

WEEKLY STAFF MEETING AGENDA MOBILIZATION AGAINST AIDS

- I. Review and Acceptance of Previous Meeting Minutes
- II. Review of Current Political State
- III. Staff Programs Reviews - 3-5 minutes each (including staff discussions) (Adrienne, Amy, Ben, Kerry, Paul)
- IV. Staff Member Highlight - 5-10 minutes on specific programs (including staff discussions)
- V. Requested Agenda Items:
 - A. Newsletter Items
 - B. Financial Procedures
 - C. Board
 - D. Review of Report by Paul and Adrienne to the Political Strategy Committee
- VI. Discussion and Agreement on Which Programs Take Priority Over Which for the Coming Week
- VII. Arrangement of Dates and Times of Meetings and Lunches Coming Up
- VIII. Press Releases
- IX. Calendar Dates
- X. Archives

Date: February 3, 1993

Meeting With: Adrienne Blum
Paul Boneberg
Ben Carlson
Kerry Enright
Amy Saisselin

Minutes By: Amy Saisselin

I. Review and Acceptance of Previous Meeting Minutes

- II. Review of Current Political State:** Through both formal and informal discussions with Sen. Feinstein, Sen. Boxer's staff, Steve Morin, Tim Westmoreland and more, Paul reported that the state of politics is great right now. Legislative Reform of both the NIH and CDC will be occurring soon. President *Clinton's* request for a \$500 million increase in AIDS funding is a good sign that proper funding will actually occur this year.

Ted Kennedy: He is calling for strengthened research opportunities - the appointment of an AIDS specific research director at the NIH who would report directly to the President.

Nancy Pelosi: She is working on the education side of AIDS, a process in which our very own Adrienne Blum has been involved. The plan basically takes monies out of the hands of governmental groups and gives it to NGOs. The San Francisco AIDS education system is being used as a model for this national plan. The final plan must go through committees, the House, the Senate and then to **PRESIDENT CLINTON**.

PRESIDENT CLINTON: He promised full funding for the Ryan White CARE Act. Leon Panetta is proposing the President's request. The process the proposal will follow: Proposal by Panetta

Then through the Budget Committee, Chaired by Rep. Sabo (with whom we have a good relationship)

Then to Pelosi's committee, then to Boxer's committee, and finally to Feinstein's committee.

Everything on the federal level should be in place by the March on Washington in April.

It looks good for 1993! Adrienne will distribute a timeline of legislative procedures.

The Transition proposal that we submitted, although it did not have direct impact on the process and appointments, positioned Mobilization as unique allies with the US global AIDS team and positioned MAA well for the future. President **CLINTON** did not

appoint anyone that we opposed and we all agree that **HILLARY** in charge of Health Care will be extremely helpful to us.

The far right is basically out now, has been rejected by the general majority on the basis of their old messages. When they come out with new messages, then it will get bad again.

Mobilization's Job: In order to play a greater role, we must increase our DC presence, must be more "insider" oriented now. Mobilization will never be a leader in this situation but we must play our role and be known for it. At present, the Gay/Lesbian community is not mobilizing on AIDS. They are mostly focused on strictly Gay/Lesbian issues apart from AIDS. And while the federal monies should be coming through, state and city monies will continue to be cut due to deficit reductions, etc.

III. Staff Programs Reviews: None today.

IV. Staff Member Highlight: None today.

V. Requested Agenda Items:

A. Newsletter Items (Ben): New tag line for the sub-heading to Action Alert will be "Forcing Government Action": No dissent from staff. The newsletter will be mailed on February 16 with at least 24 hours proofreading time to be granted to the rest of the staff (copy only if necessary).

B. Financial Procedures (Paul): Jean Nelson and Ted Fang have been notified of the new financial procedures drawn up by Paul including the transfer of banks to Wells Fargo (at Market and 9th). Ted is now the principle signer of all checks. Ted also requests that we move to a 30-day billable process. Any vendor who will not wait 30 days for payment will either be convinced or replaced. *Kerry voiced concern about postage for Mailhouse mailings and other situations not yet considered.*

Proposed Budgeting: Staff needs to be able to review money spent on their programs in 1992 before proposing budgets for 1993. 1992 documents won't be perfect, but will at least be something to go on.

Expenditure Requests: Departmental expenditures can only be requested by the Department Head in charge of those monies. Any money to be spent through a department must have the Department Head's approval.

C. Board of Directors (Amy): The current Acting Board consists of the following:
Ted Fang - Tom Lloyd: Co-Chairs
No secretary
Tom Bassett
Bart Casimir
Steve Morey
Martha Nissen
Tom Nolan

Tom O'Connor
Don Sloan
Reggie Williams
Ron Wong

Tom Brougham and Mark Leno are officially off the Board

Board Meetings: The Development Committee meeting was great. It will be meeting again soon.

Other: Amy urges written and signed forms for all transformative processes occurring now in order that all staff and board (as necessary) are aware of current procedures and ongoing.

D. Review of Report by Paul and Adrienne to the Political Strategy Committee:
Staff briefly reviewed reports and next week will review the Board's reactions through responding reports.

VI. Discussion and Agreement on Which Programs Take Priority Over Which for the Coming Week: No disagreement.

VII. Arrangement of Dates and Times of Meetings and Lunches Coming Up:
PSC - Thursday 2/4 - 7:30pm
Gerry Studds - Friday 2/5 - 9:30am

VIII. Press Releases: None.

IX. Calendar Dates:
Adrienne to DC Friday 2/5-2/7
Paul off Monday, 2/8
Office Closed, 2/15

X. Archives: None.

WEEKLY STAFF MEETING AGENDA
MOBILIZATION AGAINST AIDS
February 10, 1993

- I. Review and Acceptance of Previous Meeting Minutes
- II. Review of Current Political State
- III. Staff Member Highlight -Adrienne
- IV. Staff Programs Reviews - Amy, Ben, Paul
- V. Requested Agenda Items:
 - A. Board Authority Over Individual Staff Members - Amy
- VI. Discussion and Agreement on Which Programs Take Priority Over Which for the Coming Week
- VII. Arrangement of Dates and Times of Meetings and Lunches Coming Up
- VIII. Press Releases
- IX. Calendar Dates
- X. Archives

Date: February 10, 1993

Meeting With: Adrienne Blum
Paul Boneberg
Ben Carlson
Amy Saisselin

Absent: Kerry on Vacation

Minutes By: Amy Saisselin

- I. **Review and Acceptance of Previous Meeting Minutes:** The minutes looked great, especially the President *CLINTON* and *HILLARY* parts. (sorry, I just had to do it once more - it just feels sooo good!)
- II. **Review of Current Political State:** The Federal budget proposal is due with the State of the Union around February 16.

The NIH authorization bill is not yet through the Senate. This bill would concentrate power to one person within the NIH with budgetary authority transferred to that person. Fauci and others at NIH are against the bill and want said person to be in a coordinating position not an all powerful one. Donna Shalala supports it.

Rep. Pelosi's legislation has not been introduced and Rep. Waters' is pushing her own similar legislation.

There has been no movement in global or foreign affairs.

Donna Shalala is drafting a document to remove the HIV immigration ban. The Attorney General's office may be against it.

- III. **Staff Member Highlight - Adrienne:** Adrienne attended the March on Washington Steering Committee meeting in DC last weekend. Mobilization is included in all lobbying activities (thanks to Adrienne's presence and reminders to the Committee) and will be organizing lobbying from Colorado west as far as Guam and Samoa. The Committee wants a lobbyist for every district in every state. Amy asked if this was possible for MAA and Paul answered no. What we will do is have a Coordinator for every state. MAA will distribute materials to lobbyists (Colorado and west) for their DC meetings.
 - > Other reach-out efforts for lobbyists will be aimed at chartered bus riders, providing them with lobby and letter writing packets.
 - > In Washington, DC the plan is for daily briefings, followed by Congressional meetings, with time afterwards for debriefings and reactions. There, lobbyists will also be asked to write thank you letters to their Congresspersons. Maps and stickers (I visited my

Congressperson) will be distributed as well. There will also be escorts, badges for lobbyists and badges for workers.

> "Expert Lobbying" will play a key role in this with the top 25 or 50 national lobbyists visiting Shalala, Natcher and Harkin.

> There will be a follow-up Lobby Day, suggested was May 24 to coordinate with the Candlelight (thank you Adrienne), and the Committee wants to keep the lobbying up at least 4 times per year.

> Adrienne and Paul will be at the MOW full time with Ben there sharing his time with the Names Project and Mobilization.

> Bart Casimir, new to MAA's Board and old friend of MAA is working on the MOW Executive Committee striving for diversity in the events.

> The Queer Summit will be held on March 13, with Lobby Training and planning of the agenda for the AIDS/Gay community in 1993, at the Unitarian Fellowship in San Francisco. A follow-up meeting will be held on May 22, to coordinate with the Candlelight (thanks again Adrienne).

IV. Staff Programs Reviews:

Ben: Ben is working on the newsletter and will hopefully have copy to staff today for review. ✓

> A press release went out on Friday on the Studds meeting. It was sent to 20 gay papers in Northern California, Boston, and special others as well as copies to the Board. ✓

> Ben is finishing the Candlelight booklet. It's looking good. Blurbs on different countries will be reviewed by Paul then finalized. Julie at the Independent will give a draft form with photos attached for final approval and it will then go to the printer. ✓

Amy: Amy has been working on contacting all international and national cities with Candlelight information by fax and mail. Responses are coming in and a good amount of time will be spent tracking them and speaking with responders.

> Amy has spent a lot of time with Paul, Jean and Ted on financial systems recently and will probably continue to do so. Checks have been written and signed and will be mailed at Ted or Jean's signal. Payroll will be here Friday.

> Still behind are filing and learning of new computer programs because of greater concerns and lack of time.

> Will distribute to Board and Staff calendars for Feb. and March this week and every 2 weeks following.

Paul: Paul distributed his monthly memos to staff confirming their actions in February.

> It will be difficult to lobby on budget until Panetta comes out with a Budgetary statement.

> Gerry Studds will accompany MAA to the Global AIDS Policy meeting with Warren Christopher at the March on Washington.

V. Requested Agenda Items:

A. Board Authority Over Individual Staff Members - Amy: Staff works directly with the heads of their Board Committees. Otherwise, requests go through Paul.

B. Board Notification of Meetings: All Board members are to be notified of all meetings, Committee and full Board.

VI. Discussion and Agreement on Which Programs Take Priority Over Which for the Coming Week: No conflict.

VII. Arrangement of Dates and Times of Meetings and Lunches Coming Up: None

VIII. Press Releases: None this week.

IX. Calendar Dates: No new.

X. Archives: Don't forget to turn any archival files over to Amy at staff meetings so they can be stored together.

WEEKLY STAFF MEETING AGENDA
MOBILIZATION AGAINST AIDS
February 17, 1993

- I. Review and Acceptance of Previous Meeting Minutes
- II. Review of Current Political State
- III. Staff Programs Reviews - 3-5 minutes each (including staff discussions) (Adrienne, Amy, Ben, Kerry, Paul)
- IV. Staff Member Highlight - 5-10 minutes on specific programs (including staff discussions)
- V. Requested Agenda Items:
 - A.
 - B.
 - C.
 - D.
- VI. Discussion and Agreement on Which Programs Take Priority Over Which for the Coming Week
- VII. Arrangement of Dates and Times of Meetings and Lunches Coming Up
- VIII. Press Releases
- IX. Calendar Dates
- X. Archives

Date: February 17, 1993

Meeting With: Adrienne Blum

Paul Boneberg
Ben Carlson
Amy Saisselin

Absent: Kerry Enright

Minutes By: Amy Saisselin

This meeting was deemed to be a short one consisting of mainly staff reports.

I. Review and Acceptance of Previous Meeting Minutes: Minutes were distributed too late - Minutes to be approved at next meeting.

II. Review of Current Political State:

The NIH Reauthorization Bill is now on the Senate Floor. Senators Dole and Helms may tack onto it ammendments concerning the Immigration of HIV+ people and more anti-AIDS work. The heart of the NIH bill is not being hit but these amendments could be bad.

Rep. Pelosi's Appropriations Committee is holding a "field meeting" in SF in April.

Steve Morin of Pelosi's office said yesterday that the AIDS Czar will be symbolic leadership in the White House.

There is a rumor that President Clinton tonight will appropriate \$200 to \$300 million for Ryan White. This is still, however, not full funding of the CARE Act. (Our LT Activation for February will be to Sabo (D-MN), Chair of the Budget Committee asking for full funding.)

In Texas, a "product liability" system, which includes AIDS drugs is in effect. Pharmaceutical companies have no liability. MAA takes a 'blanket stance' on this but leaves the decision mostly to patient's choice.

III. Staff Programs Reviews: Adrienne: The Queer Summit is occurring with Pat Norman (maybe) on Sat. March 13. We mailed over 100 flyers to PFLAGs, G/L and AIDS organizations, and individuals in Colorado and any states west of Colorado.

Adrienne will be making more calls tonight for MOW lobbyists. We now have a State Coordinator for Alaska. Adrienne asked that for all MOW calls, everyone be sure to get an address and phone number for each caller. Every two weeks, Adrienne will give an update on the number of appointments and contacts she has gotten.

Amy: Amy has been working on the Office/Administrative budget. Next week, Jean Nelson will be in to write checks so Amy requests that all Check Requests be in by then.

Amy is also processing International Candlelight responses by phone and by mail.

Amy also explained that there will no longer be petty cash in the office. From now on, checks must be requested before purchase and made out to the payee or staff must pay on their own and request reimbursement. You must have a receipt.

Ben: May do a press release on the Candlelight or the March on Washington.

The Candlelight booklet is now in Julie's hands at the Independent. Any last minute typo changes can be done by Julie.

The Newsletter is now laid out in Pagemaker for better future production.

Ben will be at Names Project Monday, Tues. and Wed. of next week.

Paul: Working on ED reimbursement for 1992.

Budgets are now being crafted and merged and will be done on Monday to be given to Jean Nelson and the Board.

Paul is finishing job reviews for 1992.

Paul is also working on the PAC in relation to Tom Sheriden.

On Direct Lobbying: We could hold meetings, but nothing is currently in the vital stage. Paul did, however, respond to requests from Sen. Feinstein's office for information.

WEEKLY STAFF MEETING AGENDA
MOBILIZATION AGAINST AIDS
February 24, 1993

- I. Review and Acceptance of Previous Meeting Minutes
- II. Review of Current Political State
- III. Staff Programs Reviews - 3-5 minutes each (including staff discussions) (Adrienne, Amy, Kerry, Paul)
- IV. Staff Member Highlight - 5-10 minutes on specific programs (including staff discussions) *Kerry*
- V. Requested Agenda Items: *Ratio 1pm - 3pm Castro*
 - A.
- VI. Discussion and Agreement on Which Programs Take Priority Over Which for the Coming Week
- VII. Arrangement of Dates and Times of Meetings and Lunches Coming Up
- VIII. Press Releases *member solic / grants / budgets*
- IX. Calendar Dates *panel 13th*
Ben Cam 17th *andres - end march.*
- X. Archives

cardboard print people

*foundation
Friday
signif amount
50-100K*

March Washington
- candlelight
- PAC - march
- Direct lobby
society street

WEEKLY STAFF MEETING AGENDA
MOBILIZATION AGAINST AIDS
February 24 1993

- I. Review and Acceptance of Previous Meeting Minutes
- II. Review of Current Political State and Paul's Program Review
- III. Staff Programs Reviews - 3-5 minutes each
- IV. Staff Member Highlight - 5-10 minutes on specific programs (including staff discussions)
- V. Requested Agenda Items:
 - A.
 - B.
 - C.
 - D.
- VI. Discussion and Agreement on Which Programs Take Priority Over Which for the Coming Week
- VII. Arrangement of Dates and Times of Meetings and Lunches Coming Up
- VIII. Press Releases
- IX. Calendar Dates
- X. Archives

Date: February 24, 1992

Meeting With: Adrienne Blum
Paul Boneberg
Kerry Enright

Amy Saisselin

Absent: Ben Carlson

Minutes By: Amy Saisselin

I. Review and Acceptance of Previous Meeting Minutes: Not done.

II. Review of Current Political State: The Senate Immigration Vote happened and Sullivan's recommendations (removal of all diseases from exclusion list but for TB) were overturned. The Nichols amendment to the NIH Reauthorization Act was passed and says, in effect, *the existing ban should remain*. Kennedy said that it should be studied and removed and Feinstein spoke on behalf of lifting the HIV ban as well. The vote failed 54-42. In discussing MAA's position on the HIV ban, it was asked what MAA's answer to the risk of health care overload was. Paul said that *expulsion of public burdens would stand except for in the case of political refugees*.

