.
Membership Committee Report

An adhoc working group has been meeting since July 1994. The purpose of the committee is to raise funds and increase membership in WAN. No membership solicitation letter went out during Fall of 1993 and therefore all those currently receiving newsletters are unpaid members. (Unless they joined recently or paid voluntarily within the last year.) It is a prime time to run a membership drive and we have drafted a letter to go out in early October.

The committee would like to begin by mailing to those on our mailing list plus 5-10 personal contacts of each board member. We are considering also sending to a larger mailing list - to include AIDS Service Provider List, Funders, etc. Follow-up will be done with organizations or individuals that are our primary community.

The membership committee has begun to develop a logo for the organization and would like to have new letterhead for the mailing and membership form. All board members can have input on this decision.

The members of the Membership Committee recommend that this committee be combined with a fundraising committee and together develop a fundraising plan.
The proposed Board and Staff Development Committee would be an ad hoc committee, meeting on an as-needed basis. The Committee would function as a personnel committee to work with the WAN Board Vice-President to oversee, further develop and evaluate the work of the WAN staff. The Committee would also function as the body to whom staff would address any grievances. In addition, the Committee would be convened to recruit suitable candidates for the Board of Directors far in advance of yearly elections, working to further the efforts of WAN to diversify its Board with respect to women with HIV, younger women, women of color and women with particularly needed skills.
### Women's AIDS Network Board of Directors Retreat

<table>
<thead>
<tr>
<th>Topic</th>
<th>Leader(s)</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introductions</td>
<td>Terry</td>
<td>10:00-10:05</td>
</tr>
<tr>
<td>Guidelines</td>
<td></td>
<td>10:05-10:10</td>
</tr>
<tr>
<td>Cultural Check in</td>
<td></td>
<td>10:10-10:40</td>
</tr>
<tr>
<td>History Overview of WAN</td>
<td>Susyn</td>
<td>10:40-10:50</td>
</tr>
<tr>
<td>WAN Strategic Plan</td>
<td>Eileen</td>
<td>10:50-11:20</td>
</tr>
<tr>
<td>Development of time lines</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Break</strong></td>
<td></td>
<td><strong>11:20-11:30</strong></td>
</tr>
<tr>
<td>Evaluation of Group</td>
<td>Terry</td>
<td>11:30-12:00</td>
</tr>
<tr>
<td>What skills do you bring?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>What skills do you want to develop?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Budget</td>
<td>Teresa</td>
<td>12:00-12:10</td>
</tr>
<tr>
<td>Fund Raising: The Framework</td>
<td>Karen &amp; Frankie</td>
<td>12:10-12:30</td>
</tr>
<tr>
<td><strong>Lunch</strong></td>
<td></td>
<td><strong>12:30-1:30</strong></td>
</tr>
<tr>
<td>Check in</td>
<td></td>
<td>1:30-1:40</td>
</tr>
<tr>
<td>Board/Staff Relations</td>
<td>Karen &amp; Amy</td>
<td>1:40-2:00</td>
</tr>
<tr>
<td>Board Roles &amp; Responsibilities</td>
<td>Eileen</td>
<td>2:00-2:15</td>
</tr>
<tr>
<td>Organizational Structure</td>
<td>Terry &amp; Linda</td>
<td>2:15-3:15</td>
</tr>
<tr>
<td><strong>Break</strong></td>
<td></td>
<td><strong>3:15-3:30</strong></td>
</tr>
<tr>
<td>Committees</td>
<td></td>
<td>3:30-4:00</td>
</tr>
<tr>
<td>1. Membership, Outreach &amp; Finance (Teresa)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Board and Staff Development</td>
<td>Eileen</td>
<td></td>
</tr>
<tr>
<td>3. Education/Forum</td>
<td>Catherine</td>
<td></td>
</tr>
<tr>
<td>4. Working Group</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Public Policy</td>
<td>Karen &amp; Eileen</td>
<td></td>
</tr>
<tr>
<td>6. Special Women's Fund</td>
<td>Barbara</td>
<td></td>
</tr>
<tr>
<td>Sign up for Committees</td>
<td></td>
<td>4:00-4:10</td>
</tr>
<tr>
<td>Elections</td>
<td></td>
<td>4:10-4:50</td>
</tr>
<tr>
<td>Evaluation</td>
<td></td>
<td>4:50-5:00</td>
</tr>
</tbody>
</table>
Yalonda D Jones
W-415 922 9104
H-707 426-5353
Address 1249 Scott
SF, CA 94115
## WAN APPROVED BUDGET 1994

### I. EXPENSES

<table>
<thead>
<tr>
<th>Category</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Salary/Benefits</td>
<td>$14,976</td>
</tr>
<tr>
<td>$12/hr. x 20 hrs. x 52 wks.</td>
<td></td>
</tr>
<tr>
<td>benefits at 20%</td>
<td>$2,496</td>
</tr>
<tr>
<td>B. Office Supplies</td>
<td>$2,250</td>
</tr>
<tr>
<td>phone $65 x 12 mos.</td>
<td></td>
</tr>
<tr>
<td>postage $10 x 12 mos.</td>
<td></td>
</tr>
<tr>
<td>stationery/design</td>
<td></td>
</tr>
<tr>
<td>printer</td>
<td></td>
</tr>
<tr>
<td>sign</td>
<td></td>
</tr>
<tr>
<td>supplies</td>
<td></td>
</tr>
<tr>
<td>C. Membership costs/dues</td>
<td>$1,700</td>
</tr>
<tr>
<td>WORLD retreat scholarships</td>
<td></td>
</tr>
<tr>
<td>memberships/dues</td>
<td>$1,500</td>
</tr>
<tr>
<td>D. Annual Retreat Consultant</td>
<td>$600</td>
</tr>
<tr>
<td>E. Special Women's Fund</td>
<td>$16,100</td>
</tr>
<tr>
<td>(320 women at $50 each)</td>
<td></td>
</tr>
<tr>
<td>bank charges, misc.</td>
<td>$16,000</td>
</tr>
<tr>
<td>100</td>
<td></td>
</tr>
<tr>
<td>F. Fundraising</td>
<td>$3,500</td>
</tr>
<tr>
<td>grantwriting (3 grants)</td>
<td></td>
</tr>
<tr>
<td>event costs (consultant/supplies)</td>
<td></td>
</tr>
<tr>
<td>solicitation</td>
<td></td>
</tr>
<tr>
<td>G. Public Policy</td>
<td>$5,000</td>
</tr>
<tr>
<td>H. Education</td>
<td>$2,050</td>
</tr>
<tr>
<td>honorariums - $75 ea for mtgs./forums</td>
<td></td>
</tr>
<tr>
<td>brochures</td>
<td></td>
</tr>
<tr>
<td>space, meeting costs</td>
<td></td>
</tr>
<tr>
<td>I. Miscellaneous</td>
<td>$474</td>
</tr>
<tr>
<td><strong>TOTAL EXPENSES</strong></td>
<td>$46,650</td>
</tr>
</tbody>
</table>

### II. REVENUE

<table>
<thead>
<tr>
<th>Category</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Major Donors</td>
<td>$20,000</td>
</tr>
<tr>
<td>B. Membership Dues</td>
<td>$4,000</td>
</tr>
<tr>
<td>C. Individual Contributions</td>
<td>$4,000</td>
</tr>
<tr>
<td>D. Foundations/Corporations</td>
<td>$13,650</td>
</tr>
<tr>
<td>E. Events</td>
<td>$5,000</td>
</tr>
<tr>
<td><strong>TOTAL REVENUE</strong></td>
<td>$46,650</td>
</tr>
</tbody>
</table>

### III. RESERVE

<table>
<thead>
<tr>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>$20,000</td>
</tr>
</tbody>
</table>
GOALS FOR SPECIAL WOMEN’S FUND (SWF)

1. CHANGE THE FORM

2. CREATE A DATA BASE FOR DEMOGRAPHICS USING NUMBER CODES FOR NAMES.

3. CREATE A DATA BASE OF NAMES FOR OFFICE USE. KEEP NAMES AND NUMBERS SEPERATE.

4. WRITE A CONFIDENTIALITY STATEMENT.

5. APPLY FOR RYAN WHITE CARE FUNDS. THIS WOULD BE A LOW OVERHEAD DIRECT SERVICE PROJECT. A LOOSELEAF NOTEBOOK OF CURRENT REFERRALS FOR HIV POSITIVE WOMEN AND FAMILIES WOULD BE AVAILABLE AND ANY PAGE COULD BE ZEROXED FOR CLIENT TO TAKE WITH HER. THE FUND COULD BE EXPANDED TO INCLUDE CHILDREN BY ISSUING A VOUCHER TO WOMEN WITH POSITIVE CHILDREN.

   INCLUDE A NUMBER OF HOURS FOR creative outreach since the SWF could be the best source of a real picture of how many women in SF are positive and who they are.

THANK YOU TO LISA O’CONNER FOR THE NEW FILE CABINET.

THANK YOU TO EMILY PEREZ FOR THE INPUT ABOUT CHANGING THE FORM.
AIDS WALK 1994 REQUEST FOR FUNDING

PROPOSAL BUDGET

8. Please complete the following budget for your proposal.

**Explanation** | **Amount**
--- | ---

**I. Human Resource Costs**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries/Benefits (staff)</td>
<td>$</td>
</tr>
<tr>
<td>Professional (Consultant) fees $15.50 hr X 520 hours</td>
<td>$8060.</td>
</tr>
<tr>
<td>Travel, Conference fees</td>
<td>$</td>
</tr>
<tr>
<td>Other</td>
<td>$</td>
</tr>
<tr>
<td>Other</td>
<td>$</td>
</tr>
</tbody>
</table>

**II. Program Costs**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office supplies/materials</td>
<td>$400.</td>
</tr>
<tr>
<td>Postage (bulk in kind-SFAF)</td>
<td>$200.</td>
</tr>
<tr>
<td>Outreach materials</td>
<td>$1000.</td>
</tr>
<tr>
<td>Other $50 grants X 626 recipients</td>
<td>$31300.</td>
</tr>
<tr>
<td>Other transport to Bank &amp; referral 315 X .80 bus tkt</td>
<td>$252.</td>
</tr>
</tbody>
</table>

**III. Overhead Costs**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rent/Utilities $100 month X 12 months</td>
<td>$1200.</td>
</tr>
<tr>
<td>Telephone $ 20 month X 12 months</td>
<td>$120.</td>
</tr>
<tr>
<td>Other Bank charges/check purchase charges</td>
<td>$112.</td>
</tr>
<tr>
<td>Other</td>
<td>$</td>
</tr>
</tbody>
</table>

**IV. Capital Costs**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Equipment purchase/rental software upgrades</td>
<td>$300.</td>
</tr>
<tr>
<td>Other</td>
<td>$</td>
</tr>
<tr>
<td>Other</td>
<td>$</td>
</tr>
</tbody>
</table>

**TOTAL PROPOSED PROJECT/PROGRAM BUDGET**

$42944. |

This budget would increase to include staff hours for data input & outreach. This is just a starting point.
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 ☐ 40-49 ☐ 20-29 ☐ 50-59 ☐ 30-39 ☐ 60+

NUMBER OF CHILDREN: _____

ETHNICITY: ☐ African/American ☐ Hispanic/Latina
☐ American Indian ☐ White/Caucasian
☐ Asian/Pacific Islander ☐ Other _________
☐ Filipina

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
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.

_________________________________________________________________

_________________________________________________________________
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 never 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:

NUMBER OF CHILDREN RESIDING WITH YOU:

RACIALITY: [ ] African American/Black [ ] Latina
[ ] Native American [ ] Caucasian
[ ] Asian/Pacific Islander [ ] Other
[ ] Filipino

OTHER:
Please check if apply.

[ ] homeless
[ ] substance use
[ ] mental illness
[ ] recovery
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 area 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.

<table>
<thead>
<tr>
<th>AGENCY 1</th>
<th>AGENCY 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>A.</td>
<td>A.</td>
</tr>
<tr>
<td>B.</td>
<td>B.</td>
</tr>
<tr>
<td>C.</td>
<td>C.</td>
</tr>
<tr>
<td>D.</td>
<td>D.</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>AGENCY 2</th>
<th>AGENCY 5</th>
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</thead>
<tbody>
<tr>
<td>A.</td>
<td>A.</td>
</tr>
<tr>
<td>B.</td>
<td>B.</td>
</tr>
<tr>
<td>C.</td>
<td>C.</td>
</tr>
<tr>
<td>D.</td>
<td>D.</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>AGENCY 3</th>
<th>AGENCY 6</th>
</tr>
</thead>
<tbody>
<tr>
<td>A.</td>
<td>A.</td>
</tr>
<tr>
<td>B.</td>
<td>B.</td>
</tr>
<tr>
<td>C.</td>
<td>C.</td>
</tr>
<tr>
<td>D.</td>
<td>D.</td>
</tr>
</tbody>
</table>

If you currently receiving medical care, services, and/or support from more than the 6 agencies listed, how many additional agencies are you receiving medical care, services, and/or support from? ___
Directions to Headlands Center for the Arts
The Fort Baker tunnel is closed for repair.
Please note the following directions.

From the North
Hwy 101 South to the fourth Sausalito Exit, the last exit before Golden Gate Bridge. Turn left at stop sign, & take immediate right onto Conzelman Road.

From the South
Hwy 101 North to Alexander Avenue Exit, just after Golden Gate Bridge. Turn left immediately after exit, using underpass. Turn right onto Conzelman Road just before entrance to Golden Gate Bridge.

Then wind 1 mile up Conzelman.
Wind 1 mile up Conzelman Road. Take first right onto McCullough Road. Downhill 1 mile. Turn left onto Bunker Road for 1.5 miles. Fork left onto Field Road. Follow signs to Art Center.

By Bus
On Sundays and Holidays MUNI Bus #76 runs every hour between 9:30am and 5:30pm. For MUNI information call 415 673-6864.

HEADLANDS CENTER FOR THE ARTS
Only 10 minutes from the Golden Gate Bridge
Building 944, Fort Barry
Golden Gate National Recreation Area
Marin Headlands
Information 415 331-2787
Directions 415 331-2887
WAN BOARD OF DIRECTORS
ELECTION BALLOT 1994

IMPORTANT: The WAN Board can consist of up to 15 people. Please vote for up to 12 candidates. Please mail, FAX or bring this ballot to the next WAN Membership meeting on July 5th.

***WAN Office: 584 Castro, Suite 321 San Francisco, CA 94114***

***Fax: 415 863-4740***

Election results will be announced at this meeting. Three women elected last year are remaining on the Board to finish the second year of their two-year terms and do not need to be elected. They are Susyn Almond, Theresa Swanick and Karen Topakian. Barbara Garcia, Eileen Hansen, Catherine Lyons and Helen Miramontes are running for second terms.

CANDIDATES:

___ Margot D. Antonetty: Program Director Ferguson Place/Baker Places, Inc., Attending WAN meetings since 1990. Experience as a board member in non-profit community organizations & headed their event committee. For the last four years, worked with HIV+ women and currently directs a substance abuse program for women & men who are HIV+. Additional experience & expertise in outreach, education & special events.

___ Olivia Baldain: African American Woman with 6 years of recovery with a B.S. in Health Sciences. Extensive work experience in Administrative & support services in Public Health. Acquired considerable working knowledge of triple diagnosis issues (substance abuse, mental health & HIV) with a special focus on women, people of color and harm reduction strategies.

___ Barbara Garcia: Current member of the WAN Board; Volunteer, prevention Point Needle Exchange; member of WORLD Board; S.F. Ryan White Planning Council; Peer Advocate, Planned Parenthood Care Clinic; Community Advisory Board WIHS Study; Grandmother.

___ Eileen Hansen: For the last two years, Eileen has served on the WAN's Board and Executive Board, as Co-Chair of the Public Policy Committee, which she initiated at the beginning of her tenure on the Board. She recently has been appointed Public Policy Director for the AIDS Legal Referral Panel and prior to that, was Executive Director of the National Lawyers Guild AIDS Network. She is Vice-Chair of the San Francisco Board of Supervisors/Mayor's Joint Task Force on the HIV Epidemic.

___ Leatha Jones: Young African American woman; Community Health Outreach Worker serving the African American community in the Western Addition & Mission districts of San Francisco. Personal mission to end the rise of HIV infection in our communities. Working to give voice to many African American women who are disenfranchised & locked out of our current health care system.
Yalonda D. Jones: 33 year old woman of color who is living with LTD and in recovery for 41/2 years. Single parent of two boys. Committed to helping others and presently employed as a Substance Abuse, Mental Health, and HIV Counselor. Will be returning to school to work towards a Master's in Social Work.

Catherine Lyons: WAN Board member for 2 years. Nurse Practitioner in the AIDS Clinic at SF General Hospital. Worked in this field in S.F. and New York since 1985. Worked on research studies of women & HIV with Project AWARE, and helped establish the Women's Focus Clinic at SFGH.

Helen Miramontes: Associate Clinical Professor, School of Nursing UCSF; Deputy Director, the International Center for HIV/AIDS Research of Clinical Trainig in Nursing; Project Director, CA. Nurses Association HIV/AIDS Education & Training Program; WAN Board Member since 1990, especially interested in [Policy] issues & Prevention Education. Recently appointed statewide Women's Health Advisory Council/Sacramento. Involved in numerous activities in HIV/AIDS over the past 10-12 years.

Frankie Nakata: A graduate of University of California at Berkeley, recently completed a year of consulting for Mobilization Against AIDS- provided a review of financial and administrative processes and supported development activities. "I'd like to strengthen the 'N' of WAN and 'Fun' in "Fundraising"."

