



Mobilization Against AIDS

584-B Castro St.
San Francisco, CA
94114

tel 415-863-4676
fax 415-863-4740

Board of Directors

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Rick Hauptman
Martha Nissen
Tom Nolan
Don Sloan
Ron Wong

Mike Shriver
Executive Director

*California's
oldest nonprofit
AIDS advocacy
organization*

October 18, 1993

Mr. Don Pharaoh
Project Inform
1965 Market Street, Suite 220
San Francisco, California 94103

Dear Don:

Mobilization Against AIDS is pleased to confirm the participation of the Project Inform in the 1994 San Francisco AIDS Dance-a-thon scheduled to take place on March 12, 1994. The selection of Moscone Center as the site for the event should make this our most exciting and successful Dance-a-thon to date!

As we discussed, please find enclosed the 1994 contract which describes the terms and conditions of your agency's participation. Please sign and return the contract to me at your earliest convenience.

Please contact me if you have any questions or if I can be of any assistance. I can be reached at 415/863-4676.

Sincerely,

Frankie Nakata
Finance and Administration Director

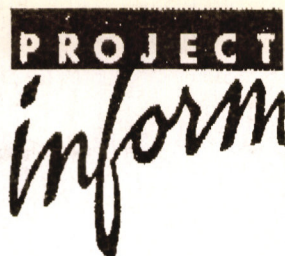
/fn
enclosure

*Hi Don!
Please call if there
are any questions!
Thanks,
Frankie*

Coordinators of
the world's largest
annual grassroots
AIDS event:



International AIDS
Candlelight Memorial
and Mobilization



1965 Market Street, Suite 220, San Francisco, CA 94103

Phone: 415-558-8669, Fax: 415-558-0684

FAX COVER PAGE

To: Mike Shriver, Executive Director
Mobilization Against AIDS
Fax number: 415-863-~~4676~~ 4740
From: Don Pharaoh, Executive Director
Date: October 20, 1993
Subject: 1994 Dance-A-Thon Project Inform
Participation

Number of pages:

Mike,

I wanted to follow-up on your recent FAX asking Project Inform for seed money for the 1994 Dance-A-Thon. As you know, I am very much in favor of the PI's participation and I am especially pleased that PI is in line for a \$25,000 Community Grant Award. I have discussed this matter with the Executive Committee of my Board and they have agreed to the basic outlines of my discussion with Frankie Nakata.

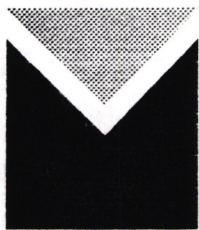
I greatly appreciate your understanding of Project Inform's current financial position, and while we hope that the position will improve in 1994, for the rest of 1993 things continue to look tight. I trust that we can go forward with these event together with the following understanding:

Project Inform will provide \$5,000 in seed money for the event in two equal installments of \$2,500: one in December 1993, and one in January 1994. In addition, Project Inform will work to secure \$5,000 in underwriting from an individual and/or corporate sponsor. Project Inform agrees that this additional underwriting funding will not be returned to PI, but serve as a gift to the Dance-A-Thon.

It is further understood that PI will receive the \$5,000 seed money after the event in March 1994 in addition to the \$25,000 grant award.

Please let me know if you require any further information from us. Thanks as always.

cc: Project Inform Executive Committee



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Mike Shriver
Executive Director

*California's
oldest nonprofit
AIDS advocacy
organization*

Facsimile

Date:

October 22, 1993

Please deliver to:

Don Pharaoh

Project Inform

415.558-0684

From:

Frankie Nakata

Mobilization Against AIDS

Number of pages

to follow: **1**

Hi Don!

Pursuant to our discussion, attached is a revised page two of the Dance contract. Please call with any other concerns!

Thanks!

Coordinators of
the world's largest
annual grassroots
AIDS event:



Payment shall be paid in two installments. The first installment, \$2,500, is due on or before December 1, 1993 and the second, \$2,500, is due on or before January 1, 1994. Checks should be made payable to *Mobilization Against AIDS* and should be sent to:

Frankie Nakata
Mobilization Against AIDS
584-B Castro Street
San Francisco, California 94114.

These funds are guaranteed by MAA and will be repaid to your agency within 30 (thirty) days of the event.

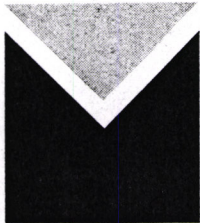
4. PI shall secure a total of \$5,000 in contributions, specifically in the form of grants, for MAA. These funds, combined with the \$5,000 advance referred to in paragraph 3, shall constitute PI's "seed money" responsibility.

PI guarantees these funds and shall secure contributions by March 31, 1994.

These funds will not be repaid to PI, but will be considered a contribution to MAA.

5. PI shall use its share of proceeds exclusively as outlined in your agency's Letter of Intent to participate in the 1994 Dance-a-thon.

PI shall provide MAA with reports to describe how proceeds have been used to support projects detailed in your Letter of Intent. These reports shall be submitted to MAA using the attached form entitled *Quarterly Project Review* immediately after the close of each quarter.



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Via Courier

November 18, 1993

Mr. Don Pharaoh
Project Inform
1965 Market Street, Suite 220
San Francisco, California 94103

Dear Don:

Please find enclosed herewith, the 1994 Dance-a-thon contract. Please review, sign and return this to me at your earliest convenience. Please note that the first installment of seed money is due on or before December 1, 1993.