215 of the 286 HIV+ Haitians at Guantanamo Bay have had political asylum granted them. They have all being held in a concentration camp there for 2 years. This includes 19 pregnant women (most with relatives or spouses) and 2 teenagers who attempted suicide recently. They are 90 days into a hunger strike. MAA is proposing that a joint letter to key members of Congress be written asking that they lead a media visit to Guantanamo Bay to inform the American people. Perhaps this will go to Dellums, Lantos and Kennedy.

Pelosi's prevention legislation has not gone through yet and the AIDS Action Council is suggesting other prevention legislation.

Wrap-up: The budget debates are beginning and the CD-4 AIDS definition is changing.

III. Staff Programs Reviews-Adrienne: March on Washington - We're still coordinating the western US to lobby on AIDS, civil Rights, Military Gay Ban, and the rest of the MOW platform. MAA is doing the AIDS portion of the information packet which will include Prevention, Care, Treatment, Civil Rights and Global AIDS issues. MAA is also

WEEKLY STAFF MEETING AGENDA
MOBILIZATION AGAINST AIDS
March 3, 1993

- I. Review and Acceptance of Previous Meeting Minutes
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 - A.
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- IX. Calendar Dates
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WEEKLY STAFF MEETING AGENDA
MOBILIZATION AGAINST AIDS
March 3, 1993

- I. Review and Acceptance of Previous Meeting Minutes
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- V. Requested Agenda Items:
 - A.
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KERRY

Minutes of MAA Staff Meeting

March 10, 1993

I. Acceptance of Minutes of Last Meeting

Ben is still processing the minutes from the 3/3/93 meeting. He'll have them prepared by the next staff meeting.

II. Political Review

Adrienne explained:

The Republicans are trying to attach an anti-AIDS amendment putting restrictions on behavioral research to the NIH Reauthorization Bill. They're also trying to attach an ban on immigration by HIV-positive people to the same bill. Rep. Moakley (D-MA), the chair of the House Rules Committee, has ruled that the amendment is not germane.

Adrienne spoke to representatives of Amnesty International and learned that AI is conducting a letter-writing campaign on the issue of the HIV-positive Haitians being held in Guantanamo Bay. Amy said that one of our Lobby Team members called us recently to ask what we're planning to do about the Haitian issue. Adrienne added that she too has received calls on the subject, and believes that MAA is expected to act on it. The February activation has been on hold pending a determination on what its target should be. Adrienne recommends that our February Lobby Team activation target this issue. She will attempt to resolve this issue with Paul.

The Pelosi prevention bill hasn't been introduced yet.

III. Staff Highlight

Staff recommends that we drop this item from the agenda because it hasn't worked well in the past, and instead include all staff reports in the "program reports" portion of the agenda.

IV. Program Reports

Adrienne

MOW Lobby Days

This program is going well-we now have a state coordinator for almost every state we're responsible for. Adrienne's still trying to find potential lobbyists in Wyoming. She's waiting for a briefing page from Paul. It's her understanding that Paul will write letters seeking meetings with Sen. Boxer, Sen. Feinstein, Rep. Lantos, and Rep. Pelosi by the end of this week.

Lobby Team

Adrienne recommends that we activate the Lobby Team on the immigration issue. The target will be Rep. Lantos, the chair of the relevant committee. Adrienne will write the activation and review it with Paul before 3/20/93.

San Francisco AIDS Candlelight Memorial and Mobilization

Adrienne is getting the necessary permits for this event.

Amy

Finances

Amy is working on internal bookkeeping matters.

International AIDS Candlelight Memorial and Mobilization

Amy says that Paul has been talking to IGLHRC about their calls to foreign-language-speaking cities. Amy has been providing IGLHRC with relevant materials. She'll continue to get updates from IGLHRC and will provide updates regarding our end of the program to them. Amy says that sponsorship has been proceeding according to schedule.

Ben

Graphics

Ben is working on the stationery for the International AIDS Candlelight Memorial and Mobilization. He's also updating the MAA stationery to reflect recent board changes.

International AIDS Candlelight Memorial and Mobilization

At Paul's request, Ben will make follow-up phone calls to primarily-English-speaking cities that haven't yet committed to participating in the International AIDS Candlelight Memorial and Mobilization.

Administrative

Ben is still processing the minutes from the 3/3/93 staff meeting, and will distribute them to staff before the next staff meeting.

Kerry

Mailings

Kerry says that a membership solicitation went out last week, and that checks are already coming in.

AIDS Dance-a-Thon

Kerry will meet with Craig Miller and Richard Zeichik at the Moscone Pavilion tomorrow to inspect it. Kerry will bring the MAA banner to the Dance-a-Thon at Fort Mason on Saturday. She needs volunteers to help with money counting--specifically, four volunteers for each of four shifts a day from 9:00 a.m. to 9:00 p.m. on the Monday, Tuesday and Wednesday following the Dance. Adrienne says she'll try to recruit Evelyn. Kerry will assign Andrea to recruit volunteers from our volunteer list. If worse comes to worse, Kerry says, we may ask MAA staff to fill some shifts. Kerry reminds staff that each staff member and one guest will be admitted to the Dance-a-Thon for free.

Administrative

Kerry says we have purchased and installed our new database software, but that Amy needs time to learn it before we can use it. Amy says she needs two full days to learn it. Paul suggests that Amy spread that learning period out over the course of a month, but Amy responded that it would be more effective if she could take two days straight through. Amy and Paul will resolve this matter privately.

The Development Committee will meet next Wednesday at 6:00 p.m.; Kerry will have a report to them by noon next Monday.

Paul

Finances

Paul says he's done with systems and accounting matters that have occupied him for the past month. He's pushing the board to approve pay increases for staff ASAP, retroactive to January 1.

Direct lobbying

Paul says that today he'll finish a letter urging select Senators to visit Guantanamo Bay to inspect the situation regarding the Haitian would-be refugees.

Paul is planning a trip to Washington for the last week in March to lobby on budget and immigration issues.

Paul says that at the invitation of FDA head Kessler, he'll attend a meeting involving Kessler and a handful of California AIDS activists next week.

MOW Lobby Days

Paul says that tomorrow he'll draft a letter inviting people to the AIDS expert meetings that will happen in conjunction with the MOW Lobby Days. He says that Don Sloan has a friend who may be able to assist with follow-up calling on this issue.

MAA PAC

Paul says that Craig Miller of Miller, Zeichik and Pat Christen of SFAF have offered to support the AIDS PAC because they consider it essential.

International AIDS Candlelight Memorial and Mobilization

On Friday, Paul will draft a first families letter for the International AIDS Candlelight Memorial and Mobilization. Ben asked whether or not we want to try to involve celebrities. Paul responded that we lack staff time to pursue celebrities, but that he'd consider the concept. Ben offered to provide a list of celebrities we may wish to pursue.

Paul says that IGLHRC recommends that we delete the reference to the requested \$100 optional contribution from the letters to developing countries, because it confuses recipients.

Paul says that Ron Wong may plan a dinner in conjunction with the IACMM.

Administrative

In response to a question from Kerry, Paul says he'll give staff their performance reviews in writing by next Monday or Tuesday.

V. Special Topics

None

VI. Program Priorities

No conflicts

VII. Upcoming Press Releases

Ben will issue a press release announcing the additions and changes to the MAA board of directors.

VIII. Calendar Items

None

IX. Archival Items

None

Global AIDS policy
3 page report

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- V. Requested Agenda Items: Kennedy man pios. paper
A. Reform NIH, CDC
B. 500 mil - 1 1/2 billion AIDS increase
reauthorization act
C. vetoed by Bush twice
Kennedy added strengthening language
- AIDS spec research
- that person go right to Pres.
D. pull funding
Ryan White
+ 500 million
- VI. Discussion and Agreement on Which Programs Take Priority Over Which for the Coming Week
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Paul's meetings
ED's HRCF
ED MOW
ED NGLTF
Boxer
Levinstein
Westmoreland
Morin

andrea -
① pin reports
② statistics - summary
paul memo response

studds calls
candle calls

FINAL OFFICE REPORT 1992

JANUARY 4, 1992

Prepared by: Amy M. Saisselin, Office Manager

Attachments:

Contents: I. Computer Systems, 1992 Review and 1993 Proposals

- A. Hardware 1992
- B. Hardware 1993
- C. Applications/Software 1992
- D. Applications/Software 1993
- E. Computer Maintenance

II. Outside Communications

- A. Phone System
- B. Voice Mail

III. Filing System

IV. Office Functions and Communications

- A. General
- B. Memos and Scheduling
- C. Staff Meeting Minutes
- D. Board Reports and Meeting Minutes

V. Professionalism in the Office

- A. General
- B. New Office Space

I. COMPUTER SYSTEMS, 1992 REVIEW AND 1993 PROPOSALS:

A. HARDWARE 1992: In January of 1992, Mobilization had 3 computer stations, 2 hard drives (one 286, one 386), and a network link between the 286 and the third station. The network crashed often rendering two computers off-line leading to loss of unsaved work and a lot of frustration. In the Spring, Mobilization purchased a new hard drive (386) and upgraded all computers to be 386s and network capable. Mobilization also purchased 2 new monitors, replacing broken ones. In late Summer, Mobilization purchased a Macintosh Powerbook for Paul's use while he is in and out of the office and a 3-1/2" disk drive for the back office computer for conversion and printing capability. Mobilization also purchased a new HP Deskjet 500 printer for use in Kerry's office. Kerry and Amy's computers are linked by network giving Amy the use of the Deskjet 500. This networking is safer than the old due to the fact that each station has its own hard drive. This networking will be extended to include Ben/Adrienne's station as soon as it is deemed safe and possible.

B. HARDWARE 1993: Another computer station, with its own hard drive, is a necessary purchase for 1993. With 5 people in the office, all computer dependent, being short one computer can be devastating, both to the completion of projects and staff morale. When conflicts over computer usage arise, they are a major source of staff discontent. The only other purchase that is necessary is a new monitor for Kerry's station as it has begun to show signs of malfunction. Unless there are problems with other current equipment, I do not foresee any other major purchases.

C. APPLICATIONS/SOFTWARE 1992:

We have added and upgraded quite a few programs this year and this has helped enormously. The following are the programs that we had in January 1992 and what was done with them during the year.

For Word Processing, WordPerfect to Word For Windows: Although *WP* used to be one of the standard word processing programs, it is very difficult and time-consuming to learn and is not easily compatible with all programs. It also doesn't offer the special features needed to make everyday and direct mail pieces look their best. Therefore, Mobilization purchased *Windows*, the new industry standard for IBM/DOS based computer systems. (Windows is a system that holds in it different Windows applications for word processing, database management, spreadsheets, and more.) *Word for Windows*, purchased in the summer months, is our new word processing program. Files from all previously used Mobilization programs, except for Geoworks, are easily converted within *Word*, as are *Word* files from the Powerbook. It is also by far a superior program allowing for better looking documents, less work to get them, and step by step tutorials for all options available. By the end of the year, all staff were using *Word* successfully for their word processing needs.

For Database Management, Zephyr to Access For Windows: *Zephyr* is a simplified version of the Foxpro database program. It does most of the things that we need, however it is extremely

time-consuming to use for both data entry and inquiries. Therefore, Mobilization purchased *Access for Windows* in December. *Access* is a new and less complicated database program that can do all we want it to with much more ease than Zephyr. Once learned (and safeguarded to protect data), this program will be accessible to all or most staff members for inquiries, labels, etc.

For Spreadsheets, Quattro Pro to Excel For Windows: Quattro Pro is a very advanced spreadsheet program with many language and formula considerations. Since the purchase of *Windows*, we have also acquired *Excel for Windows*. As the production of spreadsheets is now being taken care of by the Executive Director or another computer source, *Access* is wonderful to have for simple conversions and printing out of other types of files.

For Computer Graphics, Pagemaker and CorelDraw: *Pagemaker* and *CorelDraw* are programs used for graphic design of brochures, booklets, etc. Ben, the only graphics user, continues to be happy with these programs as they suit his purpose.

For Back-ups of All Computers, None to Fastback: In the beginning of 1992, Mobilization had no method of computer backup. Since September, we have utilized a program given us by our Computer Consultant, *Fastback*. *Fastback* copies all files and information on the hard drive to floppy disks while retaining directory information. Once a month a complete back up is made of each computer station by the Office Manager and at least once a week, all staff backs up their most recent files to their own floppy disks.

For Batch Faxes, Bitfax: *Bitfax* early in 1992 for the purpose of sending faxes via computer modem to our International Candlelight participants as well as media lists and more. *Bitfax* allows long-distance faxes to be sent during evening and weekend hours, thereby saving not only money but staff time as well.

For Bookkeeping, One-Write: Per our Bookkeeper, *One-Write* was installed at Mobilization. The purpose of this is that we may now have access to all completed bookkeeping information without needing to constantly access our Bookkeeper. Also, *One-Write* will also be used for cash receipts in 1993. Instead of the "Green Sheets" we have used for so long, we will have much neater printouts and more detailed information for each entry, including departmental coding.

For Bulletin Board Services, Telix: Our Computer Consultant, Paul Tompkins, installed for us *Telix*, a program that allows Mobilization computers to communicate with others on Bulletin Board Services. These include private services, manufacturer's services and public services.

For Virus Checking, Virex: Mobilization's virus checking program, *Virex*, was donated to MAA in October and can be updated via *Telix* to include the latest viruses.

For Scheduling, Calendar: *Calendar* is our new software date keeper. Once a week, or less often if no changes are requested, the Office Manager will note changes and distribute 2 month calendars to all staff and board members.

D. APPLICATIONS/SOFTWARE 1993:

Federal Soapbox: This is a program that lists congressional districts, representatives and much more. Adrienne has requested that it be purchased and Paul agreed to review the purchase in January.

Other Software: At this time, Mobilization needs no more software. This is good not only financially but psychologically as well. Mobilization has acquired many new pieces of equipment and software and I believe that it will be good for all staff to have a chance to learn about what we have now and not inundate them with anything else for a while. Change is good but too much change leads to too much confusion. On that note, I will also be proposing that staff attend classes/seminars as needed for software education.

E. COMPUTER MAINTENANCE:

Support: In the beginning of 1992, Mobilization had an in-house computer knowledgeable employee, namely Ken McPherson. With his departure from the group came mass confusion whenever a computer problem (or even question) arose. We shortly thereafter applied with CompuMentor for a volunteer computer expert to help us when needed. The relationship did not work out satisfactorily and Paul Boneberg suggested that we try out Paul Tompkins, an experienced computer expert. Paul has been with us since June, and in that time has been an enormous help. He has helped with our upgrade and conversion processes, purchases, research necessities, and all of the general computer problems that occur on a weekly, if not daily, basis. He has been working at a maximum of 8 hours per week in close communication with myself. I believe that Paul should continue to work for Mobilization with the same number of hours each week. Research of new products, communications through BBSs and basic preventative maintenance of the computers are essential tasks that no one else in the office has the time, knowledge, or experience to do as well as he.