Lisa O'Connor: Activist for Women & HIV issues; Recovering Living with HIV; Speaker for the Marin AIDS Project; WORLD Volunteer, mailing committee; Walden House Volunteer; ACT-UP participant; Held a seat on the Board of the Marin AIDS Advisory Panel in San Rafael.

Cara Page: Program Coordinator of Young Tongues, the Lyric Women's Program; Advocacy & Program Development for young lesbians, bisexuals, transgenders & questioning women; Former staff person for the Women's Foundation; 24 year old working class lesbian of African-Cherokee-European descent; Active organizer & artist in the lesbian of color community, working to build coalitions between people of color.

Lorene S. Romero, M.A., MFCC Intern, Currently Clinical Supervisor for Baker Places, Inc., Permanent Housing Program. Supervise Staff who case manage clients with disabling HIV and who are in recovery from substance abuse, have mental health issues or both.

AdditionalCandidates

...
president: eileen
vice pres: k-
sec'y: m
treasurer: t

committees:

policy - eh/eh
ed/forums - marginal
fin/comm - t

committees
1 - policy
2 - ed/forums
3 - finance/develop.
4 - B's court - ad hoc
5 - memb/ad hoc - ad hoc
6 - ed/staff commit. - ad hoc
FEAR/WORK

Know that it is good to work. Work with love and think of liking it when you do it. It is easy and interesting. It is a privilege. There is nothing hard about it but your anxious vanity and fear of failure.

—Brenda Ueland

Our work and the ability to do our work are gifts we have. Doing our work is so simple. We just do it. Our work is not difficult, confounding, or complicated. We make it that way sometimes. When we are able to focus on our work and just get down to it and do it one step at a time, it gets done and it usually gets done well. When we overwhelm ourselves by seeing only the totality of it looming before us and do not break it down into its smaller components, we begin to feel inadequate and incapable of completing the task. We then procrastinate as our anxiety and fears click into gear.

WHEN I take my work one step at a time it is easy. Luckily, I can only do one step at a time anyway.
September 30

Fear/Work

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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 staff. 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)
President's Report

After three years in the position of President of the Board of Directors, I would like to critique a few of the elements of our organization.

1. Funding Staff and Organizational Development

I believe it should be the primary goal of this organization at this time, to develop a strong financial base. Grants should be written to fund The Special Women's Fund, policy projects and most importantly to staff the organization. I would like to see a full time Executive Director and full-time support staff person within one to two years at the latest. This can be done if we take on projects like last year's idea of outreach to women in their homes in which AMFAR was interested. We could begin by submitting collaborative proposals to bring this project and others into fruition. Now that we have a strong internal structure and a full and dynamic board, we simply need to determine the appropriate funders and educate them of the opportunity to invest in WAN's future.

2. The Executive Committee

The Executive Committee should continue to take on greater responsibilities in the running of the organization. Their responsibilities need to be more clearly defined. I would like to see the general board freed up from many of the tedious procedural decisions in order to make greater progress on programmatic and development matters.

3. Long Term Budget

A Fall Finance Committee needs to develop a long term budget. We might begin with an 18 month plan but I would prefer a three year budget. This will help us avoid months of planning each year and allow better development planning. Amendments to the budget could be made to fine tune from year to year.

4. Vice President/Supervisor of Staff

Until such time there is a full time Executive Director, the Vice President should supervise the administrative staff. All work projects should go through the Vice President for submission to staff. The VP can then set priorities for the work with the administrative person. Clear lines of communication to committees and board members should be clarified for efficiency and to avoid countless calls or conflicts in priorities.
5. Presidential Authority

The position of President should allowed greater discretion and authority. I think the time has come to recognize that an efficient organization cannot operate entirely by consensus. Since WAN has historically been a collective organization, it is understandable that we are reluctant to let go of this method of decision-making. However, I truly believe that we now are in the proper position to move forward and must not hamper our organization through the lengthy process of consensus decisions-making on every minor or major matter.

In many ways without full staffing the President of the Board continues to operate like an Executive Director, however without discretion over the budget, staff or decision-making process. This means that all decisions necessitate polling at least the entire Executive Committee before money can be spent or decisions made. This is not an efficient means of management. Clear areas of discretion should be outlined in the future or an Executive Director should be hired at the first possible moment. Specific tasks like contracts with consultants, meeting and mailing management, proposal writing decisions fall to the President on a regular basis. This is appropriate but should be streamlined. Also, hiring at least a part-time E.D. should be top priority for the development of WAN.
WAN Board Members:

The following items should be in your WAN Board packet, enclosed. Please read carefully prior to the annual retreat on Friday, September 30 (9:30am sharp - 6:30pm, Marin Headlands...see info enclosed):

1. Agenda for Retreat
2. Information on Marin Headlands
3. President’s Report
4. WAN Strategic Plan
5. WAN 1994 Budget
6. Board Roles and Responsibilities
7. Administrative Assistant Job Description
8. Committee Reports
   a. Public Policy
   b. Education/Forums
   c. Special Women’s Fund
9. Proposal on new Committees
   a. Membership and Outreach
   b. Finance and Development
   c. Board and Staff Development

You should have all received a call asking if you wanted to carpool, if you needed childcare costs covered and letting you know that lunch and dinner costs will total $10. Should you have any questions, please call Ami at the WAN office. We’re looking forward to a productive, fun and critically important retreat. See you there!
September 30

Fear/Work

Know that it is good to work. Work with love and think of liking it when you do it. It is easy and interesting. It is a privilege. There is nothing hard about it but your anxious vanity and fear of failure.
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WHEN I take my work one step at a time it is easy. Luckily, I can only do one step at a time anyway.
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
WAN PUBLIC POLICY COMMITTEE

As one of the very few organizations throughout the country that focus on women and HIV policy issues, WAN has increased its advocacy efforts over the last year through the efforts of the Public Policy Committee.

In the Fall of 1993, on behalf of the Public Policy Committee, Eileen Hansen, our co-chair organized the Prevention Reform Group – a consortium of national AIDS organizations representing people of color and women - to provide written input to the CDC and policy makers regarding the direction of future prevention reform efforts.

In Spring of 1994, Eileen met with the CDC regarding their Prevention Marketing Initiative - the AIDS in America television and radio ads designed to fit "all young people" - to address our concerns regarding the inability of the campaign to target young women affected by HIV.

In May of 1994, the Public Policy Committee organized a workshop for women who would be attending the AIDS Budget Lobby Day in Sacramento. The thirteen women who attended learned about pending legislation affecting people with HIV and the nuts and bolts about lobbying from the BAHAN staff at the SF AIDS Foundation. Due to WAN's advocacy, the Lobby Day in Sacramento Legislature's Women's Caucus. This standing room crowd of 30 women argued for greater care and prevention resources for women and for a meeting with the full legislative caucus.

Later in May, the Policy Committee participated in Congressional Budget Lobby Days in Washington D.C. In a private meeting with the Special Assistant to the Secretary of Health and Human Services, Eileen Hansen representing the Policy Committee, discussed HIV/AIDS public policy and the need for increased care and prevention resources for women. Eileen also met with the Center for Women Policy Studies in Washington DC to discuss organizing a national policy forum on women and HIV.

In June, the Policy Committee participated in meetings with members of the San Francisco Board of Supervisors for AIDS Lobby Day in San Francisco. These meetings, coordinated by Eileen Hansen, centered on maintaining the city's current level of spending for health and HIV services.

On behalf of the Policy Committee, Eileen Hansen attended a national meeting on Prevention for Gay Men, Bisexuals, and Lesbians in Dallas, TX. Though the meeting focused little attention on women, our attendance highlighted the need for more resources allocated to lesbians with HIV.

In August, the Policy Committee joined forces with San Francisco's Joint Task Force on the HIV epidemic in a public hearing addressing care, prevention and policy resources for women in San Francisco. This first-of-its kind hearing drew
women from many perspectives - health care providers, unsatisfied consumers of city services, satisfied consumers, activists, etc.

In September, the Policy Committee began work to publicly endorse Proposition 186, the single payer health care initiative on the ballot in November. The committee will send out press releases and letters to the editor announcing our reasons for endorsement as well as issue a policy statement for our members.

Our plans for the coming year include the following activities:

NATIONAL
- Continue work on Standby Guardianship
- Develop a Women's Policy Agenda
STATEWIDE
- Organize another Sacramento AIDS Lobby Day Workshop for Women in 1995
- Follow-up meeting with members of the Women's Caucus in Sacramento in January or February of 1995
LOCAL
- Participate in meetings with city officials about the SF budget
- Schedule visits with newly elected officials in late winter/early spring 1995

Please note the Committee is always open to new ideas and is responsive to the changing nature of the world of politics. The Policy Committee meets every third Tuesday of the month from 3:30 to 5:00 at 25 Van Ness on the third floor. The co-chairs are Karen Topakian and Eileen Hansen. Karen can be reached Monday, Thursday and Friday at 415®474-4604 or in the evening at 415®648-3159. Eileen can be reached at 415®291-5454. New members are encouraged to join. We welcome your participation.
In 1994 the fundraising committee undertook two types of fundraising activities: grantwriting and special events.

The grantwriting centered on requesting funding from the proceeds from the San Francisco AIDS Foundation’s annual AIDS Walk. WAN submitted two proposals totaling $56,487. to fund the Special Women’s Fund and to fund the Public Policy Committee’s travel and outreach work. The SF AIDS Foundation rejected both of these proposals. WAN also submitted a Letter of Intent to AmFAR to fund a Women’s STOP AIDS Project. AmFar accepted the letter encouraged WAN to submit a full proposal but the Board felt that we did not have the necessary organizational structure to administer and organize the project successfully. Through the contacts of our Administrative Assistant, Ami Becker, WAN submitted a proposal requesting $2,000 from an Israeli Foundation. The proposal requested moneys to cover the cost of producing educational material and providing technical assistance to the Board and staff. We received funding for $1,000 for this project.

The special events portion of our development work focuses on the Annual Macy’s Passport in Store program. At this event WAN sells $10 a ticket (WAN keeps 100% of ticket price) that entitles the buyer to a 10% discount on all merchandise purchased in Macy’s Saturday, September 24. We receive $1.25 for every ticket sold by Macy’s sales representatives from August 29th to Sept. 24 and every ticket sold by us at the door on the 24th. We also will receive $3 for every ticket redeemed in the store for the 10% discount.

The second event is the Angels in America play produced by ACT. We will be selling tickets to three performances in October and November. We can buy the seats at a 20% discount and sell them at box office rates and above, pocketing the difference for WAN. The more tickets we sell the more money we raise for WAN.

Our fundraising plans for 1995 include applying for funding from the many Bay Area fundraising events: Bike-a-thon, Dance-a-thon, AIDS Walk and the Academy of Friends. We will undertake a comprehensive research project to determine which foundations to apply to for funding. The final product will include a timeline for applications. The grantwriting portion of the fundraising committee will follow through on the proposal writing. WAN plans to hold a special event to honor our founders and a theatre party special event through Actors Equity. If Macy’s asks us again to participate in their Passport event, we will do so.
Special Women's Fund

In July and August 1994, $30 cash grants were disbursed. During fiscal year 1993-94, # grants were distributed. A few grants were written to support the Fund, but were not successful. Demographics are being collected and stored.

A database system needs to be created to enable greater access to information for administrators and for development purposes. The administrator needs access to the clients files in chronological order as well as alpha order. The chronological order will be a tickler system for each subsequent year's grant to be prepared for clients.

The Special Women's Fund could be a great source of information for researchers. Decisions need to be made to determine whether and what kind of research might be of importance to the WAN community.

Funding should be immediately pursued to support the fund. It has always been our hope that grant amounts could be increased or the geographic area served be expanded. But this cannot be done unless a stable financial support system is put in place.
Membership Committee Report

An adhoc working group has been meeting since July 1994. The purpose of the committee is to raise funds and increase membership in WAN. No membership solicitation letter went out during Fall of 1993 and therefore all those currently receiving newsletters are unpaid members. (Unless they joined recently or paid voluntarily within the last year.) It is a prime time to run a membership drive and we have drafted a letter to go out in early October.

The committee would like to begin by mailing to those on our mailing list plus 5-10 personal contacts of each board member. We are considering also sending to a larger mailing list - to include AIDS Service Provider List, Funders, etc. Follow-up will be done with organizations or individuals that are our primary community.

The membership committee has begun to develop a logo for the organization and would like to have new letterhead for the mailing and membership form. All board members can have input on this decision.

The members of the Membership Committee recommend that this committee be combined with a fundraising committee and together develop a fundraising plan.
The proposed Board and Staff Development Committee would be an ad hoc committee, meeting on an as-needed basis. The Committee would function as a personnel committee to work with the WAN Board Vice-President to oversee, further develop and evaluate the work of the WAN staff. The Committee would also function as the body to whom staff would address any grievances. In addition, the Committee would be convened to recruit suitable candidates for the Board of Directors far in advance of yearly elections, working to further the efforts of WAN to diversify its Board with respect to women with HIV, younger women, women of color and women with particularly needed skills.
DEPARTMENT OF THE TREASURY
INTERNAL REVENUE SERVICE
FRESNO CA 93833

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

DATE OF THIS NOTICE: 07-27-92
NUMBER OF THIS NOTICE: CP 575 F
EMPLOYER IDENTIFICATION NUMBER: 94-3161792
FORM: SS-4
TAX PERIOD: N/A
8916605361 -

FOR ASSISTANCE PLEASE WRITE TO US AT:
INTERNAL REVENUE SERVICE
FRESNO CA 93888

BE SURE TO ATTACH THE BOTTOM PART OF NOTICE OR YOU MAY CALL US AT:
839-1040 LOCAL SF/OAKLAND
1-800-S29-1040 OTHER CA

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.

Keep this part for your records.
BYLAWS OF

THE WOMEN'S AIDS NETWORK OF THE UNITED STATES

A CALIFORNIA NONPROFIT PUBLIC BENEFIT CORPORATION

ARTICLE 1. OFFICES

SECTION 1. PRINCIPAL OFFICE

The principal office of the corporation for the transaction of its business is located in San Francisco County, California.

SECTION 2. CHANGE OF ADDRESS

The county of the corporation's principal office can be changed only by amendment of these Bylaws and not otherwise. The Board of Directors may, however, change the principal office from one location to another within the named county by noting the changed address and effective date below, and such changes of address shall not be deemed an amendment of these Bylaws:

_________________________ Dated: __________, 19__
_________________________ Dated: __________, 19__
_________________________ Dated: __________, 19__

SECTION 3. OTHER OFFICES

The corporation may also have offices at such other places, within or without the State of California, where it is qualified to do business, as its business may require and as the Board of Directors may, from time to time, designate.

ARTICLE 2. PURPOSES

SECTION 1. OBJECTIVES AND PURPOSES

The primary objectives and purposes of this corporation shall be:

1) To provide information and referral services regarding relevant and current HIV-related information to all women and to service providers who work with women.

2) To promote the availability of comprehensive services for all HIV-affected
women including women with children, women of all ethnic and economic backgrounds, women of all sexual preferences, women working in the sex industry and incarcerated women.

3) To advocate for the development of public policy which is responsive to women with needs related to HIV education and services.

4) To assist as necessary all HIV-affected women in order to ensure that they receive the best possible quality of information and services.

ARTICLE 3. MEMBERS

SECTION 1. DETERMINATION OF MEMBERS

This corporation shall make no provisions for members, however, pursuant to Section 5310(b) of the Nonprofit Public Benefit Corporation Law of the State of California, any action which would otherwise, under law or the provisions of the Articles of Incorporation or Bylaws of this corporation, require approval by a majority of all members of approval by the members, shall only require the approval of the Board of Directors.

The Board of Directors may, by resolution, establish classes of non-voting members and provide for eligibility and rights and duties, including the obligation to pay dues.

ARTICLE 4. DIRECTORS

SECTION 1. NUMBER

The authorized number of Directors shall be not less than three nor more than fifteen, and collectively they shall be known as the Board of Directors. The number may be changed by amendment of this Bylaw, or by repeal of the Bylaw and adoption of a new Bylaw, as provided in these Bylaws.

SECTION 2. POWERS

Subject to the provisions of the California Nonprofit Public Benefit Corporation Law and any limitations in the Articles of Incorporation and Bylaws relating to action required or permitted to be taken or approved by the members, if any, of this corporation, the activities and affairs of this corporation shall be conducted and all corporate powers shall be exercised by or under the Board of Directors.

SECTION 3. DUTIES

It shall be the duty of the Directors to:

(a) Perform any and all duties imposed on them collectively or individually by law, by the Articles of Incorporation of the corporation, or by these Bylaws.
PURPOSE

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

THREE-PART MISSION STATEMENT

1. EDUCATION:

To promote availability of relevant and current HIV-related information to all women and to service providers who work with women.

2. LEGISLATION:

To advocate and lobby for a legislative climate which is responsive to women with needs related to HIV education and services.

3. SERVICES:

To advocate for the availability of comprehensive services for all HIV-affected women including women with children, women of all ethnic and economic backgrounds, sexual preferences, women working in the sex industry and incarcerated women.
This draft lists short-term, long-term and ongoing goals in each area (education, legislation, services) in order of priority.

The Goals Committee determined priority according to:
1) Do-ability.
2) Importance.

This is, of course, subject to change due to changes in the epidemic, or funding availability.

EDUCATION GOALS

SHORT TERM:

Develop and coordinate speaker's bureau on women and AIDS. (2a- encompasses the following).