Please contact me if you have any questions.

Sincerely,

Frankie Nakata
Director of Finance and Administration

/fn
enclosure

Coordinators of
the world's largest
annual grassroots
AIDS event:



International AIDS
Candlelight Memorial
and Mobilization



30 November 1993

Mr. Mike Shriver Executive Director
Mobilization Against AIDS
584 Castro Street, #B
San Francisco, California 94114

Dear Mike:

Here is our contract with corrections as noted. I must apologize for the lateness of the return, but there was some confusion over a previous version of the contract. I had asked that a full revised version of the contract be sent to me, but only the revised pages were faxed. As I am sure you know, it is simply usual form that when a contract document is changed that a full copy of the revised copy is submitted, not just the revised pages. This takes care of any confusion concerning the matter.

For whatever reason, Frankie was reluctant to provide this new copy, thus causing the delay. I also understand that a number of other designated beneficiaries have had similar difficulties with the logistics of this process.

I had called you to try to clarify this matter, but I assume you did not receive the message. Please know that Project Inform is very honored to be a designated beneficiary of this event, and is committed to utilizing our volunteer and fundraising resources to support the Dance-A-Thon in any way possible.

I do hope that in the future, a simple request as noted above can be handled without the confusion and reticence of this instance. Please call me if you have any questions or concerns.

Sincerely,

A handwritten signature in black ink, appearing to read "Don Pharaoh". The signature is fluid and cursive, with a long, sweeping line extending from the end.

Don Pharaoh
Interim Executive Director

Payment shall be paid in two installments. The first installment, \$2,500, is due on or before December 1, 1993 and the second, \$2,500, is due on or before January 1, 1994. Checks should be made payable to *Mobilization Against AIDS* and should be sent to:

Frankie Nakata
Mobilization Against AIDS
584-B Castro Street
San Francisco, California 94114.

These funds are guaranteed by MAA and will be repaid to your agency within 30 (thirty) days of the event.

4. PI shall ~~secure~~ ^{endeavor to} a total of \$5,000 in contributions, specifically in the form of grants, for MAA. These funds, combined with the \$5,000 advance referred to in paragraph 3, shall constitute PI's "seed money" responsibility.

~~D.P. PI guarantees these funds and shall secure contributions by March 31, 1994.~~

These funds will not be repaid to PI, but will be considered a contribution to MAA. ^{to cover the costs associated with the production of Dance-A-thon 1994.}

5. PI shall use its share of proceeds exclusively as outlined in your agency's Letter of Intent to participate in the 1994 Dance-a-thon.

PI shall provide MAA with reports to describe how proceeds have been used to support projects detailed in your Letter of Intent. These reports shall be submitted to MAA using the attached form entitled *Quarterly Project Review* immediately after the close of each quarter.

6. PI shall provide Miller, Zeichik and Associates (hereinafter "MZA"), producers of the event, with your agency's donor list no later than December 1, 1993. The list must be provided on diskette (either 5-1/4" or 3-1/2") or preferably on magnetic tape, in a DBase or ASCII fixed length file. *in No. California*

MAA and the producers will not sell, lease or otherwise furnish your donor list to any third party for any purpose, without your consent. *It is understood by all parties that PI's list is confidential. MAA and the producers agree to take all reasonable measures to ensure the security of this list.*
Names of dancers and sponsors will not be available for use by participating agencies. MAA may use these names in recruiting for future Dance-a-thons. *only.*

7. PI shall provide MZA with your agency's volunteer list no later than December 1, 1993.

Your agency's volunteer coordinator will be contacted if assistance is required in recruiting volunteers for the event.

The producers and MAA will not sell, lease or otherwise furnish your volunteer list to any third party for any purpose, without your consent.

8. PI will ensure that all dancers are informed that checks must be made payable to "AIDS Dance-a-thon." Dance-a-thon participants and sponsors shall not have the right to designate which specific AIDS related organizations are to receive their sponsorship or contributions. All donations made in relation to the Dance-a-thon, from whatever source, will be deposited into the Dance-a-thon account and the distribution of all proceeds shall be from moneys from that account.



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Mike Shriver
Executive Director

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Via Courier

December 6, 1993

Mr. Don Pharaoh
Project Inform
1965 Market Street, Suite 220
San Francisco, California 94103

Dear Don:

Please find enclosed herewith, a revised copy of 1994 Dance-a-thon contract that reflects the issues you, Paul Wisotzky and I discussed on Friday, December 3. Specifically, we agreed that the original terms and conditions regarding seed money remain unchanged. We also agreed that Project Inform will not be required to submit its donor mailing list to MZA for the first mailing, but will coordinate that effort in-house. The details of this arrangement and our agreement can be found in paragraph 6 of the contract.

Unfortunately, your request, Don, to make special arrangements for Project Inform's volunteer list cannot be reasonably accommodated. Your suggestion that Project Inform "guarantee to supply volunteers" does not coincide with the process used by MZA. As we discussed, I and MZA assure you that your volunteers will be approached with the highest level of professionalism and that your list will not be used for any other event. Project Inform's volunteer list, in addition to lists from the San Francisco AIDS Foundation, Shanti Project, AIAI, BCA, GCHP, HPP, and Instituto Familiar, will be managed with the greatest care to ensure its confidentiality.