Repair: Domino's, our current repair shop, while being affordable for Mobilization (about 2/3 the cost of other shops), has supplied us with lesser parts and limited services. I propose that in 1993, or at least after the Dance-a-thon in March, Mobilization begin to pay more money for greater, more reliable repair services, especially for the inevitable complex problems we will encounter.

II. OUTSIDE COMMUNICATIONS

A. PHONE SYSTEM: Our phone system is as it was in January of 1992. In the first months of 1993, I will look into the cost and feasibility of leasing a phone system in order to replace the mismatched system that we currently own. Findings will be reported to the Executive Director and a proposal will be made to the same.

B. VOICE MAIL: In January of 1992, our answering system was as simple as an answering machine. Due to its limited functions, Mobilization missed calls, was limited in what length of outgoing messages could be used, and was limited in the number and length of incoming messages. In 1993, we began to use voice mail which solved all of those problems. As

Communications Director, Ben will propose how to best use voice mail for all of Mobilization's purposes.

III. FILING SYSTEM: Creation of a central filing system was complete on November 1, 1992. All staff accepted the system and were given lists of all files owned by Mobilization. Expansion of the filing system will occur once a month with the addition of new files and distribution of new file lists. Acquisition of a new 4-drawer file cabinet and a proper storage medium for bound financial records must be accomplished.

IV. OFFICE FUNCTIONS AND COMMUNICATIONS:

A. GENERAL: Staff expansion in the late spring of '92 brought to light the basic chaotic state of the office. Old staff members knew where everything (almost) was stored and understood how Mobilization programs worked, often in a last-minute rush sort of way. With the introduction of new staff unwilling to continue old traditions, Mobilization was forced to evaluate its systems and fix them wherever possible. It was a lengthy and painful transition process, and in some cases remains so. However, most system changes have come to fruition and for the most part have been accepted and respected by all staff. Staff retreats will be held every other month in 1993 as most of Mobilization's transition work has been accomplished. At the suggestion of new staff members, Mobilization also began holding monthly staff lunches. This has been received well by staff and so far as I know has been a welcome, albeit short, monthly respite.

B. MEMOS AND SCHEDULING: Staff communication at Mobilization has had a problematic history. As it stands now however, informational memos are common now as are calendar listings, updated and distributed each week with important events posted on the 12-month planner in the conference room.

C. STAFF MEETING MINUTES: Minutes of 1993 staff meetings will continue to be distributed to all staff within 2 days of the meetings and to all board with their full board meeting packets.

D. BOARD REPORTS AND MEETING MINUTES: Reports and minutes from 1993 board meetings will be distributed to all board members and the Executive Director in notebook form upon receipt of originals by the Office Manager. This means that each board member and the ED will have a binder in which to store this information for all of 1993. There will also be a binder for the office to which staff will have open access at any time.

V. PROFESSIONALISM IN THE OFFICE:

A. GENERAL: Office processes are more professional now than they were in January, even May, of 1992. However, in order for the group to be truly in sync and functioning professionally, it is necessary that all staff adhere to standard office procedures and general rules of courtesy. Basic problems such as fluctuating temperature, individual backups of computer files, standard office closing procedures and lack of information circulation have been sources of strife recently. I believe that because so many things that used to be done unprofessionally are now fixed, the smaller issues have begun to seem more serious. Hopefully, staff cooperation will increase and finalize that air of professionalism we've been striving for.

B. NEW OFFICE SPACE: The final step to professionalism is, of course, the rental of new office space. As I understand it, if a workable space at the same cost as 1540 Market is found we will look into it. Otherwise, we will wait until after the Dance-a-thon. I will continue to check on a weekly basis for such space that we may use.

WEEKLY STAFF MEETING AGENDA
MOBILIZATION AGAINST AIDS
February 10, 1993

- I. Review and Acceptance of Previous Meeting Minutes
- II. Review of Current Political State
- III. Staff Member Highlight -Adrienne
- IV. Staff Programs Reviews - Amy, Ben, Paul
- V. Requested Agenda Items:
 - A. Board Authority Over Individual Staff Members - Amy
- VI. Discussion and Agreement on Which Programs Take Priority Over Which for the Coming Week
- VII. Arrangement of Dates and Times of Meetings and Lunches Coming Up
- VIII. Press Releases
- IX. Calendar Dates
- X. Archives

Date: February 10, 1993

Meeting With: Adrienne Blum
Paul Boneberg
Ben Carlson
Amy Saisselin

Absent: Kerry on Vacation

Minutes By: Amy Saisselin

- I. **Review and Acceptance of Previous Meeting Minutes:** The minutes looked great, especially the President *CLINTON* and *HILLARY* parts. (sorry, I just had to do it once more - it just feels sooo good!)
- II. **Review of Current Political State:** The Federal budget proposal is due with the State of the Union around February 16.

The NIH authorization bill is not yet through the Senate. This bill would concentrate power to one person within the NIH with budgetary authority transferred to that person. Fauci and others at NIH are against the bill and want said person to be in a coordinating position not an all powerful one. Donna Shalala supports it.

Rep. Pelosi's legislation has not been introduced and Rep. Waters' is pushing her own similar legislation.

There has been no movement in global or foreign affairs.

Donna Shalala is drafting a document to remove the HIV immigration ban. The Attorney General's office may be against it.

- III. **Staff Member Highlight - Adrienne:** Adrienne attended the March on Washington Steering Committee meeting in DC last weekend. Mobilization is included in all lobbying activities (thanks to Adrienne's presence and reminders to the Committee) and will be organizing lobbying from Colorado west as far as Guam and Samoa. The Committee wants a lobbyist for every district in every state. Amy asked if this was possible for MAA and Paul answered no. What we will do is have a Coordinator for every state. MAA will distribute materials to lobbyists (Colorado and west) for their DC meetings.
 - > Other reach-out efforts for lobbyists will be aimed at chartered bus riders, providing them with lobby and letter writing packets.
 - > In Washington, DC the plan is for daily briefings, followed by Congressional meetings, with time afterwards for debriefings and reactions. There, lobbyists will also be asked to write thank you letters to their Congresspersons. Maps and stickers (I visited my

Congressperson) will be distributed as well. There will also be escorts, badges for lobbyists and badges for workers.

- > "Expert Lobbying" will play a key role in this with the top 25 or 50 national lobbyists visiting Shalala, Natcher and Harkin.

- > There will be a follow-up Lobby Day, suggested was May 24 to coordinate with the Candlelight (thank you Adrienne), and the Committee wants to keep the lobbying up at least 4 times per year.

- > Adrienne and Paul will be at the MOW full time with Ben there sharing his time with the Names Project and Mobilization.

- > Bart Casimir, new to MAA's Board and old friend of MAA is working on the MOW Executive Committee striving for diversity in the events.

- > The Queer Summit will be held on March 13, with Lobby Training and planning of the agenda for the AIDS/Gay community in 1993, at the Unitarian Fellowship in San Francisco. A follow-up meeting will be held on May 22, to coordinate with the Candlelight (thanks again Adrienne).

IV. Staff Programs Reviews:

Ben: Ben is working on the newsletter and will hopefully have copy to staff today for review.

- > A press release went out on Friday on the Studds meeting. It was sent to 20 gay papers in Northern California, Boston, and special others as well as copies to the Board.

- > Ben is finishing the Candlelight booklet. It's looking good. Blurbs on different countries will be reviewed by Paul then finalized. Julie at the Independent will give a draft form with photos attached for final approval and it will then go to the printer.

Amy: Amy has been working on contacting all international and national cities with Candlelight information by fax and mail. Responses are coming in and a good amount of time will be spent tracking them and speaking with responders.

- > Amy has spent a lot of time with Paul, Jean and Ted on financial systems recently and will probably continue to do so. Checks have been written and signed and will be mailed at Ted or Jean's signal. Payroll will be here Friday.

- > Still behind are filing and learning of new computer programs because of greater concerns and lack of time.

- > Will distribute to Board and Staff calendars for Feb. and March this week and every 2 weeks following.

Paul: Paul distributed his monthly memos to staff confirming their actions in February.

- > It will be difficult to lobby on budget until Panettsa comes out with a Budgetary statement.

- > Gerry Studds will accompany MAA to the Global AIDS Policy meeting with Warren Christopher at the March on Washington.

V. Requested Agenda Items:

A. Board Authority Over Individual Staff Members - Amy: Staff works directly with the heads of their Board Committees. Otherwise, requests go through Paul.

B. Board Notification of Meetings: All Board members are to be notified of all meetings, Committee and full Board.

VI. Discussion and Agreement on Which Programs Take Priority Over Which for the Coming Week: No conflict.

VII. Arrangement of Dates and Times of Meetings and Lunches Coming Up: None

VIII. Press Releases: None this week.

IX. Calendar Dates: No new.

X. Archives: Don't forget to turn any archival files over to Amy at staff meetings so they can be stored together.

WEEKLY STAFF MEETING AGENDA

MOBILIZATION AGAINST AIDS

- I. Review and Acceptance of Previous Meeting Minutes
- II. Review of Current Political State
- III. Staff Programs Reviews - 3-5 minutes each (including staff discussions) (Adrienne, Amy, Ben, Kerry, Paul)
- IV. Staff Member Highlight - 5-10 minutes on specific programs (including staff discussions)
- V. Requested Agenda Items:
 - A. Newsletter Items
 - B. Financial Procedures
 - C. Board
 - D. Review of Report by Paul and Adrienne to the Political Strategy Committee
- VI. Discussion and Agreement on Which Programs Take Priority Over Which for the Coming Week
- VII. Arrangement of Dates and Times of Meetings and Lunches Coming Up
- VIII. Press Releases
- IX. Calendar Dates
- X. Archives

Date: February 3, 1993

Meeting With: Adrienne Blum
Paul Boneberg
Ben Carlson
Kerry Enright
Amy Saisselin

Minutes By: Amy Saisselin

I. Review and Acceptance of Previous Meeting Minutes

- II. Review of Current Political State:** Through both formal and informal discussions with Sen. Feinstein, Sen. Boxer's staff, Steve Morin, Tim Westmoreland and more, Paul reported that the state of politics is great right now. Legislative Reform of both the NIH and CDC will be occurring soon. President *Clinton*'s request for a \$500 million increase in AIDS funding is a good sign that proper funding will actually occur this year.

Ted Kennedy: He is calling for strengthened research opportunities - the appointment of an AIDS specific research director at the NIH who would report directly to the President.

Nancy Pelosi: She is working on the education side of AIDS, a process in which our very own Adrienne Blum has been involved. The plan basically takes monies out of the hands of governmental groups and gives it to NGOs. The San Francisco AIDS education system is being used as a model for this national plan. The final plan must go through committees, the House, the Senate and then to **PRESIDENT CLINTON**.

PRESIDENT CLINTON: He promised full funding for the Ryan White CARE Act. Leon Panetta is proposing the President's request. The process the proposal will follow: Proposal by Panetta
Then through the Budget Committee, Chaired by Rep. Sabo (with whom we have a good relationship)
Then to Pelosi's committee, then to Boxer's committee, and finally to Feinstein's committee.

Everything on the federal level should be in place by the March on Washington in April.

It looks good for 1993! Adrienne will distribute a timeline of legislative procedures.

The Transition proposal that we submitted, although it did not have direct impact on the process and appointments, positioned Mobilization as unique allies with the US global AIDS team and positioned MAA well for the future. President **CLINTON** did not

appoint anyone that we opposed and we all agree that **HILLARY** in charge of Health Care will be extremely helpful to us.

The far right is basically out now, has been rejected by the general majority on the basis of their old messages. When they come out with new messages, then it will get bad again.

Mobilization's Job: In order to play a greater role, we must increase our DC presence, must be more "insider" oriented now. Mobilization will never be a leader in this situation but we must play our role and be known for it. At present, the Gay/Lesbian community is not mobilizing on AIDS. They are mostly focused on strictly Gay/Lesbian issues apart from AIDS. And while the federal monies should be coming through, state and city monies will continue to be cut due to deficit reductions, etc.

III. Staff Programs Reviews: None today.

IV. Staff Member Highlight: None today.

V. Requested Agenda Items:

A. Newsletter Items (Ben): New tag line for the sub-heading to Action Alert will be "Forcing Government Action": No dissent from staff. The newsletter will be mailed on February 16 with at least 24 hours proofreading time to be granted to the rest of the staff (copy only if necessary).

B. Financial Procedures (Paul): Jean Nelson and Ted Fang have been notified of the new financial procedures drawn up by Paul including the transfer of banks to Wells Fargo (at Market and 9th). Ted is now the principle signer of all checks. Ted also requests that we move to a 30-day billable process. Any vendor who will not wait 30 days for payment will either be convinced or replaced. *Kerry voiced concern about postage for Mailhouse mailings and other situations not yet considered.*

Proposed Budgeting: Staff needs to be able to review money spent on their programs in 1992 before proposing budgets for 1993. 1992 documents won't be perfect, but will at least be something to go on.

Expenditure Requests: Departmental expenditures can only be requested by the Department Head in charge of those monies. Any money to be spent through a department must have the Department Head's approval.

C. Board of Directors (Amy): The current Acting Board consists of the following:
Ted Fang - Tom Lloyd: Co-Chairs
No secretary
Tom Bassett
Bart Casimir
Steve Morey
Martha Nissen
Tom Nolan

Tom O'Connor
Don Sloan
Reggie Williams
Ron Wong
Tom Brougham and Mark Leno are officially off the Board

Board Meetings: The Development Committee meeting was great. It will be meeting again soon.

Other: Amy urges written and signed forms for all transformative processes occurring now in order that all staff and board (as necessary) are aware of current procedures and ongoing.

D. Review of Report by Paul and Adrienne to the Political Strategy Committee:
Staff briefly reviewed reports and next week will review the Board's reactions through responding reports.

VI. Discussion and Agreement on Which Programs Take Priority Over Which for the Coming Week: No disagreement.

VII. Arrangement of Dates and Times of Meetings and Lunches Coming Up:
PSC - Thursday 2/4 - 7:30pm
Gerry Studds - Friday 2/5 - 9:30am

VIII. Press Releases: None.

IX. Calendar Dates:
Adrienne to DC Friday 2/5-2/7
Paul off Monday, 2/8
Office Closed, 2/15

X. Archives: None.

KERRY

Minutes of MAA Staff Meeting

March 3, 1993

I. Acceptance of Minutes of Last Meeting

The minutes of the meetings of 2/24 and 2/17 have not been completed. Amy will complete and distribute them as soon as possible. Due to Amy's backlog of work related to agendas and minutes for our staff meetings, Ben will take over the function of producing this work on an interim basis until Amy has less work, starting with this set of minutes.

II. Political Review

Paul Boneberg explained:

There have been no new developments during the past week.

Secretary of State Warren Christopher has announced support for Clinton's position regarding the Haitian refugees being held at Guantanamo Bay. Clinton's position, which is a reversal of his past position on the subject, is that any alien who is stopped at sea while attempting to enter the United States can't apply for the status of political refugee because he/she is not already in the United States.

Clinton has announced that he will keep David Kessler as the head of the Food and Drug Administration. Kessler is supported by some AIDS organizations, such as the Treatment Action Group (TAG) and Project Inform. Rep. Henry Waxman also supports him. Mobilization Against AIDS is neutral regarding Kessler. However, Clinton has asked NIH head Bernadette Healy (another Bush appointee) to leave.