* Produce educational forums for specific groups of HIV-affected women. (lc)

* Do needs assessment to identify service provider's unmet educational needs (re: women and AIDS). (2b)

* Produce educational forums for providers. (2c)

LONG TERM:

Design and develop educational materials and review existing materials. (1a)

Develop resource center including a library with listings of referrals. (1b)

Develop and promote WAN's capacity to provide technical assistance re: development of educational materials, services, advocacy organizations, etc., locally and nationally. (2f)

Develop and publicize nationwide clearinghouse of women's HIV information. (2e)

* Produce quarterly newsletter for national circulation. (2g)

ONGOING:

Provide educational resources for WAN members, including monthly mailings, membership resource lists, regular information updates at meetings and an annual retreat. (2d)

Respond to phone and written requests for information. (2h)
GOALS AND OBJECTIVES

EDUCATION GOALS AND OBJECTIVES:

GOAL #1:
Provide relevant education to HIV-affected women and women at risk.

a. Design and develop educational materials and review existing materials.

b. Develop resource center including a library with listings of referrals.

c. Produce educational forums for specific groups of HIV-affected women.

GOAL #2:
Provide relevant education to providers working with HIV-affected women, including WAN members.

a. Develop and coordinate speaker's bureau on women and AIDS.

b. Do needs assessment to identify service provider's unmet educational needs (re: women and AIDS).

c. Produce educational forums for providers.

d. Provide educational resources for WAN members, including monthly mailings, membership resource lists, regular informational updates at meetings and an annual retreat.

e. Develop and publicize nationwide clearinghouse of women's HIV information.

f. Develop and promote WAN's capacity to provide technical assistance re: development of educational materials, services, advocacy organizations, etc., locally and nationally.

g. Produce quarterly newsletter for national circulation.

h. Respond to phone and written requests for information.
LEGISLATION GOALS

SHORT TERM:

Increase media visibility of women's HIV issues and of WAN as a resource. (1f)

Enhance WAN's ability to mobilize quickly around negative and positive AIDS legislation. (1c)

Invite legislators who advocate for the needs of HIV-affected women to join WAN. (1b)

LONG TERM:

Identify community allies for WAN's legislative positions, and construct working coalitions for lobbying, etc. (1d)

ONGOING:

Develop, write and distribute position papers on political topics related to women and HIV infection. (1e)

Local and statewide lobbying, including education about AIDS, WAN and HIV related needs. (1a)

SERVICE GOALS

SHORT TERM:

Increase service providers' awareness of HIV-affected women's needs. (1c)

Encourage WAN membership and participation by service providers. (1b)

LONG TERM:

Analyze current needs assessments. Advocate for others to be done if necessary. (2a)

Develop position papers/strategies to address unmet service delivery needs. (2c)

ONGOING:

Maintain, update and disseminate list of services. (1a)

Organize and sponsor social events for women clients and/or providers. (2b)

3/28/88
LEGISLATION GOALS AND OBJECTIVES:

GOAL #1:
To promote legislation relevant to women's HIV issues, both proactively and reactively.

a. Local and statewide lobbying, including education about AIDS, WAN and HIV related needs.
b. Invite legislators who advocate for the needs of HIV-affected women to join WAN.
c. Enhance WAN's ability to mobilize quickly around negative and positive AIDS legislation.
d. Identify community allies for WAN's legislative positions, and construct working coalitions for lobbying, etc.
e. Develop, write and distribute position papers on political topics related to women and HIV infection.
f. Increase media visibility of women's HIV issues and of WAN as a resource.

(Practical ideas: phone tree; legislative sub-committee; give legislators WAN newsletter; establish a mailing list separate from our membership list.)

SERVICE GOALS AND OBJECTIVES:

GOAL #1:
Make existing services more available to women and more appropriate to their needs.

a. Maintain, update, and disseminate list of services.
b. Encourage WAN membership and participation by service providers.
c. Increase service providers' awareness of HIV-affected women's needs.

GOAL #2
Advocate for services to fill existing gaps.

a. Analyze current needs assessments. Advocate for others to be done if necessary.
b. Organize and sponsor social events for women clients and/or providers.
c. Develop position papers/strategies to address unmet service delivery needs.

DRAFT DATE: 3/28/88
WAN'S GOALS

ON-GOING GOALS

* ENERGIZE, MOBILIZE MEMBERSHIP
* OUTREACH/PUBLIC RELATIONS

SHORT-TERM GOALS

* ENSURE GYN EXAMS ON WARD 86
  (JD, Laura, Crystal, Katie, Moher)
* ACTIVATE EMERGENCY FUND
  (Susyn, Mary, Carla, Susan, Claire)

LONG-TERM GOALS

* INCREASE COLLABORATION
* WATCHDOG AGENCIES
GOALS

TOTAL AGREEMENT:
"ENERGIZE, MOBILIZE MEMBERSHIP"

8  Ensure gyn exams on Ward 86
8  Emergency Funds
8  Watchdog Agencies
7  Increase Collaboration (mobilize service agencies)

3  Outreach/ Public Relations/ Speakers
3  Needs Assessment (women’s needs/services)
2  Educate Providers (clinical/ non-clinical)
2  Newsletter (mobilize information)
0  Review Mission Statement
The Women's AIDS Network was established in June 1983, at the Second National AIDS Forum in Denver. In March 1984, women involved with AIDS services in the San Francisco Bay Area began meeting monthly in San Francisco. 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. WAN's membership is diverse, with most of the dues-paying members women or organizations directly involved in some aspect of AIDS work: as educators, social workers, counselors, health care professionals, substance abuse counselors, community activists, political advocates and researchers. Some members are women who are HIV+. Men are welcome to join WAN and receive mailings, however, the Network is a working group of women. Men are invited to attend meetings for specific purposes, and are asked to request this in advance.

**Purposes:**
1. To provide a forum for information exchange among members.
2. To provide support and assistance to its members in their work with AIDS.
3. To develop strategies for focusing and directing AIDS services and education toward women and women's needs.
4. To develop educational materials and events, e.g. pamphlets, flyers, and community forums, related to AIDS topics, particularly those relevant to women. Special informational mailings are periodically sent to members.
5. To provide liaison with other community groups and services in the form of written statements, distribution of printed materials, speakers, and meetings.

**History and Activities:**
Since 1984, WAN has sponsored monthly information-sharing meetings for Bay Area members, and provided monthly informational mailings to members worldwide. Other activities and projects have included:

- 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 annually.

-- 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.

Membership:
There is close, ongoing liaison between the Women's AIDS Network and the San Francisco AIDS Foundation, the SF Department of Public Health, SF General Hospital, and the UCSF Medical Center, through participation of representatives of these agencies. Other represented agencies and projects include:

- AIDS Project of the East Bay
- Alameda County Health Care & AIDS Services
- Association of Women's AIDS Research and Education
- Black Coalition on AIDS
- California State Dept. of Health, AIDS Section
- CALPEP (CA Prostitutes' Educational Project)
- Irwin Memorial Blood Bank
- Latino Coalition for AIDS/SIDA Education & Action
- Lesbian Insemination Project
- MidCity Consortium to Combat AIDS
- People with AIDS/San Francisco
- Planned Parenthood
- San Mateo AIDS Project
- Shanti Project
- Substance Abuse & AIDS Task Force
- Third World AIDS Advisory Task Force

Publications:
The Women’s AIDS Network has authored three brochures subsequently produced and distributed by the SF AIDS Foundation. "Women and AIDS," "Las Mujeres y el SIDA," and "Lesbians and AIDS: What’s the Connection?"

We invite you to join our organization. Your dues cover the cost of mailings (monthly meeting minutes, special information, new publications, notices of meetings and events). At present, meetings are held from 9:30 - 11:30 A.M. on the first Tuesday of each month at the San Francisco AIDS Foundation, 25 Van Ness, 3rd Floor Conference Room. For more information, please call Angie Lewis, Membership Coordinator, at the School of Nursing, U.C.S.F., (415) 476-4455.

Thank you for your interest and support.
The Women's AIDS Network was established in June 1983, at the Second National AIDS Forum in Denver. In March 1984, women involved with AIDS services in the San Francisco Bay Area began meeting monthly in San Francisco. The membership includes women in medical, mental health, and social services, along with community activists and social and political advocates.

**Purposes:**
1. To provide a forum for information exchange among members.
2. To provide support and assistance to its members in their work with HIV.
3. To develop strategies for focusing and directing HIV services and education toward women and women's needs.
4. To develop educational materials and organize events, e.g. pamphlets, flyers, and community forums, related to HIV topics relevant to women.
5. To provide liaison with other community groups and services in the form of written statements, distribution of printed materials, speakers, and meetings.

**Membership:**
There is a close, ongoing relationship between the Women's AIDS Network and the San Francisco AIDS Foundation, S.F. Department of Public Health, S.F. General Hospital, and the University of California, S.F. Medical Center, through participation of representatives of these agencies. Other agencies and projects currently represented include:

- Alameda County Health Care & AIDS Services
- Asian AIDS Project of S.F.
- Association of Women's AIDS Research and Education (Project AWARE)
- Black Coalition on AIDS
- Center for Attitudinal Healing
- Children's Hospital of Oakland, CA
- COYOTE/CALPEP (Prostitutes' Rights and Education Organization)
- Latino AIDS Project of S.F.
- MidCity Consortium to Combat AIDS
- People with AIDS/S.F.
- Planned Parenthood
- San Mateo AIDS Project
- Seksjon for tiltak mot AIDS (Norway)
- Shanti Project
- Substance Abuse & AIDS Task Force, S.F.
- The Center for Health Training

**Publications:**
The Women's AIDS Network has authored two brochures, which are produced and distributed by the S.F. AIDS Foundation. These are:
- Women and AIDS (available in English and Spanish)
- Lesbians and AIDS (currently in English only)

A resource packet of articles and documents on women and HIV/AIDS is also available.
MEMORANDUM

TO: Rebecca Denison, Executive Director
    WORLD Board Members

FROM: Eileen Hansen, President
      WAN Board Members

DATE: July 9, 1995

RE: WAN Changes and WAN/WORLD Relationship

Over the last several months, the Women’s AIDS Network Board has been engaged in discussions regarding the development of WAN as an organization. Each individual Board Member has met individually with the President of the Board and the full Board has met three times to develop a plan of action. We have now agreed on where we would like to see WAN go as an organization and there are several pieces that we want to share with WORLD.

Specifically and primarily, WAN would like to work more collaboratively with WORLD. We believe that WORLD does many things extremely well and we would like to support that work. We also believe that WAN does some things extremely well and we would like to increase that work. At the same time, we believe that there is some overlap between the two organizations that is not needed and that keeps us from increasing efforts in other areas. We also believe that WAN is stretched thin in its present stage and thus some of the things that we are attempting to do we are not doing well. We’d like that to change.

1) WAN is a San Francisco-based organization. It always has been. We believe it should continue to be — in some ways. However, with the greater numbers of HIV-positive women in the East Bay, we see the need to expand our efforts to the East Bay, in particular Alameda and Contra Costa Counties. We would like to move our office and our half-time staff person to the WORLD building where there is a separate office space available and where we would be more in touch on a daily basis with women with HIV, thereby directly linking our work more fully with women with HIV and with WORLD. As we understand that WORLD is endeavoring to create a "women’s community HIV center," it would be exciting
for WAN to contribute to that effort. In this way, both organizations would have access to the outdoor area and the space could be more fully utilized for events and activities. WAN would continue to hold our meetings in San Francisco and those involved in WAN would most likely continue to be mainly from San Francisco. However, our office base in Oakland would do two things: a) connect us better to women with HIV in the East Bay, and b) enable us to work more closely with WORLD.

2) WORLD’s newsletter is far more sophisticated than WAN’s and reaches many more women. Sometimes there is some duplication. We propose to drop the WAN newsletter, pool our mailing lists and send out one newsletter — the WORLD newsletter — with an insert each month from WAN that would be most likely be a double-sided page (two pages at most) and would provide updates on WAN’s activities and mostly be a public policy update. It could also be used as an advocacy/"how you can get involved in activities that will make a difference in women’s lives" piece. The costs of our newsletter are currently borne by the San Francisco AIDS Foundation. We have already informally suggested this idea to the Foundation and asked if funding could be provided to WORLD instead of WAN to put out the WORLD newsletter to more women at a first class rate (copying and postage costs). Informally, they have expressed willingness — and interest in supporting such a plan. WAN would be willing to actively pursue this funding avenue so that WAN’s funding could be turned over to WORLD — and increased — for a joint WORLD/WAN effort.

3) Regarding various educational efforts WAN and WORLD are engaged in, we propose the following:

a) We support the further development of the resource library at WORLD and propose combining our educational resources with those of WORLD’s.

b) Further, we would suggest that WAN and WORLD divide our educational efforts along the following lines: WAN could take responsibility for more "community education," utilizing the combined library and offering education to those who call with questions that take time and energy away from the support WORLD might want to give to women with HIV. WORLD could then focus more on education and support for women with HIV.

c) A joint speakers bureau could be set up between the two organizations, enabling us to respond to requests for speakers as appropriate, with women with HIV trained as speakers to work in coordination with trained WAN speakers. WORLD speakers would provide information as women with HIV; WAN speakers would provide other information as necessary, from public policy/advocacy to broad perspectives on the epidemic. The new organization, MOMS, is also potentially interested in developing a speakers bureau that would include all three organizations as resources.

d) WAN and WORLD could also jointly organize educational forums — some in San Francisco and some in the East Bay.
4) We'd like to explore writing grants and planning events that would support both organizations and support collaborative work of the two organizations. In that way, we believe that both WAN and WORLD would have access to additional funds and would be more successful in our fundraising efforts.

5) We plan to eventually expand the WAN Special Women's Fund to the East Bay, specifically Alameda and Contra Costa Counties, utilizing our office space at WORLD to distribute checks.

WAN is now ready to make some of these changes. However, we imagine an incremental process of change, based on our ability to increase funds that would then enable us to make more changes. Our staff person will be leaving at the end of July and we will be hiring another half-time Administrator/Office Manager. We are moving in the direction of hiring another staff person, a Development Director who would also be half-time. At this point, we await word from WORLD as to whether you would like to explore these ideas together. Please let us know how you would like to proceed. Our Board would be glad to meet with your Board if you so desire. Otherwise, Eileen would be glad to clarify any questions you may have and work with Rebecca in creating an exciting and hopefully mutually rewarding relationship for the future that will increase all our efforts on behalf of women with HIV and our communities.

Thanks very much for your consideration of these ideas. We look forward to hearing from you!
A VISION FOR WAN’S FUTURE
(internal document for discussion only - confidential)

As you know, I have been meeting individually with WAN Board Members over the last couple of months and by today’s meeting, I will have met with each one of you. My purpose in doing so has been to discuss how WAN is - or isn’t - working for each Board Member individually and as an organization. I have been engaged in an analysis of WAN over the last year, discussing WAN with members of the HIV service community and women with HIV, and I have incorporated their feedback, along with the input of Board Members, into a proposal for you as Board Members to consider. The decision is yours as Board Members, as your responsibility is to provide leadership for the organization and develop policies and programs that will further the organization’s ability to serve our target population and be appropriate to our mission.

I believe that WAN has been treading water as an organization for far too long. As the world’s oldest women and HIV organization, we should have grown with the changes in the epidemic and by now should be a thriving, funded, effective, visible organization that has strong impact on the lives of women with HIV. We have existed for twelve years and I find it very sad that we are still struggling to find our place in the HIV world. I don’t believe that we should continue to exist as we are now. I do believe that it’s time to grow and change in some pretty major ways. Otherwise, I think we should pull back and not try to function as an organization, but rather reorganize as a coalition of women involved in HIV work that meets informally to network, educate and offer support. As one of the very few organizations in the country specifically focused on women and HIV issues, I believe we could play a leadership role in bringing women’s HIV issues to the table and have a major impact on the lives of women with HIV. I want to see us assume that role. In order to do that, WAN must change.

LOCATION
WAN is a San Francisco-based organization. It always has been. I believe it should continue to be - in some ways. However, with the greater numbers of HIV-positive women in the East Bay, I believe we need to expand our efforts to the East Bay. Thus, I would propose that we move our office to the WORLD office in Oakland where there is a separate office space available and where we would be in touch on a daily basis with women with HIV, thereby directly linking our work more fully with women with HIV. WORLD is endeavoring to create a women’s HIV center and it would be exciting for WAN to be a part of that. The space is beautiful and spacious and the combined spaces would share an outdoor area that could be utilized for events and activities.
The WAN meetings would continue to be held in San Francisco on a monthly basis, with the focus of the meetings being a monthly educational forum for women engaged in HIV work, along with networking and support for those women.

EDUCATION

WORLD has a far more extensive resource library than WAN. I propose that we combine our educational efforts with WORLD and that WAN take responsibility for "community education," utilizing a combined WORLD/WAN resource library and offering education to those who call our combined offices with questions that take time and energy away from the support WORLD needs to give to women with HIV. WORLD could then focus more on education and support for women with HIV.

A joint speakers bureau could be set up between the two organizations, enabling us to respond to requests for speakers as appropriate, with women with HIV trained as speakers to work in coordination with trained WAN speakers. WORLD speakers would provide information as women with HIV; WAN speakers would provide other information as necessary, from public policy/advocacy to broad perspectives on the epidemic.

As needed, the two organizations would jointly organize educational forums. WAN would continue to provide educational forums at our monthly meetings.

SPECIAL WOMEN'S FUND

This is an important project of WAN and it must continue. We need to expand the Fund to the East Bay to reach the numbers of women infected there, particularly in Alameda and Contra Costa Counties. We would need to increase our funding in order to expand our ability to serve women in the East Bay.

COMMITTEES

Our committees seem not to be working very well. We have been largely unsuccessful in bringing additional members to our committees so the work is done by Board Members. Board Members are thus called upon to do tremendous amounts of work that I believe is difficult for many of us who have full-time jobs and other commitments. I would propose changing our committee structure.