Coordinators of
the world's largest
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International AIDS
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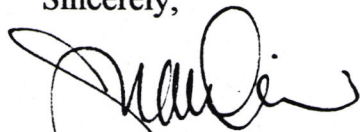
Pharaoh
Project Inform
December 6, 1993
Page Two

I have just received a request from MZA for 25-50 brochures from your agency. These brochures will be included in packages distributed to various groups that support the Dance. At your earliest convenience, can you please forward brochures to the attention of Kevin Gillis at the Dance office which is located at 230 California Street, Suite 400, San Francisco, California, 94111.

Thank you for your immediate attention to the review and return of the contract. Please contact me if I can provide any clarification.

Lastly, please extend my sincere thanks to Paul Wisotzky for his efforts that allowed us to reach resolution expeditiously.

Sincerely,

A handwritten signature in black ink, appearing to read 'Frankie Nakata', with a large, stylized loop at the end.

Frankie Nakata
Director of Finance and Administration

/fn
enclosure



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Via Courier

December 9, 1993

Mr. Don Pharaoh
Project Inform
1965 Market Street, Suite 220
San Francisco, California 94103

Dear Don:

Pursuant to my conversation yesterday afternoon with Ben Collins, please find enclosed herewith, a revised copy of 1994 Dance-a-thon contract. Ben described Project Inform's desire to contact volunteers prior to submitting your volunteer list and confirmed that this can be completed by January 1, 1994. I've modified page three of the contract to reflect this new date.

Thank you for your immediate attention to the review and return of the contract. Please contact me if I can provide any clarification.

Sincerely,

Frankie Nakata
Director of Finance and Administration

/fn
enclosure

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and Mobilization

CONTRACT

This contract is entered into by and between Mobilization Against AIDS (hereinafter "MAA") and Project Inform (hereinafter "PI") regarding the San Francisco AIDS Dance-a-thon (hereinafter "Dance-a-thon"), a fund raising event benefiting AIDS organizations, scheduled to take place on March 12, 1994 in San Francisco.

1. PI recognizes that the Dance-a-thon is a fund raising activity managed by MAA. MAA reserves for itself all final decisions regarding all Dance-a-thons except as may be explicitly stated in this or other contracts. MAA assumes full responsibility and liability for the 1994 Dance-a-thon except as may be explicitly delegated in this or other contracts.
2. PI shall receive a grant of \$25,000 from the proceeds of the 1994 Dance-a-thon. This grant will be paid within 30 (thirty) days of the event.

MAA will make all good faith efforts to ensure the success of the 1994 Dance-a-thon. However, MAA makes no guarantee regarding the financial results of the event and will not be liable to any participating agency if the event fails to reach projected income goals. In the event that the 1994 Dance-a-thon experiences a net loss, this grant will not be extended.

Should PI cease to exist or lose its tax-exempt status prior to distribution of the Dance-a-thon proceeds, MAA shall distribute your agency's share of the proceeds to one or more tax-exempt AIDS education and service organizations.

3. PI shall advance \$5,000 to Mobilization Against AIDS. These funds will be used to cover MAA's internal expenses related to the administration of the event.

Payment shall be paid in two installments. The first installment, \$2,500, is due on or before December 1, 1993 and the second, \$2,500, is due on or before January 1, 1994. Checks should be made payable to *Mobilization Against AIDS* and should be sent to:

Frankie Nakata
Mobilization Against AIDS
584-B Castro Street
San Francisco, California 94114.

These funds are guaranteed by MAA and will be repaid to your agency within 30 (thirty) days of the event.

4. PI shall secure a total of \$5,000 in contributions, specifically in the form of grants, for MAA. These funds, combined with the \$5,000 advance referred to in paragraph 3, shall constitute PI's "seed money" responsibility.

PI guarantees these funds and shall secure contributions by March 31, 1994.

These funds will not be repaid to PI, but will be considered a contribution to MAA.

5. PI shall use its share of proceeds exclusively as outlined in your agency's Letter of Intent to participate in the 1994 Dance-a-thon.

PI shall provide MAA with reports to describe how proceeds have been used to support projects detailed in your Letter of Intent. These reports shall be submitted to MAA using the attached form entitled *Quarterly Project Review* immediately after the close of each quarter.

6. In lieu of providing MZA with a copy of PI's Northern California donor list for the first Dance-a-thon mailing, PI elects to and shall execute the PI mailing using PI resources to

secure the confidentiality of this donor list. This list has been identified by PI to contain approximately 6,000 donors.

Materials for the mailing shall be provided to PI by MZA no later than December 24, 1993 and shall include a solicitation letter, mailing envelope, registration card and business reply envelope. Because PI's mailing will be exclusive of the MZA mailing and will not be made available for cross-referencing of lists for duplicate entries, PI shall produce and include an insert that apologizes to the recipient for such duplications. This insert will be produced at PI's expense. The content of this insert shall be approved by MAA and MZA. All other mailing costs, such as postage and labor for assembly of each piece, shall also be at PI's expense.

PI shall coordinate this effort with MAA staff and shall complete this mailing no later than January 4, 1994.

7. PI shall provide MZA with your agency's volunteer list no later than January 1, 1994.

Your agency's volunteer coordinator will be contacted if assistance is required in recruiting volunteers for the event.