Paul has heard a rumor that Tim Westmoreland may be named the "AIDS Czar," which would be good for MAA because Westmoreland is openly gay; his background is political rather than medical; and we have a good relationship with him.

We will notify Queen Latifah of the Bay Area Reporter editorial criticizing her for not denouncing homophobic statements by rap star Shabba Ranks (with whom she is identified through past collaborations). We may also ask her to issue a statement at the Dance-a-Thon emphasizing her support for unity. We regard Queen Latifah as a friend to AIDS organizations, and we believe that AIDS organizations should treat her like a friend. We don't think that the BAR editorial reflects community sentiment, and we won't issue a response.

III. Staff Highlight (Amy Saisselin)

International AIDS Candlelight Memorial and Mobilization

Amy has restructured and thereby improved the database for the International AIDS Candlelight Memorial and Mobilization. She's processing responses from Candlelight participants on a weekly basis. She sent a list of our Candlelight contacts to the International Gay and Lesbian Human Rights Commission for their phoning work. Ben

will call foreign English-speaking contacts, including those in Australia, New Zealand, Ireland, and Great Britain (with the exception of London, which Paul will call). Amy's getting calls with requests for info about the Sister Cities and First Families programs and about how to organize the event locally. The second Candlelight mailing is on hold while Amy helps Kerry with a membership mailing. Due to a typographical error in the original membership mailing letter, that project was set back somewhat. Amy expressed concern that special requests for information or materials for the Candlelight may go unanswered due to constraints on her time. Paul asked Amy to forward such requests to him so that he may answer them. The second Candlelight mailing will happen in the middle of next week. Amy will pursue permits for the San Francisco Candlelight soon.

Membership Survey

Amy will produce the analysis of the survey this week, based on the tally of responses produced by Andrea.

Finances

We've completed the transfer of our bank accounts to Wells Fargo from California Federal. We'll now have only one account. Paul pointed out that we must eventually have a second account for AIDS PAC funds.

Board Meeting

In consultation with Ted Fang, Amy is preparing agendas and folders for the Board meeting.

Office Supplies

Amy is preparing to buy office supplies, and asks that all staff memo her with requests.

Office Search

The office search is continuing slowly. Amy knows of a good space in the Castro that she won't have a chance to look at until next week.

Computer Bulletin Boards

Amy said that Paul Tompkins is still exploring BBS' and may have tried one by next week.

Vacation

Amy's vacation has been put on hold due to personal reasons.

IV. Program Reports

Adrienne

March On Washington Lobby Days

Adrienne is following up by phone with her many MOW Lobby Days contacts. She said we now have state organizers for Alaska, California, Colorado, Hawaii and Idaho.

San Francisco AIDS Candlelight Memorial and Mobilization

Paul expressed concern that Adrienne is overloaded with work, and that this might threaten her ability to keep abreast of the San Francisco Candlelight.

Ben

Candlelight Publicity

Ben will produce and mail a press release announcing the Candlelight, listing Paul as a contact in the body of the release. He will follow up with Julie Wold at the San Francisco Independent to ascertain the status of her work on the Candlelight booklet. He will begin work on the Candlelight poster.

March On Washington Lobby Days Publicity

The press release announcing the March On Washington Lobby Days was produced and mailed. At Adrienne's request, Ben will provide her with a printout listing all newspapers that were sent a copy of that press release.

Press List

At Paul's request, Ben will add Rick Hauptman to the press list. Paul will provide Ben with the address.

Kerry

Absent

Paul

Board

Paul said he's helping the Board to organize final financial records. Part of the process is to remove him from handling our finances himself. Paul said that his work on the Board transition is taking him away from his other programs.

Direct Lobbying

Paul will produce a consensus letter to be signed by other executive directors of other AIDS organizations and then circulated in Congress. He must lobby the new members of the Budget Committee. He must move quickly to try to fight off cuts to AIDS funding, and to try to increase funding.

International AIDS Candlelight Memorial and Mobilization

Paul will increase his activities regarding the First Families program.

Administrative Matters

Volunteers

Paul asked that all staff consider sources for volunteer support for MAA. Amy said that she'd call Evelyn (who was recommended by Adrienne).

Days Off

Paul asked that when Amy does the regular calendar update at the beginning of the month, she'll ask all staff to sign off on the last month's calendar. This will provide a clear record of vacation days, sick days and family leave days.

V. Special Topics

Paul pointed out that the MAA Board's Political Affairs Committee is enthusiastic about expanding programs, but that the Finance Committee doesn't want to expand and doesn't want to fund the AIDS PAC. In Paul's opinion, if we continue our programs status quo, we'll be doing 80's politics in the 90's. He also expressed the belief that our ratio of work on programs to work on administrative matters is substandard, and suggested that we may be able to improve the ratio by increasing our efficiency, thereby making expansion of programs possible. Paul sought staff input on this matter.

Adrienne responded that our membership survey indicates that our membership wants us focused on national rather than international issues. Therefore, if our expansion is in international programs, Adrienne would see it as counter to the wishes of our supporters.

Amy said that we expanded staff, programs and income last year and haven't yet settled. She considers the staff to be overloaded. She advocated more focus on existing programs rather than expansion of programs or introduction of new programs.

Ben said that he thinks we have excellent programs in place and that we need to improve our execution of those programs before expanding programs or beginning new programs.

VI. Program Priorities

No conflicts.

VII. Upcoming Press Releases

None.

IX. Calendar Items

Adrienne will be absent for an hour on Thursday to hang the banner for the Queer Summit. Ben will give his vacation dates to Amy--also a date that must be switched with the NAMES Project due to the MOW Lobby Days schedule. The MAA staff lunch will be deferred until after the Dance-a-Thon.

X. Archival Items

None.

Office Memo

Date: March 12, 1993

To: Adrienne, Amy, Kerry, Paul

From: Ben

Re: **Correction to MAA staff meeting minutes of 3/17/93**

Please replace pg. 2 of your copy of the MAA staff meeting minutes of 3/17/93 with the attached, due to a change in Kerry's report on the AIDS Dance-a-Thon: the dance brought in at least \$1,003,000, not \$1,300,000. Thanks.

Because Andrea's contract expires at the beginning of April, we're looking for volunteers to pick up the slack that will result from Andrea's departure.

Amy

International AIDS Candlelight Memorial and Mobilization

Amy reports that between 100 and 120 cities have now confirmed their participation in the event. March 31 is the closing date for cities to confirm.

Amy requests that Paul make his IACMM-related calls during the business hours of the recipients of the calls, so that Amy won't have to handle as many returned calls as she is now. Paul agrees to try to comply with this request.

Office matters

We should have a new computer station (hard drive, monitor, keyboard, mouse) set up within the next two weeks.

We should have a functioning photocopier by the end of the year. We may have our old copier repaired; or we may buy a new copier.

The search for a new office is ongoing, but there are no new developments.

Ben

International AIDS Candlelight Memorial and Mobilization

The IACMM booklet is currently with Julie Wold at the San Francisco Independent, who is running it out on film to give to the printers.

The poster will go to the printer on Friday, April 2. Amy will provide Ben with a complete list of participating cities on Thursday, April 1.

Kerry

AIDS Dance-a-Thon

The AIDS Dance-a-Thon was a huge success, bringing in at least \$1,003,000.

Budget

Kerry has created a plan to make the '93 budget work. She'll discuss it with the Development Committee at the meeting they're having tonight at 6:30 p.m.

Kerry's planning a third membership solicitation mailing to happen in April, and an overall direct mail solicitation to happen after the International AIDS Candlelight Memorial and Mobilization.

KERRY

Minutes of MAA Staff Meeting

March 17, 1993

I. Acceptance of Minutes of Last Meeting

Staff has received minutes of 3/3/93 meeting but have not had time to review yet; therefore, approval is deferred to the next meeting. Ben is still processing the minutes from the 3/10/93 meeting. He'll have them prepared by the next staff meeting.

II. Political Review

Paul explained:

There have been no significant political developments on AIDS in the past week. Conservative Democrats are attempting to cut portions of the President's "stimulus" package including Ryan White CARE Act monies, the idea being that Ryan White money won't stimulate the economy. Our position is that it will. The President appears to be holding the line.

Former MAA employee Drew Siegel has formed a new organization devoted to organizing grassroots lobbyists from rural areas of California to lobby on lesbian/gay issues.

Adrienne explained:

The HIV/AIDS immigration issue is still under debate. Our allies are trying to water down the bill enforcing the immigration ban. Paul points out: we may be losing on tangential issues, such as the immigration issue, but we're winning on the central issue of reform of the NIH.

Project Aries, a government-sponsored AIDS info 800-number, is under attack. Conservative members of Congress are trying to get it cut from the budget, by attaching the cutting of the program to passage of the NIH Reauthorization Bill.

'94 appropriations are on the fast track. This is a sign that Congress is working WITH the President.

III. Program Reports

Adrienne

MOW lobbying

Adrienne has found lobbyists in Montana and Wyoming--two of her trouble areas. The AIDS Action Council is sending all its members a request that they participate. This is the best opportunity we've had in years to achieve effective constituent lobbying. This effort will also enhance our credibility with other AIDS organizations, AND it will give us a good list. Our briefing will be at the Bellevue Hotel.

Volunteers

Because Andrea's contract expires at the beginning of April, we're looking for volunteers to pick up the slack that will result from Andrea's departure.

Amy

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Kerry's planning a third membership solicitation mailing to happen in April, and an overall direct mail solicitation to happen after the International AIDS Candlelight Memorial and Mobilization.

International AIDS Candlelight Memorial and Mobilization

Kerry's trying to increase the international sponsorship of the event.

Paul

MOW Lobby Days

A formal process is underway to line up AIDS expert meetings and meetings with Sen. Feinstein, Sen. Boxer, Rep. Pelosi and Rep. Lantos. Meetings with national leaders would be organized as "double-headers:" we'd hold one big meeting for a large gathering in an auditorium, and another smaller meeting with AIDS experts. Paul will travel to Washington in the first week of April to do preparatory work for this program, and to do direct lobbying on budget and appropriation issues.

Direct lobbying

On Monday morning, Paul attended a meeting between a handful of AIDS groups and FDA head David Kessler, to which he was invited by the FDA. Due to weather conditions, Kessler was unable to fly out of Washington, DC to appear at the meeting, but he participated via conference call. The discussion focused on the AIDS activist agenda. Paul says that Kessler was typically cautious. Kessler said that the underground drug market is being abused due to profiteering, and he wants underground drugs licensed so that the underground market dries up. Paul says that conceptually, AIDS activists agree with this idea, but that it must be addressed in a larger discussion so that questions may be answered: what drugs would be licensed, and by what timeline? The idea may require legislation, such as reform of the FDA. During the meeting, Paul raised the issue of resources for appropriations. Kessler agreed that the FDA will participate in the MOW Lobby Days, and will meet AIDS activists again later.

International AIDS Candlelight Memorial and Mobilization

IGLHRC has called all foreign-language-speaking past event participants, and is now calling prospective new participants. Paul has called half of all U.S. and Canada past participants, and is working his way through the rest of the list. Nobody is calling prospective new participants in U.S. and Canada because it's not as important. HRCF has agreed to help us organize the Washington, DC event.

Budget

Paul requests that staff produce a month-by-month breakdown of expenses for their programs (March to December 1993) by referring to their annual budgets.

IV. Special Topics

Inclusivity

Amy pointed out that during his speech at the Dance-a-Thon, Paul made reference to our lesbian and gay constituencies but not to our bisexual or transgendered constituencies, which left Amy

(and surely, Amy said, others) feeling excluded. She urged Paul to consider it our political and social responsibility to be more thoughtful on matters of inclusivity. Paul responded that he didn't mean to offend, and that although he doesn't want us to be "language police," it should be our standard practice to refer to lesbian, gay, bisexual and transgendered people whenever we acknowledge such a "list" of groups.

Pay breakdowns

Staff expressed the feeling that the payroll breakdown portion of our new budgeting process is unclear. Specifically, some staff categorize some work as general and administrative work (dept. 2), but that department is not budgeted for those staff. Paul pointed out that most such work should really be categorized under a specific program, and that no staffperson should do office work for other departments without the approval of that department head. Paul said that if we find that this process fails to accomodate our actual work, we must go to the relevant board committees and ask them to amend the budget. For instance Ben must request that Amy modify her budget to enable him to continue to produce the agendas and the minutes for our staff meetings.

V. Program Priorities

No conflicts

VI. Upcoming Press Releases

None

VII. Calendar Items

The MAA staff lunch will happen on Wednesday, March 24 at 12:30 p.m. at the Patio Cafe in the Castro. The lunch will also be an opportunity for us to celebrate Andrea's birthday (which actually happens on April 1).

VIII. Archival Items

None

Office Memo

Date: April 7, 1993

To: Adrienne, Amy, Kerry, Paul

From: Ben

Re: **Another correction to MAA staff meeting minutes of 3/17/93**

Please replace pgs. 3 and 4 of your copy of the MAA staff meeting minutes of 3/17/93 with the attached, due to a change requested by Amy in the topic of "inclusivity" in the "special topics" segment of the meeting. Please note that approval of these minutes has been deferred pending this change, so we will call for approval at the next staff meeting. Thanks.

International AIDS Candlelight Memorial and Mobilization

Kerry's trying to increase the international sponsorship of the event.

Paul

MOW Lobby Days

A formal process is underway to line up AIDS expert meetings and meetings with Sen. Feinstein, Sen. Boxer, Rep. Pelosi and Rep. Lantos. Meetings with national leaders would be organized as "double-headers:" we'd hold one big meeting for a large gathering in an auditorium, and another smaller meeting with AIDS experts. Paul will travel to Washington in the first week of April to do preparatory work for this program, and to do direct lobbying on budget and appropriation issues.

Direct lobbying

On Monday morning, Paul attended a meeting between a handful of AIDS groups and FDA head David Kessler, to which he was invited by the FDA. Due to weather conditions, Kessler was unable to fly out of Washington, DC to appear at the meeting, but he participated via conference call. The discussion focused on the AIDS activist agenda. Paul says that Kessler was typically cautious. Kessler said that the underground drug market is being abused due to profiteering, and he wants underground drugs licensed so that the underground market dries up. Paul says that conceptually, AIDS activists agree with this idea, but that it must be addressed in a larger discussion so that questions may be answered: what drugs would be licensed, and by what timeline? The idea may require legislation, such as reform of the FDA. During the meeting, Paul raised the issue of resources for appropriations. Kessler agreed that the FDA will participate in the MOW Lobby Days, and will meet AIDS activists again later.

International AIDS Candlelight Memorial and Mobilization

IGLHRC has called all foreign-language-speaking past event participants, and is now calling prospective new participants. Paul has called half of all U.S. and Canada past participants, and is working his way through the rest of the list. Nobody is calling prospective new participants in U.S. and Canada because it's not as important. HRCF has agreed to help us organize the Washington, DC event.

Budget

Paul requests that staff produce a month-by-month breakdown of expenses for their programs (March to December 1993) by referring to their annual budgets.

IV. Special Topics

Inclusivity

Amy pointed out that during his welcome speech at the AIDS Dance-a-Thon, Paul referred to the unity of the event by speaking of the diversity of the assembled crowd, but when he acknowledged

specific groups he mentioned lesbian, gay and straight and failed to mention bisexual or transgender. Amy said that she was offended by the exclusion, and added that this issue is partly personal for her as she has been out as bi for the past one-and-a-half years of the two-and-a-half years she has worked for Paul. She said that others were offended by the exclusion as well. Adrienne added that at the Queer Summit meeting earlier in the same day as the Dance-a-Thon, Paul made a similar acknowledgment of diverse groups in which he omitted mention of transgender people. Adrienne said that one offended attendee raised this point with her after Paul's speech, and that others may have been offended as well.