The Education Committee could be dropped and the monthly educational forums decided on by the Board, with one member taking responsibility for getting speakers each month. As joint forums are planned with WORLD, ad hoc committees would come together to plan each forum, with the composition depending on the topic and those with expertise/interest in the topic. Membership/ Development would be assumed by the full organization. We are desperately in need of fundraising and I have come to believe that fundraising cannot be solely carried out by a committee. I also do not believe that we are working well as a
membership organization. I would propose to drop the pretense of members. Again, ad hoc committees would be formed to help plan fundraising events, develop fund appeal letters, solicit major donors, etc. However, we would need to hire a staffperson to do the bulk of fundraising, including grantwriting and individual solicitation. Again, I would propose a joint effort with WORLD, where one development person could solicit funding on behalf of both organizations, sometimes in joint proposals and sometimes individually. That person would logically be based at the joint WORLD/WAN offices in Oakland.

The Special Women's Fund doesn't really need a committee and hasn't really had a functioning committee for a while. Instead, the Fund and the Fund's Administrator need oversight, which would be provided by the WAN Director.

Public Policy would expand into an Advocacy/Policy Program of WAN and would be primarily responsible for coordinating the proposed National Women's AIDS Network Public Policy Organization that I am now in the process of proposing to funding sources (confidential proposal will be verbally detailed at Board Meeting - please keep even the idea of this national program within the WAN Board).

NEWSLETTER
Even with the tremendous work put into the newsletter by Ami and even with the much-improved format, I do not believe that the newsletter meets a wide-ranging need. The newsletter seems to me to be mostly a listing of announcements, with little educational value. It keeps our members somewhat aware of our work, but is not the kind of vehicle that shouts to the world that WAN is involved and active and meeting the needs of women. I propose that we fold the newsletter and set up a collaboration with WORLD. Their newsletter goes to three times the number WAN does and it is a substantive, informative document. I propose that we ask WORLD to include one double-sided page from WAN each month that we would use for information on WAN and as an advocacy/"how you can get involved in activities that will make a difference in women's lives" piece. We would go to the SPAF with WORLD and ask for full funding of the newsletter in place of the postage and copying they now provide to WAN for our newsletter. In this way, we get our message/our work/our name out to far more women, we join hands with WORLD to create a useful, funded tool and we drop something that is incredibly time-consuming for our staffperson and that does not provide information that is worth the time it takes to develop.

STAFFING
WAN needs a full-time Director. I would propose, upon receiving funding, hiring an Executive Director. We would also need a half-time Administrative Assistant and a half-time Development Director. I would propose sharing those positions with WORLD. WAN and WORLD could write a collaborative proposal for the hiring of one full-time Administrative Assistant and one full-time Development Director to be shared equally among the organizations. This would
be a major change for Ami and we would need to be very respectful of her needs and her plans, as we consider changing WAN’s staffing pattern.

**FUNDING**
Yes, the big question - in addition to how to make this dramatic transition - is where would the funding come from? We would have to embark on a major effort to obtain funding for these efforts, making it an immediate priority of the Board.

**TIMELINE FOR DECISION**
I’d like us to discuss this proposal at the May Board Meeting and, based on the response, begin to discuss these ideas more seriously with WORLD and others in our communities. Then, we should discuss this proposal again in June and decide at that point when we can make a decision about how and where WAN should move. I do not want to recruit new Board Members until we have decided the future direction of WAN because we won’t be able to tell potential Board Members what their commitment will be and what WAN’s vision and mission are until we make this decision. That means I would ask Board Members whose terms are up to bear with this process and commit to staying on until we have resolved this question. We are ready to bring on new Board Members. Your expertise and commitment to WAN are important to this process. I would hope that we could make a decision in June and then set up a timeline for implementation. Recruitment for Board Members could begin as soon as we make a decision and Board elections could probably be held in August or September.
CANDIDATE: ____________________

QUESTIONS FOR REFERENCES

1. How long have you known the candidate?

2. What is your position with regard to the candidate: are you a supervisor - a colleague?

3. Could you describe the candidate's strengths?

4. Could you describe the candidate's weaknesses?

5. How would you describe the candidate in terms of handling the public? Have you ever seen him/her deal with someone who is very angry?

6. If the work load is too heavy, what does the candidate do?

7. Describe the candidate's organizational skills? Can he/she put his/her hands on something right away? Has s/he organized a filing system and how was s/he used it?
8. Can you offer any guidance in working with this candidate, should he/she be selected?

9. Are there any other comments you would like to make?

Thanks very much for your help.

Candidate: _______________________________  Date: __________________________
November 26, 1996

Dr. Thomas J. Coates, PhD
Director
UCSF Center for AIDS Prevention Studies
74 New Montgomery St., Suite 600
San Francisco, CA 94105

Dear Dr. Coates:

On behalf of the Women’s AIDS Network, I am writing to express our support for your proposal addressing concerns of people living with AIDS. We understand that the prevention program will be a series of one-on-one skills building sessions designed to eliminate or reduce risky acts that transmit HIV in order to reduce transmission to others; to enhance healthy acts and health care behaviors to increase individuals’ long term survival; and to maintain positive behavior changes over time, and to enhance the quality of their lives.

We work with people living with HIV/AIDS who could be well served by your intervention program. The Women’s AIDS Network, established in June 1983, is the world’s oldest known women and HIV organization. WAN is a network of health care providers, women living with HIV/AIDS, and advocates, whose purpose it is to prevent the spread of HIV disease and improve the quality of life for all women living with HIV/AIDS. 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. WAN sees more HIV-positive women than any other San Francisco service provider; in 1995, through our Special Women’s Fund that offers cash grants to low income women with HIV in San Francisco, we saw 337 women. The majority of these women are women of color, with over 50% of the total number of women seen being African American. Most of the women also have children, and are between the ages of 30 to 49 years old.

We support your research effort and will collaborate with you in recruiting participants from our site. We understand that you will share the results of your study when they are available. Wishing you success in your application; this work is much needed.

Very truly yours,

Sonja Mackenzie
Public Policy Assistant
Women’s AIDS Network
Date: 11-13-96
To: Eileen Hansen
Fax # 575-1181 Tel. #
From: Leslie Roos CAPS Tel. # 597-9106
Total number of pages (including cover sheet): 4

Thank you

If you have questions or problems with this transmission, please call

(FAX Code: 1112)
November 13, 1996

Women's AIDS Network (WAN)
Eileen Hansen
Public Policy Director
3543 18th St. #11
San Francisco, CA 94110

Dear Ms. Hansen:

The UCSF Center for AIDS Prevention Studies (CAPS) is preparing a research proposal to submit to the National Institute of Mental Health to address specific concerns of persons living with AIDS. The goals of the proposed intervention program are to: 1) to eliminate and/or reduce risky acts that transmit HIV in order to reduce transmission to others; 2) to enhance healthy acts and health care behaviors to increase individuals' long term survival; and 3) to maintain positive behavior changes over time, and enhance quality of life.

Four AIDS prevention centers in Los Angeles, New York, Milwaukee, and San Francisco are collaborating on this proposal. Each center will recruit 300 persons: 100 HIV + men who have sex with men, 100 HIV + women, and 100 HIV + injecting drug users. Study participants will be randomly assigned to an immediate intervention program (a series of one-on-one skills building sessions) or to the same intervention to be delivered 12 months after recruitment. (The attached fact sheet further describes the sessions.)

We are looking for letters of support from agencies we would like to work with in recruiting our study population. We hope you will be willing to provide a letter of support. Attached is a fact sheet and a sample letter for you to work from. Please include any additional information that would enhance your letter.

Due to our grant application deadline, we will need your letter by December 2.

We would greatly appreciate your support. Please call Leslie Roos, CAPS Science Coordinator, at (415) 597-9106 if you have any questions.

Thank you.

Sincerely,

Thomas J. Coats, PhD
Director

Margaret Chesney, PhD
Co-Director
Secondary Prevention with HIV Positive Persons
University of California, San Francisco
Center for AIDS Prevention Studies (CAPS)

What:
• A four-city (San Francisco, New York, Los Angeles, and Milwaukee) collaborative research study. The UCSF Center for AIDS Prevention Studies (CAPS) is participating.
• Study participants at each center will include: 100 men who have sex with men (MSM), 100 injection drug users (IDU), and 100 HIV+ women.

Goals:
• To design and evaluate an effective prevention program to assist persons living with HIV with the following challenges:
  -- Enhance positive health care behavior to increase long-term survival
  -- Maintain beneficial behavior changes over time
  -- Prevent reinfection for oneself
  -- Reduce acts that foster transmission of HIV
  -- Enhance personal quality of life
• Equip individuals with concrete skills
• Accurately document the physical, social, and interpersonal contexts that characterize the lives of people living with HIV

What's involved:
• 15 weekly one-hour sessions over a two-year period to start now or 12 months after recruitment
• One-on-one skills training
• Free of charge to all participants
• Training modules address issues such as:
  1: Personal General Health
  Diet, sleep and exercise; coping with stigma; participating in medical care decisions, taking prescribed medications
  2: Sexual Health and Substance Use
  Enacting safer sex behaviors, making ethical decisions regarding sexual dilemmas, monitoring substance abuse
  3: Emotional Health
  Reducing the pain of discovering one's serostatus; recognizing one's personal control, reducing self-destructive behaviors, living in the moment
SAMPLE LETTER

November 1996

Dr. Thomas J. Coates, PhD
Director
UCSF Center for AIDS Prevention Studies
74 New Montgomery St., Suite 600
San Francisco, CA 94105

Dear Dr. Coates,

On behalf of (name your organization), I am writing to express our support for your proposal addressing concerns of persons living with AIDS. We understand the prevention program will be a series of one-on-one skills building sessions designed to eliminate and/or reduce risky acts that transmit HIV in order to reduce transmission to others; to enhance healthy acts and health care behaviors to increase individuals' long term survival; and to maintain positive behavior changes over time, and to enhance their quality of life.

We work with persons living with AIDS who could be well-served by your intervention program. (Describe your agency here. Please include the number of clients you serve with a description of ethnicities.) We are acutely aware of the need for such research.

We support your research effort and will collaborate with you in recruiting participants from our site. We understand that you will share the results of the study when they become available.

We wish you success in your application.

Sincerely,

Name
Title
Organization
March 8, 1996

Dr. Nancy Padian  
Dr. Cynthia Gomez  
California Partners Study  
Department of Obstetrics, Gynecology and Reproductive Sciences  
74 New Montgomery Street, Suite 400  
San Francisco, CA 94105

Dear Dr. Padian and Dr. Gomez:

This letter is to confirm the support and commitment of the Women’s AIDS Network (WAN) to the California Partners Study (CPS). Our agency was pleased to refer potential participants to the previous CPS study and our clients and members were delighted to have the opportunity to be considered for the study.

We anticipate referring couples to this important study over the next 27 months. We will be working closely with your staff to develop a referral protocol for our agency to ensure that we meet our enrollment goals and to make sure that all eligible couples have been informed about the new study.

If you have any questions or require additional community feedback on the CPS, please do not hesitate to contact Alyssa Izen or Eileen Hansen at the WAN office at 415 621-4160.

Very truly yours,

Eileen Hansen  
Public Policy Director
January 20, 1996

Dear Agency Staff:

The California Partners Study (CPS) is pleased to announce a new project. The Centers for Disease Control and Prevention (CDC) has funded Dr. Nancy Padian and Dr. Cynthia Gomez (a psychologist, and new principal investigator) for three years to evaluate a brief, but intense counseling intervention for heterosexual couples affected by HIV. Heterosexual transmission of HIV has become the leading route of infection for women in the US and is steadily increasing among men.

We would like to take this opportunity to introduce our staff on the new study. Dr. Ariane van der Straten will be our new Project Director. Karen Vernon will be our Administrative Director, and Moher Downing MA, will be our Community Liaison. Cheryl Godwin de Medina will be continuing as a Field Researcher.

In the new study, we will combine a counseling intervention with lab testing and follow-up. We hope this intervention will be adaptable and useful for many settings. We are in the process of finalizing the intervention design and the research protocol. We will need your help to meet our enrollment goal of 300 HIV-discordant heterosexual couples.

The CDC would like to know which agencies will be working with us. If your agency is willing to refer couples to our study, we would like to ask for a "letter of support." Attached is a sample letter of support which you can use as a guide in writing your agency's letter of support. Moher Downing, the CPS Community Liaison, will be contacting you in the next month about this letter. She will also provide you with more details about the new study and answer any questions you may have. She can be contacted at (415) 476-6118. She will also work with your staff to develop an appropriate CPS referral protocol.

The other good news about the new study is that the eligibility criteria has expanded. The purpose of the original CPS study was only to look at HIV sexual transmission, which meant that couples who had other HIV risks were ineligible. Since this is no longer true, most discordant couples should be eligible including inject drug users. We will also be able to enroll monolingual Spanish speaking couples.

We look forward to working with you again. Nancy can be reached at (415) 206-5322, and Cynthia can be reached at (415) 597-9267 should you wish to speak with them directly.

Sincerely,

The Staff of the CPS
Dear Dr. Padian & Gomez:

The letter is to confirm the support and commitment of XXX Agency to the California Partners Study (CPS). Our agency referred eligible participants to the previous CPS study and our clients' have reported favorably on their participation in the study. They liked how your staff treated them and how easy they made it for them to participate.

We anticipate referring approximately XX couples to the study over the next 27 months. We will be working closely with your staff to develop a referral protocol for our agency to ensure we meet our enrollment goals and to make sure that all eligible couples have been informed about the new study.

If you have any questions or require additional community feedback on CPS, please do not hesitate to contact ______________________(your name) at ______________________(phone number).

Sincerely,

Your name(s)
February 5, 1996

Dear Agency Staff:

The California Partners Study (CPS) is pleased to announce a new project. The Centers for Disease Control and Prevention (CDC) has funded Dr. Nancy Padian and Dr. Cynthia Gomez (a psychologist, and new principal investigator) for three years to evaluate a brief, but intense counseling intervention for heterosexual couples affected by HIV. Heterosexual transmission of HIV has become the leading route of infection for women in the US and is steadily increasing among men.

We would like to take this opportunity to introduce our staff on the new study. Dr. Ariane van der Straten will be our new Project Director. Karen Vernon will be our Administrative Director, and Moher Downing will be our Community Liaison. Cheryl Godwin de Medina will be continuing as a Field Researcher.

In the new study, we will combine a counseling intervention with lab testing and follow-up. We hope this intervention will be adaptable and useful for many settings. We are in the process of finalizing the intervention design and the research protocol. We plan to enroll approximately 300 HIV-discordant heterosexual couples.

Attached is an invitation to attend a community advisory meeting on Thursday, February 22, 1996, from 3:00 to 5:00 PM, at the home of Moher Downing in San Francisco. You are welcome to bring other staff from your agency. If you are unable to attend, please pass this invitation on to other staff who provide HIV counseling or education. Light refreshments will be provided. The purpose of this meeting is to get your ideas, input, suggestions, concerns, etc. for our new counseling intervention. Have you tried anything new and exciting lately while counseling an HIV+ client? We'd love to hear about your failures and your successes! We would also like to brainstorm ways to structure the community advisory board that will meet your needs, your clients' needs, and the needs of the study. CPS is committed to community participation without unduly burdening anyone.

If your agency is willing to refer couples to our study, we would like to set up a formal referral protocol. Moher Downing will be contacting you in the next four to six weeks about developing a protocol that is specific to your program or agency. She will also provide you with more details about the new study and answer any questions you may have. She can be contacted at (415) 476-6118.

The other good news about the new study is that the eligibility criteria has expanded. The purpose of the original CPS study was only to look at HIV sexual transmission, which meant that couples who had other HIV risks were ineligible. Since this is no longer true, most HIV-discordant couples should be eligible including inject drug users. We will also be able to enroll monolingual Spanish speaking couples.

We look forward to working with you again. Nancy can be reached at (415) 206-5322, and Cynthia can be reached at (415) 597-9267, should you wish to speak with them directly.

Sincerely,

The Staff of the CPS
SUMMARY OF INITIAL PLAN FOR THE CALIFORNIA PARTNER STUDY II

I. SPECIFIC AIMS:

In a previous study of the heterosexual transmission of HIV we observed no new transmission. This could be attributed to behavioral or biologic factors. To extricate those factors responsible for such findings we propose three primary specific aims:

A. To evaluate the effect of a brief intensive intervention for prevention of transmission designed for HIV-discordant couples.

B. To identify biological and behavioral risk factors for new transmission, if observed.

C. To identify virological or immunological factors associated with prevention of heterosexual transmission in women who have been sexually exposed to HIV, but who remain uninfected.

II. DESIGN AND METHODS:

A. Overview: We propose a randomized intervention trial for heterosexual HIV-discordant couples. Couples will be randomized to either intensive counseling for each partner or intensive counseling for the HIV-positive partner only. All participants will have access to a study 800-phone number for support and referrals. Specific questions we hope to answer include:

1. Will an increase in knowledge, self-efficacy to use condoms and negotiation, and communication skills as imparted in the intervention predict greater prevalence of condom use/harm reduction behaviors, independent of the intervention modality?

2. Are sexual and drug behavior change greater among HIV-discordant couples where both partners are individually counseled than among those where only the HIV-infected partner is individually counseled? This will be measured by self-reported condom use, sexual practices, abstinence, and self-reported needle-sharing and cleaning practices.

3. Will behavior change be influenced by gender, risk group, race or ethnicity of either partner, level of relationship satisfaction, or disease status of the infected partner?