The producers and MAA will not sell, lease or otherwise furnish your volunteer list to any third party for any purpose, without your consent.

8. PI will ensure that all dancers are informed that checks must be made payable to "AIDS Dance-a-thon." Dance-a-thon participants and sponsors shall not have the right to designate which specific AIDS related organizations are to receive their sponsorship or contributions. All donations made in relation to the Dance-a-thon, from whatever source, will be deposited into the Dance-a-thon account and the distribution of all proceeds shall be from moneys from that account.
9. PI agrees to allow the Dance-a-thon to use its name as a beneficiary of the event in any publicity or promotional

materials for the event. Where impractical to list all agencies, a generic statement such as "AIDS education and service providers" will be used.

10. PI will make all good faith efforts to publicize the event, to recruit participants and to contribute to the overall success of the event. Activities may include, but are not limited to, promoting the event in mailings or newsletters, publicizing the event at educational or community events, and encouraging your agency's board members, staff and supporters to participate in the event.
11. All Dance-a-thon advertisements and materials used for publicity or promotion of the event shall be approved and coordinated, prior to distribution, by MAA and MZA.
12. PI acknowledges that participation in the 1994 Dance-a-thon is no guarantee of participation in future dances should they occur.
13. PI agrees not to organize or participate in any AIDS Dance-a-thons held in San Francisco within twelve months of the 1994 San Francisco AIDS Dance-a-thon.

PI further agrees not to sponsor or participate in fund raising activities benefiting AIDS related organizations, other than the 1994 Dance-a-thon, on or about the date of the Dance-a-thon.

14. The individuals executing this contract on behalf of PI and MAA represent that execution of this contract has been authorized and directed by the governing body of the respective organizations if necessary and that they have the authority to execute the same on behalf of said organizations.
15. This contract contains the entire understanding of the parties with respect to the subject matter hereof and supersedes any prior agreement between the parties. No change, termination, or attempted waiver of any of the provisions hereof shall be

binding unless in writing and signed by the party against whom
the same is sought to be enforced.

This contract is effective immediately upon signing on behalf of all parties.

Project Inform:



Don Pharaoh
Executive Director

12/13/93
Date

Mobilization Against AIDS:



Michael Shriver
Executive Director

12/17/93
Date

CONTRACT

This contract is entered into by and between Mobilization Against AIDS (hereinafter "MAA") and Project Inform (hereinafter "PI") regarding the San Francisco AIDS Dance-a-thon (hereinafter "Dance-a-thon"), a fund raising event benefiting AIDS organizations, scheduled to take place on March 12, 1994 in San Francisco.

1. PI recognizes that the Dance-a-thon is a fund raising activity managed by MAA. MAA reserves for itself all final decisions regarding all Dance-a-thons except as may be explicitly stated in this or other contracts. MAA assumes full responsibility and liability for the 1994 Dance-a-thon except as may be explicitly delegated in this or other contracts.
2. PI shall receive a grant of \$25,000 from the proceeds of the 1994 Dance-a-thon. This grant will be paid within 30 (thirty) days of the event.

MAA will make all good faith efforts to ensure the success of the 1994 Dance-a-thon. However, MAA makes no guarantee regarding the financial results of the event and will not be liable to any participating agency if the event fails to reach projected income goals. In the event that the 1994 Dance-a-thon experiences a net loss, this grant will not be extended.

Should PI cease to exist or lose its tax-exempt status prior to distribution of the Dance-a-thon proceeds, MAA shall distribute your agency's share of the proceeds to one or more tax-exempt AIDS education and service organizations.

3. PI shall advance \$5,000 to Mobilization Against AIDS. These funds will be used to cover MAA's internal expenses related to the administration of the event.

9. PI agrees to allow the Dance-a-thon to use its name as a beneficiary of the event in any publicity or promotional materials for the event. Where impractical to list all agencies, a generic statement such as "AIDS education and service providers" will be used.
10. PI will make all good faith efforts to publicize the event, to recruit participants and to contribute to the overall success of the event. Activities may include, but are not limited to, promoting the event in mailings or newsletters, publicizing the event at educational or community events, and encouraging your agency's board members, staff and supporters to participate in the event.
11. All Dance-a-thon advertisements and materials used for publicity or promotion of the event shall be approved and coordinated, prior to distribution, by MAA and MZA.
12. PI acknowledges that participation in the 1994 Dance-a-thon is no guarantee of participation in future dances should they occur.
13. PI agrees not to organize or participate in any AIDS Dance-a-thons held in San Francisco within twelve months of the 1994 San Francisco AIDS Dance-a-thon.

PI further agrees not to sponsor or participate in fund raising activities benefiting AIDS related organizations, other than the 1994 Dance-a-thon, on or about the date of the Dance-a-thon.

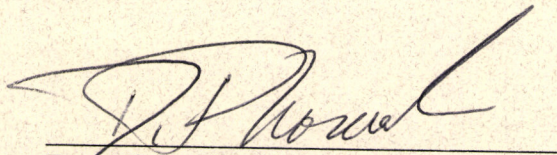
14. The individuals executing this contract on behalf of PI and MAA represent that execution of this contract has been authorized and directed by the governing body of the respective

organizations if necessary and that they have the authority to execute the same on behalf of said organizations.