Paul responded that he didn't intend to exclude Amy or anyone else and that he was hurt that she might have thought he did. He raised the problem of acting as "language police," and asked whether staff thought MAA should enact a policy regarding inclusive language for all public speeches. Amy answered that she didn't feel a policy is necessary, but that we shouldn't have difficulty reciting a list of five groups (lesbian, gay, bi, transgender, and straight) on a regular basis in order to avoid offense. Amy also pointed out that the issue is not one of political correctness, but of support of diversity of within the AIDS community and among MAA's constituents.

Paul said he would try to be inclusive of these groups in the future. We concluded that such inclusivity should be standard practice for MAA, but that no formal policy would be written.

Pay breakdowns

Staff expressed the feeling that the payroll breakdown portion of our new budgeting process is unclear. Specifically, some staff categorize some work as general and administrative work (dept. 2), but that department is not budgeted for those staff. Paul pointed out that most such work should really be categorized under a specific program, and that no staffperson should do office work for other departments without the approval of that department head. Paul said that if we find that this process fails to accomodate our actual work, we must go to the relevant board committees and ask them to amend the budget. For instance Ben must request that Amy modify her budget to enable him to continue to produce the agendas and the minutes for our staff meetings.

V. Program Priorities

No conflicts

VI. Upcoming Press Releases

None

VII. Calendar Items

The MAA staff lunch will happen on Wednesday, March 24 at 12:30 p.m. at the Patio Cafe in the Castro. The lunch will also be an opportunity for us to celebrate Andrea's birthday (which actually happens on April 1).

VIII. Archival Items

None

KERRY

Minutes of MAA Staff Meeting

March 31, 1993

I. Acceptance of Minutes of Last Meeting

The minutes of the March 10 meeting were accepted. Acceptance of the minutes of the March 17 meeting has been deferred pending a revision to be requested by Amy. The minutes of the March 24 meeting have been distributed but acceptance is deferred to the next meeting.

II. Political Review

Due to the absence of Adrienne and Paul, no political review was presented.

III. Program Reports

Adrienne

Absent (sick)

Amy

International AIDS Candlelight Memorial and Mobilization

Amy has spent most of her time in the past week on the Candlelight program. At Paul's request, she won't make reports on the program because they are Paul's responsibility.

Office matters

Purchase of a computer may be put on hold pending a review of cash flow.

In a meeting today with our bookkeeper, Amy learned that financial departments must retain the coding they were given at the start of the year. This is to say that the San Francisco AIDS Candlelight Memorial and Mobilization and the International AIDS Candlelight Memorial and Mobilization can't be lumped into one category in order to make room for the addition of Communications as a new category. Any such change will have to be made by the board in consultation with the bookkeeper.

Ben

International AIDS Candlelight Memorial and Mobilization

A final, corrected set of film of the booklet has been delivered to the printers. The stationery has been printed. Design of the poster is Ben's next priority for this program, followed by the flyer.

Newsletter

Ben and Kerry have identified a problem and a solution regarding the timing of the next newsletter. The next newsletter should include news and photographs of the MOW Lobby Days. The newsletter should also be mailed in the first week of May in order to give Kerry the opportunity to subsequently drop a direct mailing that will generate income projected for May. The problem is that if the newsletter couldn't be produced and mailed until Ben returned from his two-week vacation following the March on Washington, it wouldn't support Kerry's plan for income in May.

The solution, subject to Paul's approval, is that Ben will produce as much of the newsletter as possible prior to the March on Washington, and will give another MAA staffperson (to be determined) instructions for completing the newsletter, printing it on lino, and getting it printed and mailed. Ben will take photos in Washington, and will write an article about the success of the MOW Lobby Days, and will send the film and the article back to San Francisco with either Adrienne or Paul. Ben will create a timeline and an outline of how this plan will be implemented.

Kerry and Ben see two alternate solutions: one is that an outside consultant, rather than a MAA staffperson, complete the newsletter and guide it through its printing and mailing process. Another is that cash flow projections be adjusted to reflect direct mail income in June rather than in May, so that Ben can complete the newsletter upon his return. These solutions are also subject to Paul's approval.

MAA Stationery

The new MAA stationery has been printed.

Kerry

AIDS Dance-a-Thon

The first disbursement went out on Tuesday. Seed money will be returned to the beneficiaries on Friday. The beneficiaries will receive the balance of their grants within 10 days. In conjunction with these disbursements, Kerry is scheduling meetings with each of the beneficiaries to discuss future joint fundraising projects.

Development projects

Kerry is still meeting one-on-one with members of the Development Committee. She has written a report about the decisions of that committee.

Kerry's following up with contacting the international sponsors for the International AIDS Candlelight Memorial and Mobilization.

Kerry's waiting for the Horizons Foundation to call her back regarding our 501(c)(3) fiscal arrangement. Once that arrangement has been solidified, she will send out grant proposals. Accordingly, Kerry has catalogued our information on grant-making foundations.

Kerry said that the Board hasn't yet decided when to hold its fundraising event, but she's hoping that the event will happen in June.

Kerry's planning a major donor program kickoff/training session for the Board in May.

Kerry wishes to know whether or not MAA's new database software will be available for use for the next solicitation mailing in May.

Paul

Absent (in Washington)

IV. Special Topics

Personnel performance reviews/pay

Staff wishes to know the status of personnel performance reviews, which were promised in mid-March; of promised pay increases in conjunction with the performance reviews, retroactive to January 1; and of annual bonuses based on the performance reviews.

Lobby Team

Staff expressed concern that no Lobby Team activations have been produced yet this year. Staff feels that the lack of activations threatens our ability to sustain the program and impairs MAA's credibility with Lobby Team members.

Keeping track of commitments

Ben noted that he has been underlining commitments and other "action items" in the minutes of staff meetings, in order to help staff quickly identify them when reviewing the minutes. He proposed that to make our staff meetings more efficient and to assist staffmembers in staying abreast of our commitments, that we incorporate review of those commitments into our staff meetings. Staff agreed that this issue warrants further discussion and input and a decision from Paul.

V. Program Priorities

No conflict

VI. Upcoming Press Releases

None

VII. Calendar Items

None

VIII. Archival Items

None

KERRY

Minutes of MAA Staff Meeting

April 7, 1993

I. Acceptance of Minutes of Last Meeting

The minutes of the March 24 meeting were accepted. Acceptance of the minutes of the March 17 meeting has been deferred to give staff time to examine changes. The minutes of the March 31 meeting have been distributed but acceptance is deferred to the next meeting.

II. Political Review

Paul explained:

In Washington, major authorizing legislation is underway. At the same time, two budgetary issues are happening: the 1994 budget, and supplemental programs and expenditures for 1993. There's something unusual about this. In order to push things along, the Democrats have changed their way of doing things. The house has already created a budget, even before the President has formally requested a budget. This makes it difficult for us to lobby on the budget, because there are no specific numbers. We don't need to lobby on the supplemental issues, because Clinton's supplemental budget is good on AIDS--bordering on "pork barrel."

The appropriations cycle is where we can be useful.

On immigration issues, the President doesn't want action, and Congress doesn't want to buck him. We think that influencing public opinion is our best chance of influencing this issue--changed public opinion will give the President the room to change his position. However, it's likely that we'll lose on the immigration issue. The Haitian situation, specifically, could be rectified but it's such a temporary issue that the rug could be pulled from underneath us if we were to take it on.

III. Program Reports

Adrienne

March On Washington Lobby Days

So far, we have meetings confirmed for constituents from six of the 13 states we're coordinating. The seven other states are waiting for confirmation of their meetings.

San Francisco AIDS Candlelight Memorial

Preparation for this event is moving along.

Amy

Office matters

April 22 will be Amy's last day at MAA. She's trying to put her work in order before that date. She'll prepare reports explaining how her area functions. She'll switch us over to the new database before she leaves. If any staff want to make sure she addresses specific issues, they must memo her as soon as possible.

Jean Nelson will be coming in early next week, so we should get all check requests in by Monday 4/12. Payday will be Thursday 4/15.

Paul Tompkins will come in today to meet with Amy and Adrienne to discuss the purchase of the new computer. It may be a laptop. [Paul pointed out that whenever MAA equipment is purchased for the exclusive use of one person, Ted must be informed; Paul will inform Ted of this purchase].

Ben

International AIDS Candlelight Memorial and Mobilization

Ben is working on the poster for the international event.

[Kerry pointed out that media for the event is a big issue, and asked that we examine what's possible given our time constraints. Paul agreed to examine this issue with Ben.]

Newsletter

Ben raised the issue of the conflict in the timing of the newsletter as discussed at the last staff meeting. It was resolved that Ben will produce as much of the newsletter as possible prior to the March on Washington, and will give an outside consultant instructions for completing the newsletter. When he returns from the March On Washington Lobby Days, Paul will then supervise printing the newsletter on lino, and getting it printed and mailed.

Kerry

AIDS Dance-a-Thon

The Dance-a-Thon beneficiaries have received their seed money and the balance of their grants.

Development projects

Documentation of our fiscal arrangement with Horizons will be here tomorrow. Grants are targeted to go out by the end of the month. Tonight Kerry will attend a free seminar on planned giving and bequests.

The Development Committee will meet next Wednesday 4/14 at 6:30 p.m.

In May, Kerry will conduct a board training on major donors and major gifts.

Yesterday, Kerry met with a representative of a condom company to discuss product development for MAA.

Paul

Direct lobbying

Paul's direct lobbying trip to Washington included meetings with the staff of key figures in the administration, in Congress, and at other gay or AIDS organizations. He sought input on what are the most important issues for us to focus on during the March On Washington lobby days. Those issues include:

Research

The President will probably propose a \$228M increase in the AIDS budget for 1994, which will bring the total to \$1.3B. We'll try to push that figure to \$1.6B

NIH Reauthorization will probably have passed, but we can lobby to increase the funding (specifically, we'll argue that the NIH should be doubled, which will "expand the pie" in such a way as to ameliorate the competition for funds between various disease lobbies).

Prevention

Pelosi's bill, HR 1532, turns the San Francisco model into a national model. Clinton will likely propose \$40M for prevention for 1994; we want \$240M.

Care

The Ryan White CARE Act is now at full authorized funding. However, the activist community says that because the Act was created five years ago, the numbers don't satisfy the current needs. We want a \$310M increase. Care issues will be closely related to Clinton's health care reform.

Civil Rights

We've already discussed the immigration issue. In the area of testing, there's no legislation up right now besides some bad legislation from the CDC on confidentiality. [Adrienne pointed out that Sen. Boxer is introducing a bill to protect the health insurance of HIV-positive people.]

Global Issues

We'll seek to get the State Department to call global AIDS issues a priority for the U.S. government. This summer, the G7 nations will meet to discuss their priorities. We'd like Secretary of State Warren Christopher to put global AIDS issues on the agenda for that meeting.

International AIDS Candlelight Memorial and Mobilization

Participation in the event is going well. We have 224 cities in 50 countries. Our relationship with IGLHRC on this event has been particularly good.

AIDS PAC

Tom Sheridan will come to San Francisco next week to brief the MAA board. At Kerry's request, Paul will let staff know this week whether or not other MAA staff may attend the meeting.

IV. Special Topics

Personnel performance reviews/pay

Paul will try to create a timeline for the production of performance reviews for 1992 by the next staff meeting. Retroactive pay and new salaries reflecting raises and cost-of-living increases has been authorized, and will be effective next payday. The MAA Board has reconfirmed that there will be no bonuses for staff from 1992.

Lobby Team

At the last staff meeting, staff expressed concern over the fate of the Lobby Team program. The issue will be raised at the next meeting of the MAA Board's Political Strategy committee.

Amy's departure

Paul asked that if any staff feel that with adequate staff support, they can take on any of Amy's functions, please let him know. Before we advertise Amy's position, we will hire someone temporarily and in the meantime will consider the possibility of changing our structure.

Keeping track of commitments

Discussion of this issue was deferred until the next meeting.

V. Program Priorities

No conflict

VI. Upcoming Press Releases

None

VII. Calendar Items

The MAA Board's Political Strategy Committee will meet tonight at 5:30.

VIII. Archival Items

None

KERRY

mon/tues
JEAN
noon

MAA Staff Meeting Agenda

April 7, 1993

I. Acceptance of Minutes of Last Meeting

II. Political Review

III. Program Reports

Adrienne

Amy

Ben

Kerry

Paul

IV. Special Topics

- Personnel performance reviews/pay--what is status?
- Lobby Team--its fate
- Keeping track of commitments--ideas for a system

V. Program Priorities

VI. Upcoming Press Releases

VII. Calendar Items

VIII. Archival Items

grants/fiscal agent agreement this week/
major donor training
donor comm. weat.
report out to them
over income March
Dance - seeds
grants
met w/ Ran Wang
Tam B
Martha
London mty.
Jim Reisd.

Dr Neil Sandy

* 3.5 toning FDA approved silver
foil wrapped boxes of 500
latex nanox 9277

2 1/2 million in a 20 ft container

Research

what's the funding deal
& priorities

94 → Pros pro 228 mil ↑ for ~~research~~
take us to 1.3 bill

we want 30 mil now

NIH re-auth will prob be passed
but we want ↑ for NIH
doubled by yr 2000

Prevention

Pelosi HR 1532

alters educ programs

numbers

cooperative agreements between

high risk groups

needles say minorities

need 240 mil $\uparrow$ for 94

care

at Ryan White - need to go above
authorized amount.
Pres an open-ended promise

NO FDA $\uparrow$ ~~to~~ aid programs

Health care Revision
\$ reform

CIVIL RIGHTS

immigration / testing
 $\downarrow$ CDC

AIDS expert
meeting

GLOBAL -

State dept to state that global AIDS
issues - G7 nations
priorities to discuss AIDS

INSURANCE

Boxer - AIDS ins. lost for HIV

NEEDLE EXCHANGE - bill

Kerry

MAA Staff Meeting Agenda

May 19, 1993

I. Acceptance of Minutes of Last Meeting

Note: at today's meeting, we'll be accepting minutes from the March 17, March 31, and April 7 meetings. If you're not sure of your acceptance of those minutes, please review your copies or see me for a copy prior to the meeting. I haven't yet processed and distributed minutes from our April 14 and May 12 staff meetings, but I will as soon as I have a chance. If there was a staff meeting on May 5, responsibility for the minutes belongs to someone else.

II. Political Review

III. Program Reports

Adrienne

Ben

Ed

Kerry

Paul

IV. Special Topics

V. Program Priorities

VI. Upcoming Press Releases

VII. Calendar Items

VIII. Archival Items

ANDY ILVES

written speech
nametags 30

7pm

ED

Minutes of MAA Staff Meeting

May 26, 1993

I. Acceptance of Minutes of Last Meeting

No minutes were considered.

II. Political Review

None

II. Program Reports

Ben

Newsletter

Ben's priority for next week will be working on the newsletter, to make sure it's ready for the printer by the end of the day Friday, June 5.

At Paul's request, Ben will check the labels that Amy printed for the newsletter to ascertain whether organizations are included.

Office matters

Ben has continued to process and distribute the minutes of our recent board meetings.

At Ed's request, Ben will give Ed a copy of all the staff meeting minutes he has produced.

At Paul's request, Ben will clean his workspace in preparation for the arrival of MAA's new interim Administrative Director Frankie Nakata next week.

Miscellaneous

At the request of Ted Fang, Ben produced a full-page ad for MAA for the program of the upcoming HRCF annual San Francisco dinner.

Ed

Finances

Ed will meet with our bookkeeper Jean Nelson on the afternoon of Thursday 5/27, so he needs all check requests turned in by then. He'll meet with Paul at noon on the same day to go over the coding procedures.