Participants will receive a detailed behavior interview, and urine and blood samples will be collected at intake, and at six and twelve months. Blood samples will be used for HIV-antibody and syphilis tests for all participants and T4 cell count for the HIV-positive partner. Urine specimens will be used for pregnancy, chlamydia and gonorrhea tests. These laboratory tests will be used to corroborate behavior change as reported on the interview. As part of the follow-up exam we will monitor HIV seroconversion so that detailed study of risk factors for incident infection can be evaluated.

Counseling and laboratory tests will be provided free to study participants. All participants will be paid $20 for their baseline interview. To increase retention, we will offer incentives of $15 for follow-up visits. We will also reimburse participants who receive the intervention $5 for each intervention session attended. To accommodate both female and male study participants, we will have flexible hours for conducting the counseling, interviews and lab tests. The counseling and interviews can be done at a variety of locations to deal with geographical distances from San Francisco.

B. Study Sample: The target population will consist of 300 heterosexual HIV-discordant couples who are recruited from clinics, departments of public health, physicians' offices, related research studies, and drug treatment centers. In recruitment from our last year of the transmission study, approximately half of the couples were White. In order to better reflect the current heterosexual epidemic in the US. (70% minority) we will oversample in minority communities so that Latinos and African Americans are better represented.
C. Methods of Recruitment: We plan to recruit participants through extensive outreach to our existing referral network of over 400 providers to HIV infected heterosexuals which include counselors, clinicians or social workers in clinics or departments of public health. This will be done by one-on-one contact, both by phone and in-person; regular mailing of recruitment flyers and an informational newsletter; and in-group in-service presentations. We will also utilize standard recruitment strategies such as posting flyers in key places or agencies and advertising in relevant publications and newsletters. In addition, index cases will be recruited from a variety of sources including other research studies such as the Women's Interagency Health Study (a natural history study on HIV in women on which Dr. Padian is Co-PI), the Urban Health Study (a study of IDUs) and the Bay Area Perinatal Transmission Study.

III. PROPOSED INTERVENTION:

A. An initial intake visit will take place with each couple to assess referral needs, gather laboratory data, and to collect baseline behavioral data. The couple will be asked about current resource needs and ability to attend all intervention sessions scheduled. At this time, the use of the 800 phone number will be explained. This social service/case management style session will be restricted from including any type of counseling. This session will also emphasize that this is an intervention for the couple even if only one of the partners will be individually seen. However, we will explain that non-counseled partners are welcome and encouraged to use the 800 number, but that they will not be seen again until the 6-months follow-up.

B. Four 60-minute sessions with a project counselor will be provided to the individual within the couple designated to receive the intervention (for some couples it will be both partners, for other couples it will be the HIV positive person). The 60-minute time allotted has been selected as both reasonable within most clinic settings (i.e., replicable) and sufficient to allow for in-depth education, assessment, skill-building, and problem-solving. Each of the four intensive counseling sessions will emphasize certain aspects of risk reduction as described below. Participants will also be given assignments between sessions that can increase the integration of the information or skills addressed.

Session One. Emphasis will be on basic information regarding HIV transmission, historical and current individualized risk assessment and the development of a personalized risk reduction plan.

Session Two. More in-depth discussion of sexual and drug behaviors, ways to increase sexual comfort, alternatives to reduce risk, clean needle use, and condom use (both male and female condoms) skill building.

Session Three. Focus on interpersonal communication, negotiation skills, and identification of conditions or environmental cues or culture and social norms that can lead to unsafe practices. Strategies regarding partners outside the dyad will also be addressed during this session.

Session Four. Strategies for self and partner reinforcement of risk reduction behaviors will be developed. Barriers and facilitators to implementing personalized risk reduction plan will again be explored. Use of the 800 number during the subsequent five months will be emphasized, and a referral list with recommendations will be distributed.

C. Three subsequent 30-minute booster sessions at one, three, and five months after the primary intervention. The final booster session (which takes place six months after enrollment) will also include the six-month laboratory tests and follow-up behavioral assessment (taken before the booster session) which will be administered to non-counseled partners as well. All three booster sessions will focus on revisiting the individualized risk reduction plan, identifying new barriers or personal strategies regarding knowledge, motivation and skills; and identifying psychological, interpersonal, cultural and social conditions causing or potentially causing unsafe practices.

D. Access to a 24-hour 800 number for the duration of the intervention. Careful monitoring of use of this number will occur so that "dose" of the intervention can be considered in the analysis. This is particularly important for the non-counseled partners.

E. Follow-up evaluations. Following the final booster session, all couples will be seen for an additional follow-up, six months after the intervention, or 12 months after enrollment, for laboratory tests and behavioral
assessment. Funding permitting, a sample of participants will also receive in-depth interviews as part of the evaluation of the intervention. This will allow us to further assess their experience with the intervention and to qualify the findings from the quantitative behavioral assessments. We plan to select a total of 30 couples who placed themselves at the extremes of behavior change (i.e. no change and highest improvement; 15 couples from each modality ) and interview individually each partner.

IV. MUCOSAL IMMUNITY SUBSTUDY:

We propose a study of vaginal mucosal immunity of women in the discordant dyads who remain HIV-negative despite repeated unprotected vaginal (and rectal) sexual exposures to HIV-positive male partners. Recent unpublished data indicate that a substantial fraction of such exposed HIV-negative women may have anti-HIV antibodies in their vaginal mucosa that could be protective. If such anti-HIV antibodies can be demonstrated, this would have important ramifications for vaccine development or other preventive strategies for women. At a minimum, our understanding of why some women may remain HIV negative despite repeated HIV exposures will be increased.

Participants: Participants for the case and control groups will be recruited from the larger intervention study. They will be identified based on self-report of risk behavior. The study will be described to them and if they are interested in participating, a separate consent will be obtained. A decision to or not to participate will not affect enrollment in the main protocol. We anticipate about 30 women for each group, for a total of 60 women.

We propose to obtain samples of vaginal and cervical secretions from the following two groups:

• "Cases" - Women who are HIV-negative despite continued sexual exposure to an HIV-positive male partner.

• Control Group - Women who are HIV-positive from heterosexual behavior (not IDU or blood transfusion). These women will be matched by age and race/ethnicity with the "case-women."

Questions to consider:

What is your initial reaction to the overall study?

Will the findings of this study be useful to the communities working with HIV-discordant couples?

How would you feel about us asking some couples to wait six months before they receive the intervention?

Are the number of intervention sessions offered sufficient and/or realistic to provide?

What other content areas do you feel would be important to address during the intervention sessions?

Do you have any suggestions about recruitment of discordant couples?
DRS. NANCY PADIAN & CYNTHIA GOMEZ PRINCIPAL INVESTIGATORS OF THE CALIFORNIA PARTNERS STUDY (CPS)

CORDIALLY INVITE YOU TO A COMMUNITY ADVISORY MEETING

THURSDAY, FEBRUARY 22, 1996, 3:00pm - 5:00pm

AT

THE UNUSUAL HOME OF MOHER DOWNING

97 MIGUEL STREET
SAN FRANCISCO, CA

Directions on the back

Purpose:

1) To help CPS develop the new counseling intervention for its new study

2) To brainstorm ideas/structure for a CPS Community Advisory Board

RSVP: Cheryl Godwin De Medina (800) 262-2430
Light Refreshments Provided
Directions: From 101, Take Army Street West Exit. Take Army to Noe St. Go Left on Noe St (past 30th street) to Laidley St. Go Left on Laidley. Go about 2 blocks to the Big Red Wall on the right, just before street divides. Enter at stairs in the Big Red Wall.

From in the City: Take Noe St to the end (cross 30th St) and turn left on Laidley and follow above directions.
CAPS WOMEN AND HIV GROUP
AND THE WOMEN'S AIDS NETWORK
MEETING MINUTES
JANUARY 18, 1995

Present: CAPS - Ellen Goldstein, Susan Rubin, Cynthia Gomez, Diane
Binson, Tara Herlocker, Michelle McKenzie, Bonnie Faigeles,
Naomi Schegloff, Pam DeCarlo, Ann Laak, Virginia Nido

WAN - Ami Becker, Karen Topakian, Eileen Hansen, Helen
Miramantes

1. The participants introduced themselves by name and current professional
activities.

2. Ellen Goldstein introduced the meeting by explaining that Karen
Topakian had met with Tom Coates, and Tom suggested a joint WAN and CAPS
meeting to discuss possible collaboration.

3. Eileen Hansen provided background information on WAN. In addition to
providing $50 grants to HIV+ women, WAN is working on the following issues:
standby guardianships, a compassionate release bill for HIV+ women in prison,
ethical considerations around ACTG for HIV+ pregnant women, 187 issues, an
HIV prevention bill, and the AIDS budget lobby day. WAN (with WORLD)
recently sponsored a forum on HIV and pregnancy. WAN meets on the first
Tuesday of each month at Lyon Martin Women’s Center.

4. Virginia Nido and Bonnie Faigeles provided background information on
the women and HIV group at CAPS. The group functions primarily as a
sounding board for women and HIV research ideas. The group has been
discussing a study on women’s perception of risk utilizing information from
alternative testing sites.

5. Rebecca Dennison of WORLD (not present) is interested in a study on the
connection between domestic violence and HIV infection. This study would
address power differentials in relationships and could be based in new feminist
theory.

6. The group discussed other possible research topics including: infection
from women’s incarcerated male partners, how care providers are educated
about women and HIV, more research on men and condom use with female
partners, and barriers to condom use and medical care (economic, social,
institutional)

7. The group discussed a possible study utilizing the harm reduction model
focusing on client’s behaviors and education for care providers. Cynthia Gomez
raised several interesting ethical considerations of harm reduction: Is partial behavior change acceptable? What is a “successful” intervention? and How do we motivate people towards behavior change without punishing?

8. We discussed an evaluation of behavior change including policy questions: HIV prevention is effective, but does it have to be 100% effective to be considered successful? We also discussed targeted prevention: Should HIV- or HIV+ women be targeted?

9. The group considered a study on women to women transmission. We discussed the recent study done in Italy that found zero seroconversions among discordant female couples.

10. Finally, the group considered a study on the crack cocaine use and HIV infection in light of the recent CDC study that showed crack cocaine users have multiple sexual partners and high rates of infection.

11. The group agreed that a feasible approach to collaboration would be two-fold: CAPS will provide relevant study results to WAN such as data from the Alan Guttmacher Institute study on women’s access to care and the UCSF study on when HIV+ women seek medical care. A CAPS and WAN original research project could concentrate on furthering WAN’s policy goals. The group discussed a study on ethical consideration of mandatory testing of pregnant women given the results from 076, and a study on how the passage of 187 effects prevention efforts directed at immigrants.

12. WAN invited interested CAPS investigators to present their research at WAN meetings. Cynthia offered to present, as she has done in the past.

13. The next meeting between WAN and CAPS is tentatively scheduled for the 3rd week of March, 1995.

Respectfully submitted,

Virginia Nido
Short list from Ellen's notes; possible topics in need of research.

- Ethical issues: pregnant women and mandatory testing denying healthcare to people who are then blamed for transmitting disease.
- Look at issues of prison healthcare - mandatory testing, compassionate release.
- Domestic violence - significance as a factor in transmission
- Feminist theory; exploding notion of women not "taking care of men" by not having safer sex
- Need data on the assertion "Women don't have access to healthcare." and "Men don't want to use condoms." (What about women who don't want to use condoms?)
- Addressing the concern "Why won't men wear condoms?" Why is it always the woman's responsibility. (Social, economic, informational barriers.)
- Need to train both healthcare professionals and clients on harm reduction model.
- Evaluation of current efforts for HIV prevention and women.
- Focus on targeted prevention.
- Focus on young women.
- Assess women to women transmission.
- Assess the crack cocaine link to HIV.
- Examine the policy issues, i.e. standby guardianship; are current mechanisms working?
Overview of Administrative Duties:
In the first few weeks of February I have received about fifty calls at the WAN office. Most of the calls have been about community information (i.e. resources and testing sites), job availability, questions about WAN's services and coordinating WAN's financial matters. I have also had a few calls where people have been requesting speakers from WAN to do education/outreach.

Suggestion: I made the appropriate referrals for these requests, but perhaps with the Education/Outreach Committee we will want establish an education outreach/speaker component of WAN? It just seems like we could benefit from the community contact.

I also met with a women getting her Master's in Public Health and Social Work who was interested in doing a summer internship at WAN. Hopefully, if we can figure out a situation that works for both her and WAN, she will be working with us during the summer.

Question: Does the Board want to develop any formal procedure regarding interns? Because this woman is getting her Master's degree, the level of work she would want to do would be more sophisticated than just helping me out with office work. Does anyone have any ideas? Or, would any Board member want to work with an intern and if so, what kind and would you be able to supervise her?

General Meeting:
19 people signed in at the February general community meeting. Two women spoke from the California Nurses Association and I believe the meeting was successful. (See their written literature on the health initiative included in this packet.) Speakers for next month have not been decided upon, so I can't inform you who will presenting in March.

Special Women's Fund:
Barbara sent me the statistics from the Special Women's Fund and in January 37 women received the fund. Out of those women, 8 of them had never accessed the fund before.
Newsletter:
Finally, as our data base/membership keeps growing, so does our Newsletter mailing. I made 400 copies of the November Newsletter, as our mailing goes out to 350 people each month. Additionally, we get requests for the newsletter during the month and I also bring copies to distribute at the general community meeting. The total cost of xeroxing, paper, labels and stickers was around $160.00, as we get postage and computer layout design for free. That makes the cost per newsletter about 37 cents.

Special Events:
We will be having a table at the National AIDS Update Conference on March 19-22 at the San Francisco Civic Center. If anyone knows she is already going or is willing to help volunteer at our table on one or all of the days, please give me a call at the office.

Also, please sign-up to volunteer to help count money for the AIDS Dance-A-Thon. The sign-up sheet will be passed around during the Board meeting. WAN is receiving money from this event, so please try to help out!
COMMUNITY CONSTITUENCY GROUP
REQUEST FOR NEW APPLICANTS
JANUARY 18, 1995

What is the CCG?

The Community Constituency Group (CCG) is currently comprised of thirty-three (33) individuals representing diverse communities affected by HIV. The CCG began in November 1989 in response to criticism by several organizations, most notably ACT-UP, that people with HIV and their advocates were not being included in the formulation of the HIV research agenda. The CCG was created to allow for input, and more importantly, to integrate people with HIV and their advocates into the HIV research agenda as it relates to the AIDS Clinical Trials Group (ACTG).

The CCG is committed to maintaining proportionate representations from all communities affected by HIV. To this end, our current search for new members is focusing on women: primarily women living with HIV/AIDS and/or Latina/Puerto Rican, Asian/Pacific Islander, African American and Native American/Native Alaskan women.

If you are not a woman, we encourage you to apply for membership in our next round of selections, and invite you to come to our meetings, which are always open. Additionally, we ask that you pass this notice on to women in your community or organization.

What does CCG membership mean?

All CCG members are volunteers and are not paid for serving on the CCG. However, the costs of travel, housing and meals associated with attending ACTG meetings are covered. Members commit to a term of no less than two years, and no member shall serve more than three years.

Members participate on the scientific core committees and working groups of the ACTG, which communicate through mailings and FAXes, sessions at the ACTG meetings, and telephone conference calls. CCG members are required to attend all ACTG meetings (usually 2 per year, in Washington D.C.), submit a report on their core committees and the CCG.

CCG members are also expected to participate in their local ACTG Community Advisory Board(s) (CAB). It is recognized that some individuals may not be able to participate in a CAB due to lack of transportation, lack of a local site, or other barriers.
What is the ACTG?

The AIDS Clinical Trials Group conducts clinical trials at hospitals across the country and in Puerto Rico to study treatments for HIV/AIDS. The ACTG focuses on treatment research -- with the exception of trials seeking to prevent HIV transmission from mother to infant, it does not engage in any prevention research. While some members of the CCG come to the CCG with significant knowledge about HIV/AIDS treatment and research issues, the CCG has developed educational materials for new members to help get "up to speed" on these issues.

Application Process:

To apply to the CCG, please send or fax a resume and/or detailed cover letters summarizing relevant experience. The deadline for applications for this round is March 31, 1995. If you have submitted an application previously, please resubmit it if you still wish to be considered.

Send resume and/or detailed cover letter to:

Julia Ortega, Resource Specialist
Community Constituency Group
ACTG Operations Office
6101 Executive Boulevard, Suite 200
Rockville, MD 20852
FAX: (301) 816-0938

The New Members Subcommittee of the CCG reviews all applications in order to determine a list of appropriate candidates. These candidates are then contacted by phone by CCG members for a 20-30 minute interview. Subcommittee members report on all candidates via conference calls and then vote to select new members to fill available slots. The entire process from application deadline to final new members selections takes approximately two months. Applicants will receive written notification that their application has been received, and will be notified at the end of the process if they have or have not been selected for the CCG. As there are usually many more qualified applicants than positions available on the CCG, please consider re-applying if you are not selected.

All information in your application will be held in confidence and distributed only to CCG members. If you have any questions about the CCG or the application process, please direct them to the CCG New Members Subcommittee Chair, Julie Davids at (215) 474-6459 Box 6.
According to the principles of Chinese Medicine, HIV is a Toxic Heat manifestation characterized by feelings of fever (even if there isn't one), sore throats, night sweats, skin eruptions, and itching skin. In tongue diagnosis, we found that a high percentage of people with HIV have red dots on the tongue, which is another indicator of excess Heat in the body, although red dots do not mean someone has HIV.

HPV warts (human papilloma virus) and cervical dysplasia are signs of Toxic Heat in women, and can often be treated with high doses of Clear Heat Clean Toxin herbal formulas internally, which have anti-bacterial and antiviral properties, and topical herbal ointments externally applied to the cervix. Genital and oral ulcers, such as herpes and canker sores, and PID, are also Heat manifestations that can be treated with Chinese Medicine.