15. This contract contains the entire understanding of the parties with respect to the subject matter hereof and supersedes any prior agreement between the parties. No change, termination, or attempted waiver of any of the provisions hereof shall be binding unless in writing and signed by the party against whom the same is sought to be enforced.

This contract is effective immediately upon signing on behalf of all parties.

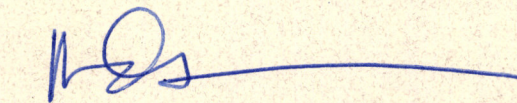
Project Inform:



Don Pharaoh
Executive Director

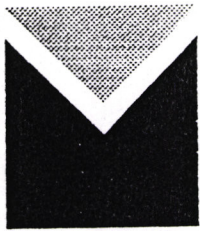
Nov. 30, 1993.
Date

Mobilization Against AIDS:



Michael Shriver
Executive Director

November 1, 1993
Date



Mobilization Against AIDS

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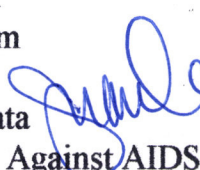
Mike Shriver
Executive Director

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MEMORANDUM

Via Facsimile
415/558-0684

TO: Don Pharaoh
Project Inform

FROM: Frankie Nakata 
Mobilization Against AIDS

DATE: December 23, 1993

RE: **1994 DANCE-A-THON**

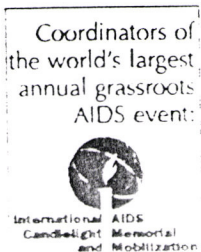
Thank you for returning the Dance contract; I've put a copy in the mail for your records. Thanks also to you and Ben Collins for the copy of PI's volunteer list; I'll forward it to Kevin Gillis.

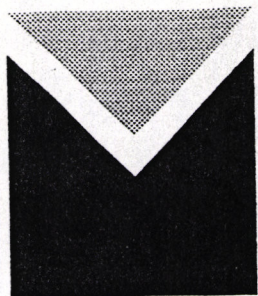
I asked Ben to pass a message to you regarding the upcoming mass mailing. Kevin will have materials for PI on January 3 or 4 rather than December 24 as we had anticipated. This pushes your deadline out to January 7. Please contact me if you have any concerns.

Lastly, please remember to forward 25-50 PI brochures to Kevin (Dance-a-thon Office, 230 California Street, Suite 400, San Francisco, 94111) by the end of the month.

Have a good holiday!

/fn





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AIDS event:



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Candlelight Memorial
and Mobilization

FAX COVER PAGE

DATE: 1/25/94

TO: BILL ROSEN

FROM: FRANKIE NAKATA

RE:

NOTES: Hi Bill—Here's
a copy of our Dance
contract FYI. See you
at 1:30! (please call if
you have any questions).

PAGES INCLUDING COVER: 6

**IF YOU DON'T RECEIVE ALL PAGES,
PLEASE CALL US AT 415-863-4676.
THANK YOU.**

TO FAX #:

PROJECT inform

10 March 1994

TO: Frankie Nakata
FROM: Brenda Lein

RE: Dance-A-Thon

Frankie-

Sorry I missed your deadline for letting you know my info re: The Dance-A-Thon, but I was just forwarded the memo yesterday.

I will be the Project Inform representative to the Dance-A-Thon. The following is info on me:

Brenda Lein
Coordinator, Information and Advocacy Departments
Project Inform
1965 Market Street, Ste 220
SF, CA 94103
Work: 415-558-8669
Fax: 415-558-0684
Home: 415-861-4827

I will be bringing a guest, Thomas Lee.

I'm not sure if you need additional info on me, so to save time if the answer is yes, attached is a bio. Please call me and let me know details of how this proceed.

Thanks!!!

-Brenda.



Biography - Brenda Lein

Brenda Lein is the Director of the Information and Advocacy Departments at Project Inform, one of the United State's most influential AIDS treatment information and advocacy organizations. Ms. Lein has been working with Project Inform for two years, coordinating the production of HIV/AIDS information which has been distributed to hundreds of thousands of people living with HIV/AIDS, their caregivers and providers, throughout the years.

Additionally Ms. Lein participates in and coordinates advocacy efforts at Project Inform. Prior to her involvement with Project Inform she was one of the founding members of a local ACT UP chapter, ACT UP/Golden Gate, and a volunteer for the Shanti Project, an organization providing practical and emotional support for people living with HIV/AIDS. She is a former Board member of WORLD, an organization for, by and about HIV+ women, and a supporter of other treatment activism, including that of Breast Cancer Action, where she is a consultant on issues of treatment activism.

Recently Ms. Lein took on the job of Directing Project Immune Restoration, an advocacy program of Project Inform focused on furthering the development of immune-based therapies for HIV-disease, as well as focusing research attention on the problems of late-stage HIV-disease through a component of the project, *Immune Restoration Think Tank: The Dobson Project*. The Think Tank is an Internationally acclaimed project providing a model for community interaction with the research establishment,

Ms. Lein has represented Project Inform at many local and national forums and conferences, including addressing the plenary of the National Cooperative Vaccine Development Group in '92 and participating in a panel at the National Cancer Institute's Annual Meeting of the Laboratory of Tumor Cell Biology in '93. Ms. Lein was a member of the steering committee for the First National Conference on Women and HIV and was an alternate member on the National Institute's of Health's HIV Vaccine Working Group, and sits on various local and national advisory boards, including the Community Constituency Group of the AIDS Clinical Trials Group where she is the community representative to the Immunology Committee, which oversees immune-based therapy protocols for HIV, and is the Chair of the Protocol Development Subcommittee, which defines the scientific priorities from a community perspective.