Office matters

Ed will print labels for the newsletter for all people who have contributed to MAA since April 20.

Ed's been working on catching up with thank-you letters.

The Candlelight and MAA membership databases are now up-to-date.

Ed will spend two hours with Paul on Thursday 5/27 cleaning up the Candlelight materials that are scattered around the office.

Ed's pursuing information on an automated voicemail system such as the one used by the San Francisco AIDS Foundation.

Ed has been talking to a realtor about finding new office space for MAA, and is checking out space South-of-Market and in the Financial District for \$1.00 - \$1.25.

Paul

Office matters

Paul will spend two hours with Ed on Thursday 5/27 cleaning up the Candlelight materials that are scattered around the office.

Paul's finishing up the loose ends of matters related to the March On Washington Lobby Days and Direct Lobbying of the House and Senate appropriations committees before leaving for Berlin on Friday, June 5. Paul will return to the office on Tuesday June 15 or Wednesday June 16.

Paul will write the letter from the Executive Director for the newsletter before he leaves for Berlin.

Miscellaneous

Paul's planning to recruit people for the board of directors of the spin-off organization that will handle our international programs. He's also involved in other aspects of planning that organization. He's hoping that we can begin to file papers for the formation of that organization by the end of June or the beginning of July.

The Dance-a-Thon raised less than expected, which means that we'll have a budget shortfall.

The Sheridan Group will give us a proposal next week regarding the timeline and the budget of the AIDS PAC.

IV. Special Topics

None

V. Program Priorities

None

VI. Upcoming Press Releases

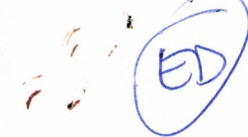
None

VII. Calendar Items

None

VIII. Archival Items

None



Minutes of MAA Staff Meeting

June 2, 1993

I. Acceptance of Minutes of Last Meeting

The minutes of the May 12 meeting were accepted.

II. Political Review

Adrienne explained:

Rep. Pelosi has introduced the HIV Prevention Bill.

II. Program Reports

Adrienne

San Francisco AIDS Candlelight Memorial and Mobilization

We received a letter from someone in the deaf community thanking us for having good interpreters at the event.

Signs were never put on the cable car or on the Lincoln statue. But there were no major problems.

Miscellaneous

Adrienne's job description has been changed by the MAA Board, and she doesn't know what it's going to be. She and Paul will meet today to discuss it.

Ben

Newsletter

Paul will have an outline of the letter from the executive director to me by the end of the day Thursday.

International/San Francisco AIDS Candlelight Memorial and Mobilization

Ben will get an estimate of the cost of professional video clips of Candlelight news coverage.

Computer BBS

Ben will respond to Paul Tompkins' memo about what info we need from the BSS's and what info we want to upload to the BBS's. He will also schedule a date for Paul to give him a tutorial in accessing and using the BBS's.

Miscellaneous

At Paul's direction, Ben will ask May at Grant Printing to store the 1500 unfinished Candlelight booklets until we begin preparations for the next Candlelight, at which time we'll create a new sponsor list to be printed in the booklet.

At Ed's request, Ben gave Ed copies of all staff meeting minutes he's produced.

Frankie

Introduction

Frankie reviewed her new position at MAA as an administrative consultant with a six-month contract. She comes to us from the Mayor's office, where she was office manager and scheduler for the Mayor. Prior to that position, she was an administrative manager at a telecommunications company. She has also worked with Ted Fang at the San Francisco Independent. She holds an architecture degree from UC Berkeley. She cites her education as the source of her skills in problem-solving.

Office Matters

Frankie is reviewing financial systems and administrative procedures, and examining how the staff functions. She wants input from everyone, in one-on-one meetings and through memos. She calls this an opportunity for staff to "stuff the suggestion box." She will eventually make recommendations to the Board.

Kerry

Development issues

Kerry had a promising meeting with a manufacturer and importer of condoms to discuss a development program using condoms.

Kerry is pursuing payment from sponsors of the San Francisco Candlelight. She's also seeking donations from developed nations and U.S. cities that participate in the International Candlelight.

Income from onsite donations at the San Francisco Candlelight was budgeted at \$6K, but we only collected just over \$2K. Kerry attributed this to a lack of pitches for money from the stage during the event. Also, the ceremony was less emotional this year than it has been in past years, and the emotionalism of the event seems to be connected to the income. Our donation volunteers this year were good.

Kerry is working on a direct mail piece to follow the mailing of the newsletter. This mailing will bring in income in July and August.

Frontline Campaigns is giving us the names of all people who pledged and donated money during our last phone solicitation program.

We're planning our participation in a theater event called "Crazy About You" that will be a joint fundraiser for MAA and Project Inform. This event is PI's effort to fulfill their contract with us as a beneficiary of the AIDS Dance-a-Thon. Kerry is continuing to pursue fundraising possibilities with other Dance beneficiaries.

As part of her effort to launch a major donor program, Kerry is waiting to get into a Support Center seminar on major donor programs.

Kerry has submitted a grant proposal to Northern California Grantmakers.

Paul

International AIDS Conference

Paul has a meeting scheduled with Jonathan Mann, the head of Harvard's Global AIDS Institute. He's seeking a meeting with Michael Merson, head of the World Health Organization's Global Program on AIDS (Dr. Mann's former position).

Paul will meet with representatives of AIDS organizations from other countries to discuss the spin-off organization we may create out of the International AIDS Candlelight Memorial and Mobilization program.

Office matters

Paul will phase out of the Executive Director position by the end of the year, but will continue to play a key role in MAA after that.

John Bouffard's work is completed. Ed will continue temporarily, with the same hours he's had (Tuesdays, Wednesday afternoons, and Thursdays).

Paul asks that staff share phone answering duties, and that Ed handle mail duties.

IV. Special Topics

None

V. Program Priorities

No conflicts

VI. Upcoming Press Releases

None

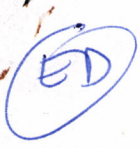
VII. Calendar Items

Paul will leave for Berlin on Friday, June 4, and will be back in the office on Wednesday, June 16.

The Human Rights Campaign Fund will use the MAA conference room on Thursday, June 10 from 7:00 to 8:00 p.m.

VIII. Archival Items

None



Minutes of MAA Staff Meeting

June 9, 1993

I. Acceptance of Minutes of Last Meeting

The minutes of the May 19 meeting were accepted.

II. Political Review

Due to Paul's absence, there was no political review.

II. Program Reports

Ben

Newsletter

KK Graphics will deliver the finished newsletter to us on Thursday afternoon (tomorrow). Ben has arranged for members of Walden House to come in on Friday to fold, seal and label the newsletters. Business Services Network will come in on Friday afternoon to pick up the newsletters for mailing. Kerry will request a check for BSN which should be ready for them to pick up along with the newsletter.

Labels must be printed by Friday. Ed has arranged for Amy to come in on Thursday (tomorrow) to print the newsletter labels.

Miscellaneous

Ben will assist Kerry in the production of a direct mail piece next week.

Ed

Financial matters

Ed will meet with our bookkeeper Thursday (tomorrow), so check requests are due by then.

Accounts receivable are now on the computer, so we'll get printouts instead of photocopies.

Past phone bills have been coded haphazardly. Frankie will recommend a solution.

Thank-you's for donations are now up-to-date.

Office matters

Amy will be in tomorrow (Thursday) to set up the database for Kerry's direct mail pieces.

Paul Tompkins will be in this weekend to back up the computers.

Frankie

Miscellaneous

Frankie has been fact-finding and looking at records to ascertain our financial condition and to consider our cash flow for the rest of the year. She has met with our bookkeeper and our accountant, and will meet with the chair of the MAA Board's Finance Committee.

Frankie is working with Kerry on product development.

Frankie is examining and clarifying our personnel manual.

Kerry

Development

On Monday of next week, Kerry will begin work on our next direct mail piece.

Kerry is working on product development, which is the condom project. The project may involve the creation of a nonprofit 501(c)(3) corporation. Plans for the project look good.

AIDS Walk meetings begin next week. Kerry has already met with SFAF's new development director, Jane Breyer.

Kerry sent a follow-up invoice to San Francisco Candlelight sponsors who haven't yet paid. Kerry's planning a follow-up letter asking for contributions from the coordinators of International Candlelights.

Kerry has been meeting with members of the MAA Board's Development Committee, and will schedule a meeting of the full committee toward the end of June.

IV. Special Topics

None

V. Program Priorities

No conflicts

VI. Upcoming Press Releases

None

VII. Calendar Items

Ed is distributing calendars for June and July.

VIII. Archival Items

None



Minutes of MAA Staff Meeting

June 16, 1993

I. Acceptance of Minutes of Last Meeting

The minutes of the May 26 meeting were accepted.

II. Political Review

Paul explained:

AIDS funding

The House Appropriations Committee's Subcommittee on Health and Human Services has made its recommendation on AIDS funding to the full House, and it's a good recommendation. This is the subcommittee we sought to influence during the MOW AIDS Lobby Days. Rep. Pelosi and Rep. DeLauro both sit on this subcommittee.

The President revised his budget request at the last minute, and in doing so he compromised on funding for the Ryan White CARE Act. Instead of asking for a \$300M increase, he has asked for a \$200M increase. The President requested a \$300M increase in research funds. The subcommittee approved these requests, which means that as long as Congress upholds these recommendations we'll have the highest increases ever in AIDS funding.

The President is primarily responsible for these increases, but the MOW AIDS Lobby Days should properly be credited as a factor as well. It is interesting to note that at the Ninth International AIDS Conference, the director of the (U.S.) President's Commission on AIDS, Dr. Roy Widdus, said that the MOW AIDS Lobby Days meetings with the State Dept. were effective, that Tim Wirth was moved, and that consequently AIDS may be raised as a topic at the summit of G7 nations.

The Ninth International AIDS Conference

At the Ninth International AIDS Conference, our principal purpose was to network and to ascertain strategy for developing and positioning our international programs.

In the area of science, the reports were not encouraging. What progress has been made is mostly in the area of vaccines, which are still years away from availability. There was a very interesting presentation by Dr. Jay Levy of San Francisco on long-term survivors of HIV infection. We should consider inviting Dr. Levy to give us a presentation here.

In the area of treatment, reports show that we had misunderstood the effectiveness of AZT for early treatment. It may even be harmful at certain stages. This will provide ammunition to opponents of accelerated drug approval.

In epidemiology, the spread of AIDS is phenomenal. In India, studies of women seeking pre-natal care show a sharp rise in HIV infection from .75 percent to 1.25 percent. These statistics give some idea of what may be happening elsewhere in Southeast Asia.

Mike Merson, the head of the World Health Organization's Global AIDS Program, gave a speech in which he asserted that losses in developing countries could be cut in half with an expenditure of \$2.5 billion.

These findings clearly indicate that MAA's international mission is important.

We initiated dialogue on global AIDS advocacy, and were praised for seeking input from other nations before forming recommendations for action. This contrasted with the presentation of recommendations by members of ACT UP New York, who demonstrated insensitivity to the concerns of other nations by not consulting with them ahead of time and not coordinating translations for their presentation.

In a meeting with us, representatives of the Harvard Global AIDS Institute encouraged us to coordinate a network of U.S. groups to pressure the U.S. government on global AIDS policy. We also discussed the possibility that MAA, the Harvard group and the International Gay and Lesbian Human Rights Commission might collectively present global AIDS advocacy meetings at next year's International AIDS Conference in Yokohama, Japan. We will check into the International Council of AIDS Service Organizations, and decide whether to join forces with it as a partner in this process or simply seek its support and participation.

The Yokohama conference was the topic of interesting discussions we had with the Japanese AIDS activist leadership, which consists primarily of Teishiro Minami and the group Occur. AIDS activism in Japan is conceptually very different that it is in the U.S. We reminded our Japanese contacts that they will be thrust into the spotlight by the conference. We'll make an effort to help them prepare for that position.

Paul will have a written report on the Conference prepared by the end of next week.

II. Program Reports

Ben

Newsletter

The newsletter went to the mail house last Friday. The volunteer group from Walden House was able to handle a lot of the folding, labeling etc. but not all of it--perhaps half. There was one computer-oriented glitch in the production of the newsletter, which happened at Copytime, the company that does our linotronic printing, which resulted in the words in the newsletter being close together and difficult to read. Ben will investigate that problem with the computer staff at Copytime before the production of the next newsletter.

Miscellaneous

At Paul's request, Ben will create a set of binders presenting a comprehensive overview of what has occurred in every MAA department and program in 1993. The report will be similar

in format to the end-of-the-year board report. It would represent our organizational memory, would help provide new staff including Ed and Frankie with a better understanding of what's happened so far this year, and it could help Kerry with sales.

At Frankie's request, Ben is working on a report on a job description for the communications director position, and on recommendations for the communications department.

Ed

Office matters

Amy came in for a day to work on database matters. Our databases are now on the Zephyr and Access programs. They will remain on both programs until we make a decision about how to resolve our database needs.

At Frankie's request, Ed is working on a report on a job description for the administrative assistant position, and on recommendations for the administrative department.

Because MAA does not have any use for the booth we've reserved for the San Francisco Lesbian/Gay Freedom Day Parade and Celebration, Ed will contact the Parade Committee to request a refund of our deposit.

Ed proposed two potential sites for our office relocation; one at Brannan and 2nd St., the other on Sansome St.

Ed said that we should be able to finalize the new phone system soon. The updated calendar has been distributed, and an updated board list will be distributed this week. Check requests are being reviewed and processed now.

Frankie

Office matters

Frankie's working on a cash flow analysis, trying to match actual expenses with budgeted expenses.

For the benefit of a closer analysis of our accounting process and to save money, Frankie is considering bringing our accounting process in-house.

Frankie is working with Kerry on development projects, especially the promising condom project.

The Human Rights Campaign Fund wants to use our conference room on Thursday, June 24 and Saturday, June 26. Frankie will coordinate the availability of the room.

Frankie will provide the MAA staff with an accounting of vacation time, comp time and sick leave.

Paul

International Programs

Paul will travel to the International Gay and Lesbian Association conference in Barcelona, Spain in July, which will give him a good opportunity for networking with representatives of many of the organizations we work with or hope to work with.

Direct Lobbying

Direct lobbying will focus for now on the Senate appropriations process.

AIDS PAC

Paul is working with the Sheridan Group to resolve legal snafus with the AIDS PAC.

Administrative matters

Depending on the will of the MAA Board and the budget, MAA will advertise the new position of political director within the next 30-60 days.

IV. Special Topics

Ben proposed a system for keeping track of our commitments, by taking time at staff meetings to review commitments made at previous staff meetings. The idea was unanimously approved.

Ben proposed that items V and VIII of the staff meeting agenda (Program Priorities and Archival Items) be eliminated, because in practice they have not been effective agenda items. The purpose of item V--the resolution of program conflicts--has been handled during program reports. Archival materials should be labeled as such and given to Ben at any time. The idea was unanimously approved.

Paul asks that we reduce expenses as much as possible for the foreseeable future, while we resolve our budget issues. Paul asks that we check our expenditures against the budget with Frankie.

V. Program Priorities

No conflict

VI. Upcoming Press Releases

None

VII. Calendar Items

The MAA Board's Development Committee will meet at MAA on June 23 from 6:00 p.m. to 7:00 p.m.

Kerry will be taking a vacation day on Monday, June 21.

Kerry's birthday lunch will be held on Tuesday, June 22. Frankie and Ben will coordinate it.

The Human Rights Campaign Fund wants to use our conference room on Thursday, June 24 and Saturday, June 26. These dates are tentatively scheduled for that use.