We have also observed that HIV first attacks the Spleen-Stomach, or the digestive function, according to Chinese Medicine, with symptoms like diarrhea or loose stools, bloating, fatigue, loss of appetite and nausea. The tongue may be puffy or scalloped and may have a lack of coating or cracks down the center, showing that the Spleen Qi is deficient. The Spleen also governs the Blood in Chinese Medicine, so when the Spleen is weak it cannot hold the Blood properly. In women, this can cause anemia and irregularities in the menstrual cycle. Many women with HIV have problems with breakthrough bleeding, a symptom which responds well to acupuncture and moxabustion. Lack of Blood, called "Blood Deficiency", can happen from AZT or chemotherapy, or when the Spleen is too weak to transform food nutrients into Blood, resulting in amenorrhea, fatigue, paleness and a weak pulse. Another cause of amenorrhea could be Blood Stagnation, marked by more of a feeling of stuckness in the pelvic region, breast distension, and emotional stress.

Chinese Medicine is a client-based system useful in HIV-management that includes any combination of the following therapies: acupuncture, herbs, herbal heat therapy, massage, gentle exercise, breathing, meditation and nutrition. Treatment is appropriate at all stages of HIV disease and addresses the body, emotions and spirit. Under the guidance of a skilled practitioner, a woman's therapy will be individualized for her based on complete weekly intakes with questions about her health, diet and life situation, as well as taking her pulses, and examining her tongue and complexion. These techniques make up a time-tested and very complex form of diagnosis, prognosis and treatment.

Quan Yin Healing Arts Center offers herbs, acupuncture, massage, Chi Gong classes, Western medical check-ups, and bulk-rates on herbs. Medical and some insurance policies cover acupuncture and our medical services. Work exchange and a discount scale are available for uninsured clients. Child-care is available upon request. Spanish speakers are on staff. We are open Monday through Saturday, and take appointments as late as 6:30 most weekdays. Referrals state, nation and worldwide also available.
LMWHS offers nutrition counseling for HIV+ women. Please contact Lisa A. Ploss, R.D., M.P.H., HIV Services Nutritionist at (415) 565-7689. For abstracts on Nutrition Guidance for Positive Women, please contact WAN at (415) 621-4160.
MEMBERSHIP MEETING
November 1, 1994

Facilitator: Lisa O'Connor, WAN Board Member.
Guest Speakers: Reports Women and HIV & Holistic Healing: Special topics include Nutrition and Chinese Medicine.


General Announcements:

+ Women & HIV Conference will be held February 22-24th in Washington D.C. There are full scholarships available through NIH for HIV+ women. Please call Lisa O'Connor for more information 415/554-1100 ext 119.

+ Health Center 1 has developed a women & HIV Multiple-Diagnosis Project. There are numerous female doctors available who provide up to 16 sessions. Please call 415/487-7530 for further information.

+ WORLD is MOVING to a new location in Oakland. It is fully wheelchair accessible and bus/muni friendly. During WORLD's November retreat it was expressed that women with HIV/AIDS want to get educated. Rebecca is establishing a unique school program titled HIV YOU University. It will be a 2 month program. Help is needed to develop curriculums and facilitate trainings. Please call Rebecca 510/ 658-9746.

+ Women's AIDS Network has current research, literature, job listings, events, and support groups listings in the office. Please call or make an appointment.

+ Lyon Martin Women's Health Center provides nutrition services and counseling for women with HIV/AIDS. Call Lisa Wilson, HIV Services Nutritionist, for more information 415/565-7689.

+ UCSF Women and Children's Specialty Program is offering a support group for women living with HIV. It will be an ongoing, drop-in meeting every Monday beginning January 30th from 11-1 at UCSF 400 Parnassus, Rm A45. Beverages will be provided by Odwalla!! The group will be facilitated by Tiveeda Stoval and Nan O'Connor. For details call 415/476-2417.

Committee Reports:

Policy Committee: The Policy Committee will meet December 20th at 25 Van Ness, 3rd Floor from 1-2:30. The committee's objective is to develop a strategy to meet with HIV+ women who are in support groups to talk about their concerns and issues around treatment, childcare, and existing services. The committee will develop advocacy and policy on behalf of women with HIV. Other activities include stand by guardianship and compassionate release for women prisoners. Please join us on the 20th and bring your ideas!!! For more information, please call Eileen Hansen, WAN President at 415/291-5454 or Karen Topakian, WAN Vice president at 415/648-3159.

Special Women's Fund: The fund provides annual $50 grants to low income HIV+ women who are San Francisco residents. Confidential demographic data that has been collected will be used to assess the HIV+ community of women. If you would like to be involved, please call Barbara Garcia 415/202-7430 for future meeting times.

Membership/Development Committee: Special events and membership drives are opportunities to raise awareness and money for WAN programs. The Angels in America benefit was a success and enabled WAN to increase our visibility in the community. A special Thank You to Lisa O'Connor who sold $1700 worth of tickets!!! The committee is planning a membership drive in January. If you need to renew your membership or invite friends to join, look for our 1995 announcement. Volunteers are needed to join the committee, especially during the month of January!!! The next meeting will be held on January 18th from 5-7pm at 25 Van Ness, 3rd Floor. Please call Susyn Almond for more details 415/386-8162.

Education/Forum Committee: This committee is responsible for planning three public forums per year. Other projects the Committee plans to focus on include updating office resources, community-wide education, developing brochures and other resource materials, and planning guest speakers for general membership meetings. If you have any topic suggestions for our monthly membership meetings, please call our office 415/621-4160. The next meeting will be held January 11th at 4pm at 815 Eddy Street. Call Olivia Baldwin, the new chair, for more information at 415/206-6151.
JOBLISTINGS

Please call or come to our office to receive detailed information. (Deadline)

* Health Communications/ Media Specialist for the UCSF PHREDA Project. For further information call Ellen Opie at 415/476-6117.

* Early Intervention Program Coordinator for the HIV/AIDS Services Division for the East Bay. Please submit resume to Arlene Joe, HASD 499 Fifth Street, Rm 102, Oakland, CA 94607

* HIV Prevention Case Management Program for the Asian American Communities Against AIDS. Please send resume to Hiring Committee, AACAA, 1596 Post Street, San Francisco, CA 94109

* Volunteers are needed for Lagunda Honda Hospital's 30 bed AIDS Ward. Call to make a difference 415/759-3333.


CALENDAR

January 18: The Community Consortium will present AIDS Clinical Grand Rounds.

January 18-19: Women at Risk: HIV/AIDS. Training for Care Providers. Training will be held in Anaheim Holiday Inn. Call 415/864-4141, ext. 820.

January 19-20: National Labor leaders Conference on Women and HIV/AIDS will be held in Washington D.C. For information call 202/466-4615

January 27: The California Elected Women's Association for Education and Research is having a breakfast to bring together women leaders. There will be a discussion on current political trends affecting women candidates. For further information call 916/278-3870.

February 2 - April 30: Boston University: Center for International Health is offering a Management Methods for International Health course.

February 2-5: Tenth Annual Rocky Mt. Regional Conference on HIV Disease and Pre-Conference Prevention Institute. It will be held in Denver, CO. For details call 303/837-0166 ext. 401

For details call our Office: 415/621-4160

The WAN Newsletter was created and produced by Ami Ann Becker. Questions & comments please call 415/621-4160.
GENERAL MEMBERSHIP MEETING
September 13, 1994

Facilitator: Lorene Romero, WAN Board.


General Announcements

◆ The Women and HIV Clinical Conference will be held on October 13 at the Palace of Fine Arts. Contact Moher Downing at 415/476-6117 for more information.
◆ Lyon-Martin Women's Health Services has formed two new women's groups: Drop-in for HIV+ women and an 8-week program for HIV+ women on methadone. Contact Lyon-Martin for details at 415/565-7667.
◆ AIDS Drug Assistance Program (ADAP) uses Ryan White CARE funds to obtain free drugs for HIV+ people (26 eligible drugs). Income eligibility cut-off is $29,940 per year, but if applicants make more, they might be able to enroll and make co-payments. Applicants are not required to have medical insurance but may be helped by the program if drug costs with insurance are unmanageable. Drugs are dispensed from over 50 pharmacies in San Francisco. ADAP has new 4-language brochures. Call 415/863-AIDS.
◆ WORLD’s retreat is scheduled for November 9-11 at Bishop Ranch. Space is available for 100 women. Set-asides for Asian and Latina women. Transportation will be provided. Cost is approximately $90. Some funding is available for first-timers. Call WORLD (510/658-6930) for applications and leave your address.

Committee Reports

Policy Committee: The National Women and HIV Summit will be held on October 28 in Atlanta. Funding is available from summit organizers. The Women's conference immediately precedes the National Minority AIDS Council's Skills Building Conference which will be held from October 29-31 at the same location. Contact Eileen Hansen at 415/291-5454 for scholarship applications (due ASAP) for the Women's conference.

At press time, the Joint Task Force on the HIV Epidemic will have held a community meeting to collect recommendations for the Task Force's final report. The draft report will be written in October and will be available for review and comment in November. The final draft will be submitted on December 1. The Task Force recently held a women-specific community meeting that was well attended and extremely successful. Contact the Task Force's Vice-Chair, Eileen Hansen at 415/291-5454 if you would like to provide information or recommendations.

Fundraising Committee: WAN has named Barbara Garcia as our "angel" in ACT's Angels in America Benefit Series. Barbara's name will be announced on stage at two Millenium performances (October 22 matinee is confirmed) and at one Perestroika performance. She will also be profiled in the program. Ticket prices are on a sliding scale from $30-50. Other performance dates will be announced. Please contact the WAN office (415/621-4160) if you can volunteer to staff a table at one of the performances or if you'd like ticket information. (Please see enclosed flyer!)

Membership Committee: Due to the recent office move, membership renewal notices were not sent out resulting in very few current memberships. The next membership mailing will go out in October. All those currently participating in WAN or wishing to continue to receive the newsletter will be asked to join WAN. Please refer to the front page of the newsletter for membership rates!

Forum Committee: Planning for the next two WAN Community Forums has begun! Contact Catherine Lyons at 415/476-4082 if you'd like to work on either of the forums: A Report from the International AIDS Conference or Issues for Women and Their Children.

WAN General Membership Meeting
Tuesday, October 4, 1994
Carmen Madriz & Nakari Small will discuss
SF AIDS Foundation's Women & Children's Services
JOB LISTINGS
Please call or come to our office to receive detailed information. (Deadline)
▲ Case Manager/Client Advocate. Marin AIDS Project, 1660 Second Street, San Rafael, CA 94901. 415/457-2487.
▲ Conference Program Manager. American Society on Aging. Resume and cover letter to Gloria Cavannah, Executive Director, AGA, 833 Market St., Ste. 511, San Francisco, CA 94103. 415/974-9600. (10/21/94)
▲ Volunteers for Youth Empowerment Services (YES) are needed to facilitate workshops, develop activities or to just help keep the YES Center going. Call 415/487-5777 or stop by 1242 Market Street (between 8th & 9th), 2nd & 3rd floors.
▲ Volunteers for the Women’s AIDS Network are needed to develop and organize the resource library, develop educational packets on Women & HIV, maintain and update the mailing database, and assist with Community Forum planning and implementation. Call 415/621-4160.

Thank you Mobilization Against AIDS for providing pro bono office facilities to WAN!

CALENDAR
October 15-16: Awakening the Healing Mind. Community training workshop by the Living/Dying Project. $120. Call 415/884-2343.
October 21-23: Positive Living for Us(PLUS). Free weekend workshop for people who have or may test HIV+. Learn about treatment options, benefits, recovery and more. Call 415/403-3806.
October 29: National Women and HIV Summit, Atlanta. Contact Eileen Hansen (415/291-5454) for scholarship applications which are due ASAP.
WOMEN & CHILDREN SERVICES PROGRAM, SF AIDS FOUNDATION
Guest Speakers: Nakari Small & Carmen Madriz

In November of last year the CSD went to a series of changes and re-structuring that consisted of assigning social workers and case workers to 3 newly created teams. The majority of client seen at the SFAF were assigned (through a tier system) to one of these 3 teams and a specific social worker. As a result of this re-structuring, the 4 social workers that used to be part of the WCSP were also spread out among the different teams. This created enormous barriers to services for women since most of our time was spent on dealing with clients (other than women clients) through the drop-in system, our telephone shift, and consultations. Specific services to women suffered as a result of this re-structuring.

No longer could we say that we had a WCSP since there was not any coordination of services, no point person in charge of women's services and there was a considerable lack of planning and program development. Many times, through a variety of forums (staff meetings, meetings between former WCSP staff and Acting Director, individual meetings) we continually argued about the weaknesses of the system and its inability to accommodate the unique needs of women living with HIV. Our suggestions and our constructive criticism of the system were unheard and conveniently ignored.

At this point, I would like to mention that as a result of the frustration in our department in January of this year we started to talk about Unionizing and in April of 94 we won elections which allowed SEIU 790 A to be our representative. I want to mention this because the idea of Unionization was originated in the CSD and the issues why we felt we needed a Union had nothing to do with benefits or wages or any of the other more common issues frequently heard in union organizing. It was beyond that. It was because we needed a voice, we needed to stop the passivity and the lack of urgency that prevailed in our department.

June of this year: Acting Director goes out, new Acting Director comes in (by the way, we had not had a permanent Director for our Department for at least a year). The new Acting Director asked (in September) Carmen and I to provide feedback regarding the women's program and so we did. We meet a few times and presented them with a proposal of our recommendations. Some of the recommendations were taken into consideration and some were not. I feel a little bit hopeful and I tend to think that the mode of service delivery that is about to be implemented will be an improvement. Starting soon, there will be 2 Social workers dedicated to the case management of 80 women. These 2 social workers will not be part of the general system. In other words, they will not be doing drop-in, telephone consultations, etc. They will specifically be providing services to women and families. One social worker has already been hired and the other position will most likely open soon. Carmen and I will continue to case manage Latinas and I will continue the co-facilitation of the Latina support group which operates in conjunction with the Latino AIDS Project.

Networking and outreach are areas that definitely merit attention if we are to adequately try to serve the community. I feel that we are operating in isolation and we need to make a serious effort in networking with other agencies and service providers.
GENERAL MEMBERSHIP MEETING
October 4, 1994

Facilitator: Eileen Hansen, WAN Board President.

Guest Speakers: Nakari Small and Carmen Madriz.

Report on Women & Children Services at the SF AIDS Foundation. For further information, please contact Nakari (415/864-5855 ext. 2527) or Carmen (ext. 2589).


General Announcements
+ October 22, November 1 and 6 are WAN dates for ACT's Angels in America Benefit Series. Volunteers for each performance and support selling tickets are needed! Ticket prices are on a sliding scale from $30-50. Please contact Lisa O'Connor to reserve tickets 415/554-1100, ext. 119. To volunteer, please call Margo Antonetty 415/9222-9104.
+ The MACY'S PASSPORT event was a great success! WAN had the most volunteers and the most tickets redeemed of any organization! THANK YOU for your support!
+ Lyon-Martin Women's Health Services has formed a NEW program. The Lesbian/Bisexual HIV Prevention Network is funded by AmFAR. Contact Lyon-Martin for details at 415/565-7667.
+ The IRIS Center has a NEW program that provides counseling for Women with HIV. For more information and/or appointment call 415/864-2364.
+ Walk-a-thon sponsors are needed to support Women Prisoners. The walk will take place November 5-13 to benefit the Ambassador Hotel. Call Judy Greenspan 510/530-6214 for details.
+ The Women's AIDS Summit in Atlanta on October 28th needs more representatives from lesbians with HIV. Contact Eileen Hansen 415/291-5454.
+ Rita de Casia is a transitional home for families with HIV. Rooms are available. Call 415/387-1629.
+ Scholarships are available for the WORLD retreat for HIV+ women held on November 9-11. Call 510/658-6930 for more information.

Committee Reports
Retreat Committee: WAN's annual Board retreat on September 30th focused on implementation (continued)

Committee Reports (continued):

of WAN's 3-year strategic plan, budget development and teambuilding. Officers elected are Eileen Hansen, President; Karen Topaktan, Vice President; Theresa Swanick, Treasurer, and Frankie Nakata, Secretary. Standing committees include: Public Policy, Education/Forum and Development/Membership. Ad hoc committees include: Finance, Special Women's Fund, and Board/Staff Development.

Policy Committee: The Committee creates and supports women's presence and voice at local, state and national levels. Policy work includes prevention, funding, budget issues and developing a women's HIV agenda. The Committee has also recognized the lack of data around women to women transmission and a need for research to do risk assessment in the lesbian/bisexual community. Locally, focus has been given to support Prop. 186, Single Payer Health Initiative and to oppose Prop. 187, anti-immigration legislation.

A draft of the HIV Joint Task Force Report, that the Committee has supported in data gathering, will be available October 26th. Call Eileen Hansen for a copy 291-5454 or call the WAN Office. Copies will also be available through the Clerk's Office at City Hall. Please call Eileen if you'd like to become involved. The next meeting will be held on October 25th from 3:30-5:00 p.m. at 25 Van Ness on the 3rd Floor. Normally, meetings will be held the third Tuesday of every month.

Special Women's Fund: The fund provides annual $50 grants to low income HIV+ women who are San Francisco residents. Confidential demographic data that has been collected will be used to assess the HIV+ community of women. Further questions needed to be developed and updated on routine questionnaire in order to establish baseline information. Call Barbara Garcia 415/202-7430 for meeting times.