Additionally Ms. Lein serves on the local AIDS Clinical Trials Unit's (ACTU) Community Advisory Board, the AIDS Clinical Research Committee advisory board, which reviews research grant proposals for the State of California, and the Physician's Advisory Panel for the California Office of AIDS' AIDS Drug Assistance Program. Ms. Lein formerly served as a member of the Community and Scientific Advisory Committees for the local Community Program for Clinical Research on AIDS site, as well as the Community Advisory Board for the East Bay AIDS Center. Ms. Lein's focus of advocacy has been in the areas of drug access, immune-based therapies, therapeutic vaccines, and novel anti-HIV approaches, including gene therapy and other molecular approaches to managing HIV.

Ms. Lein has lived in the San Francisco Bay Area since 1982, where she graduated with honors from San Francisco State University with a Bachelor of Arts degree in English Literature in 1989. A former resident of Minneapolis, Minnesota, Ms. Lein was born in 1964.

SAN FRANCISCO AIDS DANCE-A-THON REQUEST FOR PAYMENT

Project Inform
Name

Date 4 / 7 / 94

Address

Check# 638

City

Amount\$ 16,666.66

State Zip

Social Security #

(Area) Phone Number

DESCRIPTION	\$AMOUNT
<u>2nd disbursement</u>	<u>\$ 16,666.66</u>

Expenditures of \$3,000 (three thousand) or more ^{OK to prepare} must ^{sign} have written authorization by Mobilization Against AIDS.
Approval by Mobilization Against AIDS:

ACCOUNTING CODES

PRINTING	RECRUIT 1&2	NON-BUDGET	DOE
POSTAGE	BULK RATE	INSURANCE	VENUE
PHONES	WORD PROCESS	AUDIT	SECURITY
OFFICE&MAIL	PSA	LOANS	LIGHTING
STAFF	OUTDOOR ADS	<u>BENIFIT ORGS</u>	SOUND & STAGE
HOURLY EMP	MISC.	RENT	FOOD & DRINK
HOURLY STANDS	SWEATSHIRTS	BAND EXPENSE	SHUTTLES

MAIL	MESSENGER	FED EX	<u>HAND</u>
Photocopy of check			

OK-DJ



Mobilization Against AIDS

584-B Castro St.
San Francisco, CA
94114

tel 415-863-4676
fax 415-863-4740

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Mike Shriver
Executive Director


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MEMORANDUM

** Confidential **

Via facsimile
415/392-8707

TO: Kevin Gillis
Miller, Zeichik & Associates

FROM: Frankie Nakata 
Mobilization Against AIDS

DATE: April 7, 1994

RE: **DANCE-A-THON CBO GRANT DISBURSEMENT**

As we discussed, community based organization grants will total \$75,000. \$50,000 will be distributed directly from the Dance account; \$25,000 will be distributed by MAA. The distribution will be as follows:

Agency	Dance Account	MAA Account	Total Grant
American Indian AIDS Institute	\$ 6,666.66	\$ 3,333.34	\$10,000
Black Coalition on AIDS	6,666.66	3,333.34	10,000
GAPA Community HIV Project	6,666.66	3,333.34	10,000
Instituto Familiar de la Raza	6,666.66	3,333.34	10,000
HIV Prevention Project	6,666.66	3,333.34	10,000
Project Inform	16,666.66	8,333.34	25,000
TOTAL	\$49,999.96	\$25,000.04	\$75,000

Agencies are scheduled to receive grants on April 12. To that end, can you please prepare checks for distribution at your earliest convenience?

MAA has recently learned that AIAI has been placed in receivership. We, therefore, plan to hold their grant until the status of their agency is stabilized. Can you reserve the amount of their grant for distribution at a later date? Please let me know if this presents a problem.

Thank you!

/fn

Coordinators of
the world's largest
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International AIDS
Memorial and
Mobilization



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AIDS event:



**International AIDS
Candlelight Memorial
and Mobilization**

April 12, 1994

Mr. William Rosen
Special Events Manager
Project Inform
1965 Market Street, Suite 220
San Francisco, California 94103

Dear Bill:

Mobilization Against AIDS is pleased to enclose checks totaling \$25,000 to Project Inform. As contracted, this reflects the 1994 Dance-a-thon grant that is to be used to fund the Treatment Action Network.

As we discussed, the 1994 Dance-a-thon contract calls for Project Inform to contribute a total of \$10,000 in seed money to the event. PI's former executive director, Don Pharoah, negotiated a unique arrangement to satisfy this agreement. As you know, Mr. Pharoah arranged to provide \$5,000 in seed money that would be returned to PI thirty days after the event. An additional \$5,000 would be provided to MAA directly as a contribution. Mr. Pharoah hoped to secure contributions from outside sources for MAA to total this amount; PI guaranteed these funds to MAA by the end of the first quarter of 1994. This \$5,000, Mr. Pharoah proposed, would not be returned to PI, but would be considered a contribution to MAA.

As we discussed, the same result is achieved if MAA simply held the original \$5,000 of seed money provided by PI and if PI held the second \$5,000 payment to MAA. Since this arrangement is agreeable to both parties, this letter shall be considered an addendum to our original contract. Can you kindly secure the appropriate authorization for this and return a copy of this letter for our files?