VIII. Archival Items

None



Minutes of MAA Staff Meeting

June 23, 1993

I. Acceptance of Minutes of Last Meeting

The minutes of the June 16 meeting were accepted.

II. Political Review

Paul explained:

Now that the House of Representatives have passed them along, appropriations are now being considered by the Senate. This process is usually finished by the end of July/beginning of August, but because things have been moving at an accelerated pace this year, that may change.

Sen. Feinstien's office called us to say that Mike Merson, the head of the World Health Organization's Global Program on AIDS, wants increased U.S. funding for global AIDS programs and would like to see the G7 summit address global AIDS issues. Merson's assistant Marjorie Damm has been in communication with Paul about this issue. Paul has contacted Rep. McDermott's office to request that they produce a "dear colleague" letter on the subject with Rep. Nancy Pelosi. We'll know the results of this effort within ten days.

Hearings on the Pelosi Prevention Bill will happen in about a month. We'll keep our eye on it.

II. Program Reports

Ben

Miscellaneous

At Paul's request, Ben is producing a set of binders that will contain the basic documents of each of MAA's programs for 1993. The full set of seven binders (and the people responsible for those programs) will include: Communications (Ben); Development (Kerry); Direct Lobbying (Paul); Field (Paul); International (Paul); Office/Administrative (Frankie and Paul); and PAC (Paul). Ben will create a structure for the binders, including program goals, timeline, and budget. The staff will supply Ben with all documents that belong in the binders, and Ben will update the binders on an ongoing basis.

Ben will represent MAA at an AIDS Awareness event at Genentech Corp. on Friday afternoon. He'll bring MAA brochures and newsletters, some Candlelight booklets (for browsing only) and the MAA banner, and will make some statements about MAA's programs.

Ben will furnish Ed with data for the media database.

Ed

Office matters

Ed is seeking reimbursement for Adrienne's MOW expenses from the MOW Committee.

Ed is going over accounts payable and missing check request forms for Frankie. He has transferred our accounts receivable to the Excel program.

Ed is closing our California Federal Bank accounts and transferring our funds to Wells Fargo.

Ed cancelled our reservation for a booth at the San Francisco Lesbian/Gay Freedom Day Parade and Celebration, and got a full refund.

Ed will process payroll and other checks tomorrow, so hours and check requests are due by then. Ed and Frankie will meet tomorrow to discuss checks.

Ed is working on a report for Frankie on whether or not MAA databases should be handled out-of-house.

At Paul's request, Ed will make follow-up calls to domestic cities that coordinated Candlelights.

Frankie

Administrative matters

We're going to convert from a cash-based method of accounting to an accrual method. Our accountant, Jean Nelson, resigned on Monday, citing a breakdown in communications, which means that this conversion must be handled by Frankie, and will therefore be delayed. Jean's resignation also means that the closing of the first quarter's books will be delayed.

Frankie has calculated vacation time, comp time and sick time for all staff, and has distributed reports on these calculations to all staff.

Frankie has compiled a list of staff phone numbers and addresses, and will distribute this to the staff.

Kerry

Development projects

Kerry is working with Jim Risedorph, a San Francisco-based importer/exporter with a company called Parkdale (a subsidiary of Golden Mountain), to plan a condom product that would serve as a fundraiser for MAA and for other AIDS organizations. Risedorph has offered to pay for the incorporation of a 501(c)(3), for which he will be a member of the board of directors; to pay for the initial shipment (a bin) and storage of the product; to pay for the initial design of packages and brand names; and to arrange focus groups to review the product. and Kerry will meet with the development committee tonight to review their ideas. Kerry is looking for staff suggestions for names for the product.

Northern California Grantmakers has invited us to make a full proposal for our grant application for a \$25,000 grant. This means that they're receptive to our initial proposal.

Kerry is exploring alternatives to a direct mailing to our full membership.

Kerry will meet with the Shanti Project tomorrow (Thursday) to discuss their fulfillment of their fundraising commitment to us.

Paul

Administrative matters

Paul is finishing his memos/reports on the AIDS PAC and on the International AIDS Conference. We're having legal problems with the PAC; the board is working on dealing with those problems.

Paul is reviewing all programs under his supervision, so that he can produce a report on how we're doing on meeting our goals for 1993.

After the budget has been revised (by next Tuesday), Paul will review our political programs to ascertain what is feasible.

Miscellaneous

Paul will travel to Barcelona for the International Gay and Lesbian Association Conference during the second week of July, funds permitting. He's preparing a report to ILGA on financial systems, which he'll submit whether or not he makes the trip.

IV. Special Topics

None

V. Review of Commitments

Done

VI. Upcoming Press Releases

None

VII. Calendar Items

The Development Committee will meet tonight (Wednesday) at MAA.



Minutes of MAA Staff Meeting

July 14, 1993

I. Acceptance of Minutes of Last Meeting

The minutes of the June 2, June 9, and June 23 meetings were accepted.

II. Political Review

Due to Paul's absence, there was no political review.

III. Program Reports

Ben

Miscellaneous

Ben will help to coordinate volunteers for counting money from the San Francisco AIDS Walk-a-Thon. He will also contact Danny Sauro at SFAF to ask for materials related to the day-of-event responsibilities and opportunities of beneficiaries.

Ben has purchased binders for archiving the basic MAA documents of 1993.

Ben will prepare to brief Mike Shriver on MAA communications issues.

Ben will devote some time to sorting and filing the backload of documents on his desk.

Ed

Accounting/Finances

Ed is transferring accounts receivable from the beginning of the year into the Excel program.

Ed will be handling payroll and accounts payable this week.

Ed will investigate the software that former MAA bookkeeper Jean Nelson used, and will ask Paul Tompkins to bring it on line at MAA.

Administrative issues

Ed is transferring our databases from Zephyr to Access. Following the transfer, Ed will eyeball-clean our lists.

Ed will purge the hard drive on his computer of unnecessary files.

Ed will ask our realtor to look for potential new office space in the Castro neighborhood.

Miscellaneous

Ed is following up on getting outstanding pledges turned in from sponsors (\$1000) of the San Francisco AIDS Candlelight Memorial and Mobilization.

Ed will count money for the San Francisco AIDS Walk-a-Thon on Tuesday, 7/27.

Frankie

Accounting/Finances

Frankie will examine our bookkeeping and accounting practices and make recommendations. She will propose to the board that we seek pro-bono accounting. We might realistically hope expect do in-house data entry, hire outside bookkeeping, and get pro-bono accounting.

Frankie will create a budget for the remainder of 1993 for presentation to the board.

Development

Frankie is focusing on following through on the condom project. She will meet with Jim Reisdorph tomorrow, and will seek answers to our outstanding questions.

Frankie will count money for the San Francisco AIDS Walk-a-Thon on Monday and Tuesday, 7/26 - 7/27.

Miscellaneous

Frankie will finish acknowledging the people who applied for the position of Executive Director.

Frankie will contact Debbie at ADP (a payroll service) to see if she can negotiate a better price than we get from our current vendor, PayDay.

IV. Special Topics

None

V. Review of Commitments

None

VI. Upcoming Press Releases

Ben will issue a press release and a letter to AIDS service organizations during the week of July 26 announcing the hire of Mike Shriver.

VII. Calendar Items

The San Francisco AIDS Walk-a-Thon volunteer appreciation party will be held Sunday, August 15.



Minutes of MAA Staff Meeting

August 4, 1993

I. Acceptance of Minutes of Last Meeting

Acceptance of the minutes of the July 14 meeting were deferred.

II. Open Discussion

Staff reviewed the staff meeting structure and schedule. We agreed that we will continue to meet weekly until the end of the year, at which time we'll consider switching to meeting every other week. We also agreed that the current format of our staff meetings will remain in place.

We may continue to have monthly staff lunches outside the office, but due to budget constraints MAA won't reimburse us for those lunches.

Staff will no longer take minutes at board meetings.

III. Political Review

Mike explained current political issues affecting AIDS policy. The content of the report is not reprinted here because Ben couldn't keep up with it longhand. Ben will bring a tape recorder next time.

IV. Program Reports

Ben

Misc

Ben will inquire about the availability of volunteers from Walden House to help us move. Ben will also inquire about the availability of boxes from the NAMES Project.

Newsletter

Ben has distributed a list of proposed topics for the August newsletter, and requests staff feedback. Ben is planning a four-page newsletter.

Ed

New office space

We have secured 584-B Castro Street as our new office space, starting September 1. Ed will coordinate the move. He will visit the space soon to review logistical considerations such as the floor plan, the location of phone jacks, the schedule of trash removal, etc. He'll seek trucks and dollies from Ted Fang. MAA staff will do the moving ourselves, along with whoever among the board and among our friends we're able to recruit. Ed will seek donations of

furniture from various companies. He will also offer donations of our unwanted existing furniture to other needy organizations.

Administrative issues

Ed is gathering information about new phone systems.

After doing some comparison shopping, Ed and Frankie convinced PayDay to lower its rates for us to keep us as clients.

Ed will pursue the San Francisco AIDS Candlelight Memorial and Mobilization sponsors who haven't paid their sponsorship fee yet.

Ed will review dental plans and select the best deal for MAA.

Miscellaneous

Ed will lend MAA his small refrigerator.

Frankie

Administrative issues

Frankie gave Mike a report on our financial situation. The upshot of the report is that our finances are tight right now.

Frankie followed up on our \$25K grant request to Northern California Grantmakers, and they say they'll let us know about their decision around September 1.

We met with Craig Miller and Richard Zeichke to discuss the AIDS Dance-a-Thon. They explained that this year's revenue shortfall was partly related to the capacity limitations of Fort Mason, which won't be a problem at the Moscone Center, which is next year's venue.

Frankie's working with Arthur Lazere on our accounting systems. He's helping us to find a bookkeeper. We may bring some of the bookkeeping in-house.

Condom project

MAA has met with Jim Reisdorph, and agreed that he will run the entire condom project himself. We will share our membership list with him, and we'll try to get other AIDS organizations to share their membership lists with him, in exchange for some benefit from the project.

Mike

Condom Project

As part of our agreement with Jim Reisdorph, Mike will try to broker deals with organizations that buy condoms for free distribution--such as various AIDS organizations.

Miscellaneous

Mike is in an information-gathering mode this week.

Between September 1 and December 31, Mike wants the organization to create a plan for programs for 1994.

Mike will prepare a response to the GAAN proposal. He will share the proposal with the staff and seek our feedback.

In 1994, MAA and Project Inform will collaborate on creating the Treatment Action Network, which will involve MAA in a new area (treatment) and strengthen our relationship with Project Inform.

V. Special Topics

None

VI. Review of Commitments

We skipped this item because we haven't held a staff meeting, and therefore haven't updated our list of commitments, in over a month.

VII. Upcoming Press Releases

None

VIII. Calendar Items

Mike will be out of town on August 17, 18 and 19. Mike will lobby in Washington, DC in conjunction with AIDSwatch '93 from September 8 - 15.

The MAA Board of Directors will meet next in late August or early September.

September 14 is Ed's birthday.

ED

Minutes of MAA Staff Meeting

August 11, 1993

I. Acceptance of Minutes of Last Meeting

Acceptance of the minutes of the July 14, 1993 and August 4, 1993 meetings was deferred.

II. Political Review

Federal

Joycelyn Elders' confirmation for Surgeon General is on hold until the Senate reconvenes, because her backers couldn't muster enough votes to prevent a filibuster. Unfortunately, this gives opponents of the nomination five weeks during which they can blast away at her.

The other pressing issue right now is AIDSwatch '93, particularly regarding Ryan White funding and research and prevention funding. We've seen a draft of the CDC budget projections for 1995, and we're displeased. The CDC traditionally puts more funding into counselling and testing than into HIV prevention, and it's continuing to do that even though the Pelosi legislation urges it to put more funding into prevention. So we have to pressure the administration to pressure the CDC to change its direction.

The House has increased the NIH budget by \$227 million, and the Senate seems likely to support that. The Senate has more money to appropriate than the House did, and for the last three years they've given Ryan White more money than the House has, but this year the Senate is very contentious about funding Ryan White and we'll have to work them very hard.

State

On the state level, things are a big mess.

Local

The Aid for Families with Dependent Children (AFDC) fiasco at the Department of Social Services (DSS). The AFDC is an entitlement program of the Federal government, and the DSS is the office of the local government that distributes AFDC checks. Twice a month, those who qualify for this money collect their checks from the DSS. The administration of the DSS tried to change the system such that checks would only be given out once a month. They tried to make this change without consulting the commission that sets policy for the DSS, and they never notified the public. This would make the recipients more vulnerable. Fortunately, the commission stopped this change from being made.

Unfortunately, the city is taking other action that will make life harder for all people in San Francisco who qualify for entitlement programs, such as the homeless. The city seeks to require a fingerprint identification for all who want access to entitlement programs. Although the city of San Francisco has an agreement with the INS that we will not turn over names of undocumented people, a fingerprinting requirement will frighten off undocumented people who then won't have

access to health care, etc. Given the fact that many members of the HIV-positive Latino community are undocumented, many people will go underground if this policy takes effect.

The city also wants people to demonstrate some form of residency 15 days prior to getting benefits through entitlement programs. How will the homeless be able to qualify?

On the positive side, the city has issued RFP's for the consolidation of prevention activities.

III. Program Reports

Ben

HIV/AIDS column

At Mike's request, Ben will present a proposal to the Bay Area Reporter and the Sentinel for an HIV/AIDS political/action column, to be produced regularly (perhaps every other week) by Mobilization Against AIDS. In lieu of payment, MAA would like to print a full page ad in the Lesbian/Gay Pride issue.

Direct mail

Ben is creating a direct mail fundraising letter that will go out at the end of the week. It utilizes a lot of our existing printed matter (to save money). In addition to fundraising, the letter serves to introduce Mike, to outline some of his plans for MAA, and to announce our move to Castro Street.

Miscellaneous

At Mike's request, Ben will follow the city's plans to require a fingerprint identification for all who want access to entitlement programs.

Ed

Phone system

Ed got a quote (\$400 - \$500) on purchasing a new phone system for our new office. Ed will investigate whether or not the new system includes automated voicemail.

Miscellaneous

Ed eliminated a duplicated service from PacBell.

Frankie

Accounting/Finances

Frankie is working with MAA accountant Arthur Lazere on closing the books for the first quarter.

Frankie is trying to get donations of food and beverages for the MAA fundraiser to be hosted by Sup. Alioto.

We've discontinued our 800-number service in order to save money.

Frankie met with Pat Christen to discuss finances for the '94 AIDS Dance-a-Thon.

Miscellaneous

Frankie recommends an off-white paper for the new MAA letterhead. She requests that the new logo design not include the colors pink, black or yellow.

Mike

Fundraising

Mike hopes that the MAA fundraiser to be hosted by Sup. Alioto raises about \$10K, and that MAA's November fundraiser will raise \$20K. This might enable us to begin '94 in the black.

IV. Special Topics

The staff will examine the new office space on Thursday, August 12 (tomorrow) at 2:00 p.m.

Mike asks that all staff identify possible sources for volunteers. The volunteer coordinators of other organizations, such as the San Francisco AIDS Foundation, may be able to help us find volunteers who would be interested in our work.

Mike asks that all staff supply him with our job descriptions.

One of the topics to be discussed at the next meeting of the MAA Board of Directors will be the reconfiguration and revitalization of the Board. Mike would like the Board to grow to include 13 - 15 members, and for members to represent diverse communities, and to have strong ties to any communities, and/or have political organizing skills, and/or have access to funding sources.

V. Review of Commitments

We skipped this item.

VI. Upcoming Press Releases

None.