Membership/Development Committee: Special events and membership drives are opportunities to raise awareness and money for WAN programs. Call Susyn Almond 415/386-8162 for more information. Your membership is due. Support WAN!!!

Education/Forum Committee: This committee is responsible for planning three public forums per year. The next forum will be a report back on the International AIDS Conference held in Yokohama. Other projects the Committee plans to focus on include community-wide education, developing brochures and other resource material, and planning guest speakers for general membership meetings. The next meeting will be held November 9th at 4pm at 815 Eddy Street. Call Olivia Baldwin 415/206-6151 for more information.
JOB LISTINGS
Please call or come to our office to receive detailed information. (Deadline)

▲ Assistant to the Director/Retreat Coordinator. WORLD. 20 hours per week, $10/hour. PO Box 11535, Oakland, CA 94611. Call Rebecca 510/658-6930 for more information.

▲ Volunteers are needed for the Union of American Hebrew Congregations' Northern California AIDS Committee. Call 415/392-7080 for listings.

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and
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November 30 - December 1: Training for Care Providers: Women at Risk for HIV/AIDS. Contact Pat Miller for details 415/864-4141, ext. 820. Training will be held in San Leandro.
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October 4, 1994

Facilitator: Eileen Hansen, WAN Board President.
Guest Speakers: Nakari Small and Carmen Madriz.
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Committee Reports
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August 2, 1994

Facilitator: Karen Topakian, WAN Board.
Public Attendance: (N=26) WAN Board Members: Susyn Almond; Eileen Hansen, AIDS Legal Referral Panel; Karen Topakian, AGAPE; Theresa Swanick, ABC; Barbara Garcia, Planned Parenthood; Frankie Nakata; Leatha Jones, Haight Ashbury Free Clinic; Lorene Romero, Baker Places; Olivia Baldwin, ASAP; Margo Antonetty, Baker/Ferguson Places. Ami Ann Becker, WAN & Project AHEAD; Gina L. Facen, Kea Hedberg, & Naomi Prochovnick, Lyon Martin Women’s Health Services; Alex Granstrom; Ann Taylor; Joanne Cominos, IHSS; Stephanie Henderson & Veronica Patton, Bayview Hunter’s Point Foundation; Kristin Neil, Legal Services for children; Devi O’Neill, SF Center for Living; Jen Kates, Joint Task Force on HIV Intern; Patsy Da Foe, Walden House HIV Detox; Ann Smith; Emily Perez, San Jose State University; Susan Williams, AIDS Office.

General Announcements

→ The Mayor’s HIV Joint Task Force will hold a meeting, co-sponsored by WAN, on Tuesday, August 23rd from 4-6 pm at City Hall, Room 157!!! This is an opportunity to voice your needs, concerns and opinions of women in the epidemic. Please see the enclosed flyer for details or call Eileen Hansen, Vice-Chair, 415/291-5454.

† Women's Day Blood Drive on August 20th!!! Fight AIDS. Give Blood. Complimentary food to donors. Call 863-6761 to determine your eligibility.

† Women & Children's Services of the SF AIDS Foundation was holding a benefit at The Mandarin on Sunday August 28th. The event is postponed!!! Concerns were raised about the lack of support to Women's Services. Please call 415/864-5855 ext. 3552 with comments.

† The Center for Living is now offering Support Groups for Women and their women caregivers facing life challenging and chronic illness on Fridays from 4-5pm located at 4054 18th at Hartford in San Francisco. Spiritual Healing Programs and Individual Sessions are also available. Please call 415/252-1666.

General Announcements (continued)

→ Lyon Martin Women's Health Services is hosting an in-service training on Thursday, August 18th at 2-3:30 addressing New Domestic Violence Laws which is sponsored by the Women's Violence Project. For more information call Tina Clark, UCSF, at 415/476-3227. The training will be held at LMWHS 1748 Market at Valencia, 2nd Floor and is open to everyone!!!

Board Elections

Again a special “Welcome” to all new and continuing WAN Board Members: Margot Antonetty, Olivia Baldain, Barbara Garcia, Eileen Hansen, Leatha Jones, Yolanda Jones, Catherine Lyons, Helen Miramontes, Frankie Nakata, Lisa O’Connor, Cara Page, and Lorene Romero. Members finishing the second year of their two year terms include Susyn Almond, Theresa Swanick and Karen Topakian. We now have a full Board of 15 members. We are planning a retreat in late September!!!

Committee Reports

Special Women's Fund: You are eligible for $50 annually if you are a woman who is HIV+ and a SF resident with an income of less than $1300. The fund started 2 years ago in July. Therefore, July and August have the most renewals and new eligible women. There is an opportunity to assess women's needs and utilize the demographic information obtained. All data is confidential. Anyone interested in getting involved in the Special Women's Fund Committee, can meet after the next WAN meeting on Sept. 13th at 1748 Market Street, 2nd Floor and ask for Barbara Garcia.

Policy Committee: WAN will co-sponsor a meeting with the HIV Joint Task Force on Tuesday, August 23rd from 4-6pm at City Hall, Room 157. The meeting is open to all, WAN members and the larger community. The goal is to hear testimony from women and collect information on how services are working, what are the gaps and how to specifically deal with HIV in the community. The input will be effective in changing policy, focusing on quality of prevention, care and direct services and an overall evaluation. This is a critical time when decisions are being made during National Health Care reform. There is concern that (continued on page 2)
Policy Committee Report (continued)
National Planning is lacking input from the real people. Please see enclosed flyer for more details!!

Education Committee: The Community Forum "on Women, HIV & Pregnancy" was a success. Special thanks to guest speakers from the medical community, legal and ethical community and a panel of HIV+ MOMS. The video is now available, thanks to Ana Solomon at MediaTech Consulting. Tapes are 2-1/2 hours and sell for $25. Included with the video tape is a complimentary written summary report by Kristin Neil. Please call the WAN Office to place orders at (415) 621-4160. The second annual educational forum is being planned for the Fall which will address a report back from the International Conference on AIDS in Yokohama. Stay tuned!!

Fundraising Committee: American Conservatory Theater (ACT) has invited WAN to participate in the Angel Program. Three performances will be dedicated to WAN's Angel, Barbara Garcia. Discounted tickets will be available for these performances and others between October and January. ACT will also offer 2-for-1 specials for caregivers to allow them to see a show with their client. Please contact WAN if you're interested in volunteering to table at the WAN performances or if you'd like ticket information. Congratulations, Barbara and thank you ACT!!! Also, WAN is participating in MACY'S PASSPORT EVENT!!! This is a multi-media fashion extravaganza and AIDS benefit on September 24th. We need help selling tickets for $10, which entitles ticket holders to 10% off on all merchandise. All ticket proceeds benefit WAN and each ticket redeemed in the store will receive an additional $3 per ticket. Call WAN to get involved. Tickets are available August 17th!!!

Membership Committee: A membership and outreach drive will begin this Fall. The first meeting will be held on Tuesday, August 16th at 10am at Josie's Cabaret Cafe on 16th & Market. We look forward to seeing you there. If you are unable to attend, but have recommendations please send them to WAN at 584 Castro, Suite 321 SF, CA 94114 or call (415) 621-4160.

WAN General Membership Meeting
Third Tuesday in September - 9/13.
Special Topic: A Report from Yokohama

CALENDAR
August 15: Deadline to apply for Multicultural Initiative's new leadership development program. Contact Carmelita Turzi, Director, 415/772-4388.
August 20: Lesbian incest survivors and partners workshop from 2-6pm, $30 per couple. Call Valerie or Jeanne at 510/428-2029.
August 22-September 2: 10 Day CHOW Training by California AIDS Intervention Training Center. Call 415 922- 6135 for sign-up.
August 23: SF Public Policy Roundtable will address the issues and status of public policies related to biomedical AIDS research from 11:30-1:30 at 25 Van Ness, 3rd Floor. RSVP at 415/664-5855 x3034 by August 19th.
August 25: Women who Make a Difference Awards Ceremony celebrating Women's Equality Day hosted by the Commission on the Status of Women. 12:00 noon, City Hall Rotunda.
August 26: 3rd Annual Women's Equality Day Breakfast - Mentoring Women: Yesterday, Today & Tomorrow. San Jose Hyatt Hotel, $25. 7:30-9:00 am. Call 408/299-3131 to register.
August 26: 3rd Annual Women's Equality Day Luncheon hosted by SF NOW. Gabbiano's Restaurant. $45-$100. Call 415/861-8880 for more information.
August 26-28: Retreat for HIV+ Women at the Villa Maria del Mar in Santa Cruz. $75 (includes lodging and meals). Call WORLD 510/658-6930.
September 2-5: Men Behind Bars - The Bartenders' Folly, a benefit for the AIDS Emergency Fund and Lyon-Martin Women's Health Services. $17.50-52.50. Order by phone 415/776-1797.
September 17: A Festival of Colors benefits Community Boards. Central YMCA, 220 Golden Gate,10am-4:30pm. $10 general admission, $5 seniors & people with disabilities, children free.
September 19-22: Strength for the Journey, retreat for people who are HIV+ or living with AIDS. Mingust Mountain, Arizona. Contact Carol Anderson at 602/266-6956 x215.
September 26-28: Feasibility of Genetic Technology to Close the HIV Window, an FDA conference. Silver Spring, Maryland. There is no charge for this meeting. Contact Nick Reuter at 301/443-1382 to register.
WOMEN: IF YOU WERE MAYOR, WHAT WOULD YOU DO ABOUT THE AIDS EPIDEMIC IN SAN FRANCISCO?

THE MAYOR AND THE BOARD OF SUPERVISORS' Joint Task Force on the HIV Epidemic*

Wants to hear from Women living with HIV, Women service providers, and all Women concerned with the AIDS epidemic.

This is your chance to voice the specific needs and concerns of women in the epidemic. The Joint Task Force will be presenting recommendations to the Mayor and the Board by the end of the year. We need your input!

DATE: Tuesday, August 23
TIME: 4-6pm
LOCATION: SF City Hall, Room 157 (Van Ness and Grove Streets)

THIS FORUM IS CO-SPONSORED BY THE WOMEN'S AIDS NETWORK AND THE JOINT TASK FORCE ON THE HIV EPIDEMIC
For more info call Eileen Hansen, Vice-Chair Joint Task Force, (415) 291-5454

*The Joint Task Force on the HIV Epidemic is a body jointly created by the Board of Supervisors and the Mayor in 1993 to advise them on "legislation and policy related to the City's HIV policies and programs."
UPDATE

*The next five weeks will be crucial in the battle for real, national health care reform that addresses the needs of people living with HIV and AIDS.

*All five key Congressional Committees have completed their work, reporting out four bills. Two of these bills -- the House Ways and Means Committee bill and the Senate Finance committee bill DO NOT ADEQUATELY MEET THE PRINCIPLES AND STANDARDS THAT SFAF AND OTHER AIDS ORGANIZATIONS AND ACTIVISTS HAVE BEEN ADVOCATING AS THE ACCEPTABLE STANDARDS FOR TRUE NATIONAL HEALTH CARE REFORM.

*The proposal offered by Senator Dole is even worse than these two problematic bills!

*Congressional leadership and the White House likely will craft some compromise measure(s) to be voted on by the House and the Senate by the August 13th recess. In light of the Senate Finance and House Ways and Means bills, the Dole proposal and the major campaign being waged by health care reform opponents, bad compromise bills that also fail to meet the needs of people with HIV/AIDS are not only possible, but perhaps likely UNLESS WE ACT AGGRESSIVELY TO TURN THE TIDE!

* Call or fax Senator Feinstein at: Tel. (202) -224-3841, Fax (202) -228-3954. Call or fax Senator Boxer at: Tel. (202) -224-3553, Fax (202) -956-6701. Also contact your representative (House Switchboard: 202-225-3121) now and deliver the message below! Follow up the call with a letter immediately after the call! The general address is: The Honorable _____, U.S. Senate (or) House of Representatives, Washington, D.C. 20510 (Senate zip code) or 20515 (House of Representatives zip code).

*Deliver this simple message: People living with HIV and AIDS desperately need real health care reform passed this year. To serve our needs, reform must meet these principles:

**Most Importantlv (and most in danger):**
Universal coverage by a specified date
All employers must contribute their fair share
Single payer option for states

**Also Crucial:**
Comprehensive Benefits
Affordable for all
Real Cost Controls
Quality of care

*Start planning now to call and if at all possible visit your House member's district office during the July 2nd to July 10th recess to deliver the same message in person, with a group of constituents if possible. Remember the August 13 to September 11 recess too.

*Use the SFAF materials we have sent you to add detail and explanation to the principles outlined above and to plan your calls, letters, visits and campaign.
JOB LISTINGS

Please call or come to our office to receive more detailed information. (Deadline)

- **Case Manager**. UCSF AIDS & Substance Abuse Program. UCSF Personnel, 1350 7th Ave., SF 94143-0832. 415/476-1645. Job #B1281D.
- **Program Director**. UCSF Bay Area Research Consortium on Women and AIDS. UCSF Personnel, 1350 7th Ave., SF 94143-0832. 415/476-1645. Job #NSF01908V.
- **Volunteers** for Youth Empowerment Services (YES) are needed to facilitate workshops, develop activities or to just help keep the YES Center going. Call 415/487-5777 or stop by 1242 Market Street (between 8th & 9th), 2nd & 3rd floors.
- **Volunteers** for the Women's AIDS Network are needed to develop and organize the resource library, develop educational packets on Women & HIV and assist with Community Forum planning and implementation. Call 415/621-4160.

NOTES

**WAN General Membership Meeting**

Please note that the next WAN General Membership Meeting will be held on the third Tuesday in September (9/13) in observance of Rosh Hashana. Meetings will continue on the second Tuesday of every month thereafter. Same place (Lyon-Martin Women's Clinic 1748 Market Street, Suite 201), time (9-9:30am: social hour;9:30-11:30am: general membership/educational forum) and bat channel!

Forum Topic: Lisa O'Connor and Rebecca Dennison will report on the International AIDS Conference held in Yokohama.

**WAN Membership**

Please support WAN with your membership! Memberships underwrite the cost of our monthly newsletters, community forums and help us to keep women's issues in the forefront. Membership rates are as low as $7.50 for special needs to $20 for individuals. Fees are waived for HIV+ members.

WAN's Membership Committee will meet on Tuesday, August 16th at 10am at Josie's Cabaret Cafe on 16th & Market. We'll discuss our upcoming membership drive and we welcome your ideas! Please contact the WAN Office for more information.
NEXT WAN MEETING

TUESDAY, SEPTEMBER 4, 1990, 9:30 - 11:30 a.m.

25 VAN NESS, 3RD FLOOR CONFERENCE ROOM

ATTACHMENTS:
WAN Minutes August 7, 1990
Report from "Women and Clinical Drug Trials: A Community Forum"

TOPIC OF NEXT WAN MEETING:
Medical Update from VIIth International AIDS Conference presented by Nancy Padian, Ph.D.
MINUTES OF WAN MEETING AUGUST 7, 1990

AGENDA:

1. Introductions/Announcements
2. World AIDS Day
3. Women and HIV National Conference
4. Latex Dam Card
5. Financial Report
6. Women's Needs Assessment
7. Sandra Hernandez on Women's Needs Assessment
8. ACT-UP Update

INTRODUCTIONS/ANNOUNCEMENTS:

WAN has moved into its new office. Please note we are now at 25 Van Ness, 3rd floor. We are in a small lounge off the large conference room. Our mailing address is: c/o SFAF, P.O. Box 6182, San Francisco, CA 94101-6182. Our phone number is unchanged: 415/864-4376 ext. 2007 (voicemail). Sorry for the delay in the minutes this month due to the move.

WAN has completed an updating of the Women and HIV Information packet. The new packet has more articles and factsheets on issues related to women and HIV. The cost is $10. You can send your checks to the above address to receive a packet.

The Women's Needs Center presents: A Women's Safe Sex Extravaganza, September 18, 1990, 8-10pm, San Francisco Women's Building, 18th Street and Valencia. Childcare provided. An evening of showing and telling about safer sex issues. This will be a safe environment for women to come ask questions, get information, find out things you've always wanted to know about sex in the age of AIDS. There will also be the latest sex toys, books, and videos from places around San Francisco. For more information, call Belma or Adele at 415/255-9849.

The Women's Needs Center sponsors a Safe Sex Support Group, an ongoing drop-in group for women interested in an/or dealing with safer sex issues. Meetings are every Tuesday 6-8pm at 1825 Haight Street. For more information, call Belma or Adele at 415/221-7373.

Tatiana & Company present a benefit performance at the Women's Building for the HIV Support Group for Women at the S.F. Women's Building. Saturday, August 25 8pm-12am, $5 donation.

The Methadone Detox Clinic at San Francisco General Hospital will close in one month.
M.D. Personal Products has developed a female condom available to consumers in early 1991. They are interested in level of interest, comments, concerns and opinions about the idea of a female condom and their condom in particular. For more information, contact Deborah J. Behrens at 415/956-1791.

Maria House from The Center in the East Bay would like to get women together regularly on Thursdays for social contact. HIV+ women and parents and grandparents of children with HIV are welcome. Also free lunch is provided on Thursdays for infected people. For more information, contact Maria at 415/845-6447.

HIV Positive Women's Support Group facilitated by Maria St. John on alternate Sundays, 1-4pm. Sliding scale fee: $10-30 per session. Participants explore breath work, creative visualization, and gentle movement techniques as part of their personal treatment programs. Call Maria at 415/695-8834.

Patient advocates for Necessary Treatment (PANT) is embarking on plans for an all-day event tentatively entitled, "Everything You've Ever Wanted to Know About Being in a HIV Clinical Trial", to be scheduled on a Saturday during September or early October. If you are interested in participating in the event, call Morgan Fine for questionnaire and information at 415/863-7684.