We look forward to receiving brief quarterly updates on the support the Dance-a-thon grants provide to the TAN Project. Summaries will be included in MAA's quarterly newsletter, *Action Alert!*, and will help us to inform our membership about the important work each benefiting agency

Rosen
Project Inform
April 12, 1994
Page Two

conducts throughout the year. Please contact me if you have any questions about this process.

We greatly appreciate your work and the support of your staff in making this a successful event. Thank you for participating in the 1994 Dance-a-thon!

Sincerely,



Mike Shriver
Executive Director



Frankie Nakata
Finance & Administration Director

/fn
Enclosure

Addendum to 1994 Dance-a-thon contract is accepted and agreed to by:



Mobilization Against AIDS
Mike Shriver

Project Inform

APRIL 14, 1994

Date

Date

PROJECT

inform

May 3, 1994

Frankie Nakata
Finance & Administration Director
Mobilization Against Aids
584-B Castro Street
San Francisco, CA 94103

Dear Frankie,

I am writing to introduce myself as the new Executive Director of Project Inform and to finalize the 1994 Dance-A-Thon business.

Thank you for your file of documents regarding Project Inform's contractual agreements with Mobilization Against Aids. I have reviewed the materials and I am in agreement with your contract addendum. I have attached a signed copy of the addendum to this letter for MAA's files. By signing this addendum, PI agrees to let MAA keep the \$5000 seed money that PI provided.

Project Inform is pleased to be the recipient of the \$25,000 grant to fund our Treatment Action Network and we sincerely thank Mobilization Against Aids for this funding. I am sorry that we were not able to abide by Don Pharoah's arrangement and the extra administration that this obviously caused.

I would like to speak with Mike Shriver to discuss MAA's specific expectations about how the \$25,000 grant will be used for Project Inform's Treatment Action Network. I am unclear whether the funds are to be used in 1994 or run an annual cycle from May 1, 1994 to April 30, 1995. Please have Mike phone me at his earliest convenience so I may better understand the restrictions of this grant.

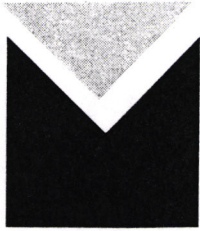
Thank you for your patience and assistance!

Sincerely,



Annette Brands
Executive Director

ab
enclosure



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Executive Director

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April 12, 1994

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Special Events Manager
Project Inform
1965 Market Street, Suite 220
San Francisco, California 94103

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Rosen
Project Inform
April 12, 1994
Page Two

conducts throughout the year. Please contact me if you have any questions about this process.

We greatly appreciate your work and the support of your staff in making this a successful event. Thank you for participating in the 1994 Dance-a-thon!

Sincerely,



Mike Shriver
Executive Director



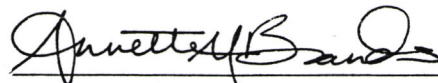
Frankie Nakata
Finance & Administration Director

/fn
Enclosure

Addendum to 1994 Dance-a-thon contract is accepted and agreed to by:



Mobilization Against AIDS
Mike Shriver



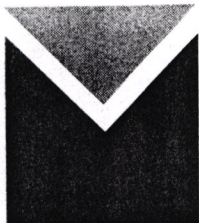
Project Inform
ANNETTE BRANDOS

APRIL 14, 1994

Date

MAY 3, 1994

Date



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**International AIDS
Candlelight Memorial
and Mobilization**

Facsimile

Date:

April 19, 1994

Please deliver to:

BILL ROSEN

Project Inform
415/588-0684

From:

FRANKIE NAKATA

Mobilization Against AIDS

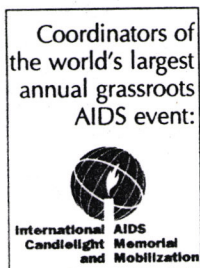
Number of pages

to follow: 15

Bill:

Here's the chronology of my torture during the Pharaoh years. Please give me a call if you have any questions.

Thanks for your work on this!



December 2, 1993

Dear Ann:

Thank you very much for intervening. This experience has been thoroughly exhausting!

One of my concerns is Don's lack of communication and the delay when he has decided to communicate. I have one other contract outstanding, but I'm in contact with that agency's development director; we keep each other apprised - verbally and in writing - we communicate! I'm also concerned about Don's unsubstantiated allegations about my character and lack of professionalism. I'm most concerned about all the time you, Mike and I are spending on all of this!!!

Thanks, again, for helping us get this resolved. I've put this together in a rush so please let me know if you have any questions!

The following is a chronology of events regarding the Dance contract:

- | | |
|------------|--|
| October 11 | Don Pharaoh proposes PI seed money arrangement in phone conversation with Frankie Nakata. |
| October 12 | Mike Shriver and Frankie Nakata send fax to Don confirming MAA's acceptance of seed money arrangement. Specifically, to receive a \$25K grant from the Dance, PI will provide MAA with \$10K in seed money. Furthermore, the \$10K in seed money will be comprised of \$5K in cash payments from PI and \$5K in grants that PI will guarantee and coordinate. (attached) |
| October 18 | Letters and contracts are sent to all benefiting agencies by MAA. (attached) |
| October 20 | MAA receives PI's letter of intent via fax from Don. (attached) |
| October 22 | Frankie discusses changes to PI contract on page two. Don indicates that he will have other changes. A revised page two is faxed to Don. Don is asked to contact Frankie with any other changes. (attached) |

November 1 All community based organization contracts are signed and returned to MAA except PI.