The Center for US-USSR Initiatives is leading an October, 1990 delegation of women on a two-week trip to the USSR to meet Soviet women. They are looking for professionals and activists in the fields of health, education, law, environment, family planning and social services to participate. For more information, call 415/346-1875.

We have in the WAN office the third issue of the S.F. City and County Quarterly HIV Seroprevalence Report. New to this report are preliminary data from surveys of patients under treatment for tuberculosis at the municipal tuberculosis clinic. Also, new are tables describing the HIV seroprevalence for gay and bisexual men attending a sexually transmitted disease clinic, subdivided by age group and by race/ethnicity.

The Ackerman Institute for Family Therapy has created two videotape and workbook training packages for professionals working with individuals, couples and families where a person has HIV. One package is on AIDS and Families, the other on AIDS and the Inner City. For more information, call 212/879-4900.

We have in the office the most recent list of AIDS sensitive clergy from the S.F. Interreligious Coalition on AIDS.

We have in the WAN office a 1990 catalog from The Haworth Press which describes new books and journals on grief, loss and
bereavement, as well as books specifically on AIDS. Their phone number is 1-800-3-HAWORTH.

The Media Network has published "Seeing Through AIDS", a guide to the best available films and videotapes on HIV/AIDS including topics like Women and AIDS, AIDS and People of Color, Youth, etc. For more information, call 212/619-3455.

Women and HIV: Passion and Power is a women's HIV therapy and support group conducted by Marlene Ritchie and David S. Johnson, Monday evenings, 6-7:30pm. Fees are $20-$35 per session, based on a sliding scale. For more information, call David at 664-6138 or Marlene at 431-5778.

Disability and Empowerment is an eight week support group for those currently on or considering starting HIV-related physical disability. Conducted by David S. Johnson, Wednesday morning, 10-11:30 am. Fees are $20-$35 per session, based on a sliding scale. For more information, call David at 664-6138.

The San Francisco AIDS Foundation's Client Services Department has formed a resource development and information exchange group for heterosexual and bisexual men with AIDS or ARC. The group is free and meets weekly. For more information, call Terry Hanson at 415/864-5855 ext. 2520.

Quan Yin Healing Arts Center has started a new, low-cost, non-profit acupuncture clinic on Wednesday mornings and Friday afternoons for people with HIV. The Center also sells Chinese and American herbal formulas. The Center will continue to sponsor the Chinese Herbal Treatment program for people with HIV, and the S.F. AIDS Alternative Healing Project. There are also planning a Wellness Program to support people with chronic and life-threatening illnesses. For more information, call 861-4964.

"AIDS in the Black Community: The Physician's Role" is a new video of special importance to physicians and other health care providers in the Black community. For information, call 615/321-5066.

The Community Living Room in Redwood City is currently looking for PWAs to volunteer in their AIDS education program. They will be paired with teen peer educators to do presentations to high risk teens. For more information, call Jeffrey Rolston at 415/572-0535.

The Zen Center Hospice Volunteer Program is offering a 40-hour training in September for new volunteers who can commit to five hours of volunteer service per week for one year. For more information, call 415/863-2910.
HIVCare at Saint Francis Memorial Hospital is announcing a new study of Rifabutin Therapy for the prevention of Mycobacterium-avium Complex Bacterium. For information, call Drew Catapano at 415/775-4321 ext. 2512.

The Center for Attitudinal Healing presents an evening with Gerald Jampolsky, M.D. and Diane Cirincione "Love is the Answer - Creating Positive Relationships", Friday, September 14, 7:30pm at Angelico Hall, Dominican College, San Rafael. Tickets $15, reserved seating. Call 415/472-3500 or BASS at 415/762-BASS.

The AIDS Health Project is sponsoring a self-healing workshop for anyone with AIDS, ARC, HIV. Caregivers, friends and lovers welcome. The focus is on meditative and stress management techniques and on discussion centering around the question, "What have you been doing for yourself that represents healing for you?" The workshop is free and takes place Mondays 7-9pm at the Davies Medical Center - Gazebo Room starting August 20. For more information, call 476-6430.

GAPA Community HIV Project is sponsoring is first major event to support HIV/AIDS services in the Asian and Pacific Islander communities. "An Evening to Celebrate the August Moon" will take place Saturday, September 8 from 7-10pm at the Japanese Cultural and Community center, 1840 Sutter St. For more information, call Jack Badilla-Dawal at 415/334-4747.

Family AIDS Network Support is a new service affiliated with Kairos House that provides a drop-in support groups for parents and family members of HIV affected persons. They seek to develop a core of volunteers to offer support to family members, publicity of resources available, and political and educational efforts to help end discrimination against PWAs. They also seek to provide support and act as a referral service for those grieving the loss of a family member through AIDS. They meet the 2nd and 4th Saturday of each month from 2-3:30 pm at Kairos House, 114 Douglass. For more information, call Leslie Bunch at 415/349-0542 or Kairos House at 415/861-0877.


The Center for Third World Organizing announces the 2nd annual West Coast Community Strategic Training Initiative, August 4-7. This is a training in organizational development, community organizing, management and community economic development. For more information, call Margaret Shockley at 415/654-9601.
The California Association of AIDS Agencies, in association with Inner Visions Seminars, presents Healer, Heal Thyself, a support seminar for AIDS service volunteers and professionals. The retreat will be held September 28-30 at Isis Oasis, Geyserville. For more information, call Art McDermott at 916/447-7199.

CONFERENCES:

AIDSLaw Conference  
Sponsored by: AIDS Legal Service, San Jose and the State AIDS Legal Services Association  
Date: Saturday, November 10, 1990  
Contact: 408/293-3135

Asians and Pacific Islanders: Dispelling the Myth of a Healthy Minority -- A Forum to Confront the True Health Status of Asian and Pacific Islander Americans in the 1990s  
Sponsored by: The Asian American Health Forum  
Date: November 14-17, 1990  
Conference Site: Hyatt Bethesda and the National Institutes of Health, Bethesda, Maryland  
Contact: Ninez Ponce, 415/541-0866

Creating Change: A National Conference for Gay & Lesbian Organizing and Skill Building plus two all-day pre-conference intensives: a Fundraising Institute and a People of Color Organizing Institute  
Sponsored by: National Gay & Lesbian Task Force  
Date: November 10-12, 1990  
Conference Site: Holiday Inn Metrodome, Minneapolis-St. Paul, Minnesota  
Contact: NGLTF, 1517 U St., N.W., Washington, D.C. 20009

JOB OPENINGS:

The Bar Association of S.F. is seeking a full-time Client Services Coordinator. Call 415/764-1600.

Peter Claver Community, a Program of AIDS/ARC Services of Catholic Charities, S.F. is seeking a Case Manager. Send cover letter and resume to Director, Peter Claver Community, Catholic Charities, 1340 Golden Gate Ave., San Francisco, CA 94115.

The Women's Building has an opening for a Development Director. Call 431-1180.

Shanti Project is recruiting for a Director of the Practical Support Program and Director of the Emotional Support Program. Call 415/777-CARE.
Continuum HIV Day Services is seeking an Executive Director/Administrator. Call 415/241-5500.

Most Holy Redeemer Support Group for Persons with HIV disease is looking for an Executive Director. Call 415/863-1581.

AIDS Service Providers Association of the Bay Area has an opening for an Executive Director and a half-time Administrator to: ASPA, 10 UN Plaza, Suite 200, San Francisco, CA 94102.

The San Francisco Men's Health Study is recruiting for the positions of Secretary, Lab Assistant, Physician's Assistant, and Clerk. Call 415/750-6522.

PHREDA, Perinatal HIV Reduction and Education Demonstration Activity announces the job opening of Project Director. For more information, call Melanie Tervalon at 415/476-0484.

The Multicultural Training Resource Center has immediate openings of Administrator, Bookkeeper, Administrative Assistant, Receptionist/Assistant bookkeeper, and Trainer/Technical Assistance Specialist. Send resumes to: Sala Udin, Executive Director, MTRC, 1540 Market St., Suite 320, San Francisco, CA 94102.

The Narcotics Education League is currently recruiting to fill the following positions: Project Director, Community Health Outreach Workers, Project Assistant/Secretary for a new Latino AIDS Outreach Program in Oakland. Call 415/531-2996.

The National Lawyers Guild AIDS Network is hiring an Executive Director. Send a resume and three references to: National Lawyers Guild AIDS Network, 558 Capp Street, San Francisco, CA 94110.

Salud Para La Gente, community based health agency is offering the following positions: Mental Health Program Manager, Community Services Program Manager, AIDS Program Manager, Client Services Coordinator. Bilingual required for all positions. Send resume to: Salud Para La Gente, 10 Carr Street, Watsonville, CA 95076.

The Solano AIDS Task Force is seeking a Volunteer Coordinator. Call Alice Gandelman at 707/553-5552.

WORLD AIDS DAY:

Sue Pearlman at San Francisco General Hospital has money for World AIDS Day (the focus this year is on Women and AIDS). We will work with her to organize a week of activities.
WOMEN AND HIV NATIONAL CONFERENCE:

Members of ACT-UP Women's Caucus met with Anthony Fauci (NIAID Director) and Dan Hoth (Director of NIAID's Division of AIDS) and they agreed to a national conference on women and HIV. They have also agreed to the formation of a committee on women and HIV to set policy and research agendas and priorities on clinical trials. They have asked Moher Downing for a list of women to be on a planning committee for the conference.

LATEX DAM CARD:

Ruth Schwartz at the S.F. AIDS Foundation was asked by Impact AIDS, Inc. (the agency producing and marketing materials for the S.F. AIDS Foundation) to draft the text of a card on the use of latex dams. The group gave input to Ruth.

FINANCIAL REPORT:

We currently have $1,150 in the bank and $880 more coming from Pat Christen at the S.F. AIDS Foundation (thank you to Pat). The Board is working on several grants for WAN.

WOMEN'S NEEDS ASSESSMENT:

We sent a mailing to every AIDS service agency to join us in planning a women and HIV needs assessment.

Some background information: In 1986, Nancy Shaw of the Women's AIDS Network, wrote the "Women and Clinical Resource Guide" and in it, recommended that a women's needs assessment be done. The Mayor's HIV Task Force didn't address women in their report. Also, it looked like services for women with HIV might not continue at the AIDS Health Project. For these reasons and others, we have been committed to doing a needs assessment for at least 5 years.

SANDRA HERNANDEZ ON WOMEN'S NEEDS ASSESSMENT:

Sandra Hernandez, MD (Director of AIDS Office, S.F. Department of Public Health): The Department of Public Health (DPH) sees the need for prevention and health services in four major communities: youth and adolescents, women, people of color, and the general population. We think that needs assessments need to happen from the communities themselves to our office, not the reverse. We need to assess the S.F. model of services to meet those communities. Unfortunately she has no staff available for
this. Nobody gives DPH money for planning or needs assessments.

The City put aside $2.35 million for HIV on reserve, pending salary savings and the state deficit. There are three categories for this money: 1) early intervention - $1.3 million, 2) augment long-term healthcare services (lost from budget cuts), 3) new prevention services for women, youth and people of color (for services, not planning or evaluation of these services).

There are three entities looking at women and AIDS:
1) The Women's Commission
   - did report on status of women's health, including women and AIDS
2) Family Health Bureau, DPH
   - perinatal women's health related to HIV
3) AIDS Office
   - now working on overall needs assessment on health services and prevention for all city

A Task Force from WAN could work with AIDS Office to put women in the above needs assessment.

The Kennedy-Waxman AIDS bill for $20 million is for new services. She will request some administrative help. She'll look for one person to do needs assessments in her office.

There are two committees to the AIDS Office: the Prevention Advisory Committee and the Health Services Advisory Committee. We should put WAN members on them so we can have input into spending money from this bill. (We have 2 members on the Prevention Committee).

The S.F. model we know isn't working for a lot of communities. The AIDS bill money will allow us to be creative in changing S.F. model. There will also be a Planning Council for this money. It will probably be appropriated soon. There is a 60 day requirement from the day it is authorized to when it reaches the emergency sites (including S.F.). We need to plan where the money will go. The Mayor's HIV Task Force will participate in the Planning Council so WAN should be on this Task Force too. We need to define units of service so women get access.

There is a half million dollars potentially from the Board of Supervisors to augment services in prevention and they are looking at women.

A question was asked about why the Methadone Detox Clinic will close at San Francisco General Hospital (SFGH). Sandra Hernandez: To deal with the $15 million deficit from the state, AIDS services will be cut because many health services will be cut, like the Methadone Detox at SFGH. SFGH gets one-third of DPH money. So where will the hospital cut $5 million? Several
Board of Supervisors don't believe in methadone, so if we want to save methadone, we need to work on the Board of Supervisors. She sees methadone detox as AIDS prevention and services and she opposed the closure. But the hospital is in a jam. CSAS needs to find federal money to support drug treatment, detox, and other programs. The AIDS office will have to subsidize a lot of other health services. They will think about funding residential drug program form the AIDS bill.

The AIDS Office will lose $1 million from the state, which is a lot less than other departments. The Office is 95% grant funded; only six staff people come from City dollars. Other divisions need to identify federal dollars to make up for cuts. Many other services at SFGH will be lost. There is animosity towards the AIDS office from other city departments and it will increase as people lose jobs and programs fold. This has led to increasing AIDS phobia. The mayor has said he will look beyond the health department to make up the $15 million deficit.

A number of WAN members are interested in being on the Health Services Committee and other committees. The Needs Assessment Committee will meet to make recommendations to the membership about what steps to take towards getting a needs assessment for women. We want to prioritize needs for women, and we will have a half hour discussion at the next meeting to do this.

**ACT-UP UPDATE:**

There has been some reorganization since the AIDS International Conference. The ACT-UP Women's Caucus will have a once a month meeting for women in ACT-UP. The other three weeks a new Women's Action Committee of the Women's Caucus will do action work and planning. There will now be a Lesbian Caucus and a People of Color Caucus. There will also be a Youth Action Committee, a Substance Abuse and HIV Committee, a Homeless and Housing Committee, and a Sex Workers Issue Committee.
Women and Clinical Drug Trials: A Community Forum

On Monday, July 23, the Community Consortium sponsored the first in a series of community forums focusing on clinical drug trials. The forum was a chance for those interested in clinical drug trials to interact with providers, AIDS researchers, community activists and women living with HIV. The evening consisted of several parts. First was a chance to network and gather community resources followed by a two-part panel discussion. Shirley Gross, the Director of Bayview-Hunter's Point Foundation, moderated a panel discussion comprised of:

Dr. Sandra Hernandez, Director, SFDPH AIDS Office
Dr. Eric Goosby, San Francisco General Hospital, UCSF, Methadone Maintenance Clinic
Kim Corsaro, Project Inform, Board of Directors
Dr. Toby Diner, representing the Community Consortium
Dr. Rebecca Coleman, The SFGH AIDS Clinical Trials Group

Each speaker addressed a particular set of issues with time allotted at the end for questions and further discussion.

In addition to moderating, Ms. Gross spoke of some of the barriers of access to health care for women of color. She expressed the need for access to health care that is helpful and healthy.

Dr. Hernandez presented an epidemiological overview and an historical account of the development and use of clinical trials across diseases. Additionally, she raised some important questions concerning access to health care and the use of clinical trials in lieu of adequate health care; the importance of the doctor-patient relationship and its changing nature due to HIV infection; and, that the importance of acknowledging that a woman's choice to enroll in a clinical trial is truly her choice.

Kim Corsaro spoke about the development of the Community Research Alliance (CRA) and Project Inform (PI), and why they have chosen to merge. She discussed how the CRA/PI drug trial model differs from other trial models highlighting: 1) the commitment to collect and explore alternative treatments to HIV infection; 2) to aid in the collection of data which ultimately will speed up access to treatments; 3) to inform HIV+ individuals of these alternative treatments as options in their health care.

Dr. Coleman addressed issues specifically related to a woman's choice to become pregnant while on a drug trial; what is known about the effects of Retrovir (AZT) and aerosolized pentamidine in men versus women; and the issue of birth control method and use while on a clinical drug trial. The data shows that there are no differences in the effects on women and men with regards to AZT or aeropent. Dr. Coleman emphasized that an individual needs to understand what s/he is agreeing to when enrolling in a clinical trial.

Dr. Diner spoke about the differences between the AIDS Clinical Trials Group and Community-based clinical trials. She addressed the issues involved in deciding whether or not to enroll in a trial and the role that providers have in differentiating between clinical and research judgments with regards to his/her patient.

Dr. Goosby addressed some of the nuts and bolts in understanding and
monitoring one's healthcare. He addressed what should be covered in a baseline medical evaluation and 'deciphered' the meaning of some of the more common clinical markers. Dr. Goosby, too, addressed the difference between participating in a research protocol and having adequate health care and monitoring for HIV-infection. Additionally, because of his experience in working with IDUs, he addressed some of the issues involved in working with people who are both active substance users and those in recovery.

Next, Catherine Maier, the Director of Women's Services at the San Francisco AIDS Foundation, spoke regarding issues of concern to her clients. She then introduced two women living with HIV, who spoke about their experiences trying to access the healthcare system, participation in drug trials, what it is like to be a mother with HIV with regards to telling your children about it, the self-education process which occurs as a result of being HIV+ and other moving anecdotes.

As usual, there was not enough time to maintain a dialogue and adequately address all of the questions which were raised. However, the level of enthusiasm for the forum was high and the feedback has been very constructive. Many thanks to the Consortium for sponsoring the forum and for Moher Downing and the members of the planning committee for their hard work.

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