Numerous phone messages were left for Don, none of which were returned.

November 18 Frankie leaves message with PI receptionist who informs Frankie that he will prod Don to return her call by leaving "today as the deadline."

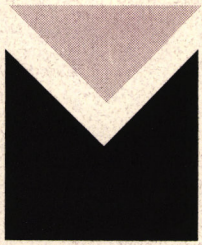
Don returns call to Frankie. Don cites his lack of response to fact that his request for a full copy of the revised contract had not been met. At no time did Don request an **original** of the revised contract. In fact, because he indicated in October that he foresaw other changes they agreed to work from a working copy. Frankie pointed out to him that he, on October 22, had a full copy of the revised contract. Inserting the page that was revised, page two, would give him a full copy.

Don refused further discussion of the contract without an original of the revised contract. In fact, if Frankie had so much difficulty with his request, he suggested that he could simply contact another agency for a copy of their contract. Furthermore, if she could not comply with his request, he wanted to speak with Mike.

Frankie explained that this was his **first** request for an **original** of the revised contract and to expedite closure, she asked him to indicate the changes he had. He refused to continue any discussion without a full copy, which, she pointed, he had. In fact, he has had a full copy of the revised contract since October 22. She, again, asked him to discuss contract changes. He refused and repeated his request for a full copy of the revised contract. She then asked him why he had not simply returned any of my phone calls and indicated that he was waiting for a full copy. Don reiterated his request for an original and refused to continue the discussion.

Frankie couriers an original of the revised contract to Don on November 18.

November 22	Reminder is faxed to all benefiting agencies regarding December 1 deadline for submission of donor/volunteer lists.
November 30	Don couriers signed contract with handwritten changes which were not discussed with MAA and inflammatory letter to MAA. (attached)
	Frankie leaves message for Don.
December 1	Frankie leaves two messages for Don.
December 2	Frankie contacts Don. Don refuses to discuss the contract with Frankie despite her assurance that she is fully authorized to do so. She also explains that while MAA has received the first seed payment, that it will not be cashed until the contract is signed because his changes are not acceptable to MAA. Additionally, she explains the need for PI to submit their donor list for the first mailing. Don refuses to provide this list until the changes to the contract regarding the mailing list are made. Because he refuses to discuss the contract with Frankie and insists on speaking with Mike, we are at a crossroads.
	Frankie asks Don why he refuses to cooperate and why he is directing a great deal of animosity toward her. Don attributes this to his earlier problem obtaining a copy of the contract. Frankie asks Don to put it in the past to allow them to move forward. Don refuses and insists on speaking with Mike.
December 2	Mike Shriver contacts PI regarding Don's November 30 letter. Ann Donnelly intervenes.
December 3	Frankie receives a phone call from PI Board Member Paul Wisotzky who conferences Don in the conversation. Agreements made in this conversation are documented in a letter from Frankie dated December 6. (attached)
December 9	Details of the contract (i.e., deadlines) are finalized with PI staff. (attached)
December 23	MAA receives a signed contract from PI. Receipt of the contract is acknowledged and further details are outlined in a memo to PI. (attached)



Mobilization Against AIDS

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MEMORANDUM

Date: October 12, 1993

To: Don Pharaoh, Project Inform

From: Mike Shriver, Mobilization Against AIDS

Thru: Frankie Nakata, Mobilization Against AIDS

RE: 1994 Dance-A-Thon Contract//Seed Money

Don:

Per my discussion with Frankie Nakata, I wanted to confirm Project Inform's agreement with Mobilization Against AIDS (MAA) regarding the seed money requirement for the 1994 AIDS Dance-A-Thon.

Project Inform has been designated as the recipient of a \$25,000 Community Grant Program Award from MAA. This grant is to be awarded upon completion of the 1994 AIDS Dance-A-Thon, hosted under the auspices of MAA.

In order for MAA to support and staff the Dance-A-Thon, all recipients of the Community Grants Program have agreed to engage in a seed-money relationship with MAA, to facilitate our internal staffing needs for the event. It is agreed, as was in the 1993 Dance-A-Thon grants, that this seed money is returned to the agency also upon completion of the 1994 Dance **in addition to** the Community Grant award.

I understand that Project Inform is only able to provide \$5,000 in seed money to MAA. Project Inform can elect to either make two payments (to MAA) of \$2,500 on November 1, 1993 and December 1, 1993 **OR** December 1, 1993 and January 1, 1994. It is also my understanding that Project Inform guarantees the efforts necessary to generate another \$5,000 (through grants) to MAA in the first quarter of 1994 (January - March 1994). Project Inform is aware that this additional \$5,000 will not be returned to Project Inform, but will be seen as a good faith activity in lieu of receiving the single largest Community Grant award of the 1994 Dance-A-Thon.

Lastly, Project Inform will submit to MAA, as soon as possible, a Letter of Intent to Contract, so that MAA can generate Project Inform's official 1994 Community Grant Program award contract.

Please contact me if you have any questions regarding this memo. Otherwise, I anticipate your Letter of Intent to Contract as soon as possible. Thanks.