VII. Calendar Items

San Francisco Supervisor Angela Alioto will host a fundraiser for MAA at her home on Friday, October 1 from 5:30 - 7:30 p.m. MAA staff is asked to attend.

The MAA Board of Directors will meet on Tuesday, August 31.



Minutes of MAA Staff Meeting

August 25, 1993

Today's staff meeting was cancelled.

ED

Minutes of MAA Staff Meeting

September 2, 1993

I. Acceptance of Minutes of Last Meeting

The minutes of the July 14, 1993 and August 4, 1993 meetings were accepted.

II. Report from the Executive Director

AIDSwatch '93

The primary goal of AIDSwatch '93, which happens in two weeks and which MAA is cosponsoring, is to make sure that the Senate holds the House numbers on the Housing Opportunities for People With AIDS Act (HOPWA). HOPWA is authorized at \$156 million. Clinton only moved \$102 million into the act for fiscal year '94, which represents a \$2 million increase over '93. The House of Representatives, which is usually stingy on housing money, appropriated \$125 million for the act. We now want the Senate to increase that to the fully authorized amount, so that in joint conference the House and Senate can split the difference. The fact is, if we don't end up with about \$140 million, we're going to take a cut in housing funds for people with AIDS in San Francisco.

One disconcerting thing is that Sen. Feinstein is not committal on this issue. She's on the Veteran's Administration/Housing and Urban Development (VA/HUD) Subcommittee on Appropriations. HOPWA money goes through VA/HUD. Therefore, Sen. Feinstein is one of the people who has the ability to fully fund HOPWA.

It turns out that Sen. Feinstein has proposed balancing the budget with a 3% cut across the board. The Senate has to make cuts somewhere because the President's budget request is higher than the amount of money the Senate is able to appropriate. Sen. Feinstein has spent the recess campaigning throughout the state as a budget-cutter, so her proposal is consistent with her message. When Mike attended a lunch with her as a member of a group of lesbian and gay leaders last week (along with MAA board members Don Sloan and Tom Nolan), he wasn't aware that the proposal for a 3% cut came from her, and he said to her "rumor has it that the Senate is proposing a 3% across-the-board cut, and I hope that you know that such a cut would be horrible for San Francisco and Los Angeles and other cities outside the state, so I'm counting on you to make sure that the 3% cut doesn't go through."

When Mike met with Rep. Nancy Pelosi the other day, she told him that the 3% cut was Sen. Feinstein's proposal. She said that what Mike said to Sen. Feinstein was what the Senator needed to hear.

Rep. Pelosi's Prevention Bill

Mike had a good meeting with Rep. Pelosi. They're developing strategy about the prevention bill that they wrote that's soon going to come up in the Senate. Rep. Pelosi has been urging Sen. Harkin to carry the bill in the Senate.

CDC advisory board

The CDC has invited Mike to join an advisory board to advise the CDC on the allocation of prevention planning money for next year. The idea is that the allocation process should parallel the process by which funds from the Ryan White CARE Act are allocated, wherein our CAEAR counselor here plans how funds will be spent, sends out requests for proposals (RFP's), then evaluates and approves or rejects the bids.

The CDC didn't have any community providers on this advisory board, so Rep. Pelosi called them and asked them to include Mike. So now Mike's on the advisory board. He won't be able to attend the group's meeting in the middle of this month, but he'll participate in its next meeting.

Special project with Project Inform

At its last meeting, the MAA board of directors decided that the '94 Dance-a-Thon will fund a special political project with national significance, through a collaboration between MAA and Project Inform. The funding will enable PI to coordinate representatives who will attend domestic observances of the International AIDS Candlelight Memorial and Mobilization to recruit participants for a national grassroots treatment action network.

International AIDS Candlelight Memorial and Mobilization

The MAA board also agreed that it would be best for another organization to assume responsibility for the coordination of the non-domestic observances of the Candlelight. We will therefore put this job out to bid, so to speak. We'll give the Global AIDS Action Network first crack at delivering a proposal. We'll open up the bidding process to all other international groups pending our review of the GAAN proposal.

Sen. Charles Robb

Mike attended a breakfast with Sen. Charles Robb of Virginia as a member of a group of lesbian and gay leaders (along with MAA board member Don Sloan). Sen. Robb is good on lesbian and gay issues, and is being cultivated as a supporter of HIV/AIDS issues.

III. Program Reports

Ben

Newsletter

Ben has finished the newsletter; it is now available for staff review. Any changes must be made by this Friday, when Ben will take the newsletter to the printer. Ben will schedule volunteers from Walden House to fold, seal, label, and stamp the printed newsletter.

Graphics

Ben has finished the design the new MAA business cards, letterhead and envelopes, and will have them printed. Mike's business cards will be ready before he leaves for

Washington. Ben is also working with Mark Leno of Budget Signs on the creation and installation of a sign for MAA's front window.

Ed

New MAA office

Ed is setting up contracts with PG&E and Sunset Scavenger.

Ed is making a schedule for the cleaning of the office.

Ed is reviewing voicemail options.

Administrative issues

Ed is working on financials and accounts payable.

Ed is working on the MAA database.

Frankie

Administrative issues

Frankie made a report to the MAA Board of Directors on MAA's financial outlook for the rest of '93. The first quarter books are still not closed.

Frankie is interviewing potential bookkeepers for MAA.

Frankie will review our insurance policies next week with a broker.

Frankie has secured an offer of pro bono consultation on our voicemail options from a telecommunications consultant.

Development issues

Frankie is working with members of the MAA Board of Directors on getting donations of services and goods (i.e. catering, liquor) for the Alioto event.

Frankie is providing information related to the condom project to Parkdale Labs, and will meet with Jim Reisdorph in two weeks to discuss the project.

Mike

Mike decided that henceforth, his program report will be encompassed and replaced by the political review that he presents earlier in our meetings (which will now be known as "Report from the Executive Director").

IV. Special Topics

Alioto fund-raiser

The MAA staff is encouraged to send invitations to the Alioto fund-raiser to friends and colleagues. Also, staff is expected to staff the event.

Employment at MAA

As of January 1, 1994, Ed and Ben will be employed by MAA on a contract basis rather than on an employment-at-will basis (as is currently the case).

Job Descriptions

Mike requests that staff members submit drafts of their job descriptions to him by the end of the month.

Political Strategy Committee of the MAA Board of Directors

Mike requests that staff members either: submit a memo of recommendations to, or attend, the next meeting of the Political Strategy Committee of the MAA Board of Directors (see date and time below).

V. Review of Commitments

We deferred this item until our next meeting.

VI. Upcoming Press Releases

Ben is planning two press releases: one on Mike's appointment to the AmFAR Board of Directors (to be distributed when the appointment becomes official September 17); and the other on the conclusion of AIDSwatch '93.

VII. Calendar Items

Mike will travel to Washington, DC on Sunday, September 14. He will then travel to New York City. He'll return to the office on Thursday, September 23.

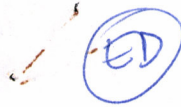
Monday, September 6 is a holiday (Labor Day). The MAA office will be closed.

Ed Bishop's birthday is Tuesday, September 14.

MAA's next staff meeting will be held on Thursday, September 23.

The Political Strategy Committee of the MAA Board of Directors will meet at the MAA office on Thursday, September 23 at 7:00 p.m.

San Francisco Supervisor Angela Alioto will host a fund-raiser for MAA at her home on Friday, October 1 from 5:30 - 7:30 p.m. MAA staff is asked to attend.



Minutes of MAA Staff Meeting

September 23, 1993

I. Acceptance of Minutes of Last Meeting

The minutes of the September 2, 1993 meeting were accepted.

II. Report from the Executive Director

AIDSwatch '93

[Following, italicized, is a summary of MAA's press release about AIDSwatch '93, entered into the minutes at Mike's request]

Over 200 citizen lobbyists from 25 states converged on Washington, DC Sept. 12-14 to lobby for increased AIDS funding as part of the second annual AIDSwatch campaign. The campaign was coordinated by a coalition of national and local AIDS organizations including MAA.

During this final phase of AIDSwatch '93, a Senate appropriations subcommittee increased the House appropriation for the Ryan White CARE Act (a component of the Labor, Health and Human Services-Education bill) by \$10M. That increase is specifically earmarked for the 34 U.S. cities hardest hit by AIDS, which are home to 71% of the nation's diagnosed AIDS cases.

A separate Senate appropriations subcommittee, which includes Senator Dianne Feinstein, infused the AIDS Housing Opportunities Act (a component of the Veterans Administration/Housing and Urban Development bill) with a \$31M increase, bringing the Act to its fully authorized amount.

In addition to advocating for increased AIDS funding, lobbyists spent AIDSwatch '93 educating legislators about the particular ways in which health care reform should address the needs of people living with AIDS, calling for a stronger federal commitment to ending the AIDS pandemic, and encouraging Congress to substantively reform federal HIV prevention activities by supporting Rep. Nancy Pelosi's "Comprehensive HIV Prevention Act of 1993."

The three-day event included a briefing by National AIDS Policy Coordinator Kristine Gebbie, a meeting with the Congressional Caucus for Women's Issues to discuss concerns of women with HIV, and a Capitol Hill assembly at which Rep. Nancy Pelosi of San Francisco and Rep. Anna Eshoo of San Mateo personally greeted AIDSwatch participants.

Joint conference on the Labor, HHS bill will probably happen in a week to a week-and-a-half from now. There's a discrepancy between the amount of money appropriated by the House and the money appropriated by the Senate. The Senate appropriation is higher. In joint conference, the discrepancy will be ironed out.

The VA/HUD bill passed the Senate yesterday. The Senate appropriation is higher than the House appropriation. The joint conference for that bill will come up next week. We don't know who the joint conferees are yet.

The 15 AIDS organizations that sponsored AIDSwatch '93 will issue joint letters, which I will author, to all the members of the House and Senate subcommittees in anticipation of the joint conferences. We want the Senate advocates on the subcommittees to encourage their House counterparts to "recede" to the higher Senate marks.

We're monitoring both bills for negative amendments (for instance, on the issues of needle exchange, condom availability in the schools, and the promoting and condoning of homosexual behavior). We've already laid groundwork with the Administration and the Senate leadership to defeat those amendments.

AmFAR board appointment

On Friday, September 17, Mike was elected to the Board of Directors of the American Foundation For AIDS Research (AmFAR), the nation's largest private AIDS research grantmaking organization. At 30, Mike is now AmFAR's youngest Board member.

Mike and Peter Staley of the Treatment Action Group (TAG) are the only members on AmFAR's approximately 30-member Board who have a street-activist background.

AmFAR's programs include basic research, including scholarship awards and pediatric grants; clinical research; public policy; education; and international programs, through which AmFAR helps to set up community-based AIDS organizations in developing nations.

Now that MAA has this official relationship with AmFAR, we'll participate in some activities, such as those related to treatment, community-based clinical trials, FDA reform, and monitoring the NIH, through AmFAR instead of as MAA. That's a relief for MAA.

Prevention reform

Mike will travel to Washington at the beginning of October, under the auspices of the AIDS Action Council, to chair a strategy meeting of 18 people from national organizations on the subject of prevention reform.

Preventative vaccines

Mike will travel to Washington at the end of October for a meeting regarding the ethics of preventative vaccine clinical trials. He will first develop a bullet-point document for MAA staff so we will understand the ethical issues surrounding preventative vaccines.

Mothers' Voices

Mothers Voices is a group of women whose children are either living with or have died of AIDS. At some point, Mike will travel to New York City to meet with them and to discuss their action plan for fiscal year '94. Mike hopes to secure a contribution from that group to MAA. He also hopes to convince the group to invest money in the New York City observance of the 1994 AIDS Candlelight Memorial and Mobilization, and to give the group a strategic role in coordinating that observance.

Global AIDS Action Network

The Global AIDS Action Network is due by the end of this month to submit a proposal for the coordination of the non-domestic observances of the International AIDS Candlelight Memorial and Mobilization. Mike will have one month to work with the Board to make a decision on the proposal. MAA will notify GAAN regarding the decision by the beginning of December.

AIDS Dance-a-Thon

All of the Dance-a-Thon beneficiaries are sending MAA required letters of intent to contract, to tell us how they intend to use their Dance-a-Thon income. Those letters will form the basis of MAA's contract with them. MAA will require beneficiaries to send us quarterly reports, keep us abreast of how they are spending their grants, and to meet deadlines. In this way, MAA is creating a system of accountability for Dance-a-Thon community grants. This process will serve as the basis of our future request-for-proposal (RFP) projects. We will implement an RFP process for the Dance by 1996, and possibly by 1995.

All Dance-a-Thon beneficiaries have agreed to give MAA more seed money for the 1994 event than in past years.

Rough Trade Records fundraising project

The San Francisco-based record store Rough Trade Records is beginning negotiations to produce an AIDS benefit album. The owner of Rough Trade Records asked Mike's lover Tom to ask Mike for info about AmFAR, because he wants a "national organization" to be the beneficiary of this album. Because MAA is a national organization, Mike is proposing that MAA and AmFAR be joint beneficiaries. MAA must now provide Rough Trade Records with an information packet about our programs.

Elizabeth Taylor fundraising project

San Francisco Board of Supervisors President Angela Alioto asked Mike to try to arrange for Elizabeth Taylor to visit San Francisco to do a fundraiser for AmFAR or for her own AIDS foundation. Mike will attempt to make this arrangement, and will also seek to ensure that a portion of the money raised by any such event will be distributed to local organizations and be administered by MAA. This would reinforce our philanthropic arm.

III. Program Reports

Ben

Media

Ben issued a press release to select mainstream and lesbian/gay print media announcing Mike's election to the AmFAR Board of Directors.

Ben also issued a press release to select mainstream and print media announcing the success of the AIDSwatch program.

Volunteers

Ben has been coordinating volunteers who have presented themselves to MAA. Evelyn Condon, who has volunteered for MAA in the past, notably at the AIDS Candlelight Memorial, is now spending a few hours with us every Thursday answering the phones and handling various other tasks. Marty Van Bibber, whose first interaction with MAA was through Walden House, is coming in at various times to handle various tasks including phone calls, light construction/fix-it stuff, etc. Both volunteers now have their own mailboxes. Staff is encouraged to think of projects that might be useful for us to ask these volunteers to handle.

One of the first tasks that both Evelyn and Marty have helped us with is scanning a printout of MAA donors, which is alphabetized by last name, to check for duplicate names.

Donor relations

Ben supports Frankie's suggestion that the newsletter, and perhaps some of our direct mail, include "AIDS policy 101" information to help educate our supporters about the nature of our work. As Frankie pointed out, not every intelligent, well-meaning adult who cares about AIDS knows that CAEAR stands for Cities Advocating Emergency AIDS Relief, etc. These explanations can be illustrated with stories about how real people are impacted by the issues and programs in question.

Mike suggested that I can gather comprehensive information about Title One of the Ryan White CARE Act from the Sheridan Group, about Title Two from the National Association of State and Territorial AIDS Directors (NASTAD), and about AIDS surveillance from the CDC.

Ed

Administrative issues

Ed has applied for an ATM card so MAA can make deposits in the neighborhood.

Ed is getting a refund from Ameritus for unused dental insurance.

Ed and Frankie met with Pembroke Insurance to review our insurance coverage.

Ed's catching up on accounts payable and on thank-you letters for accounts receivable.

Ed asked United Way if it has a retirement plan MAA can sign on to, but it doesn't yet (it may in the future).

Ed is updating the MAA donor database on the basis of returned newsletters; and is re-mailing returned newsletters where possible.

Office matters

The photocopier will be repaired today. Ed is pursuing reimbursement from Delancey Street Movers for damage to the photocopier during our move.

Ed has provided board members Ted Fang and Rick Hauptman with keys to the office and information about our alarm system.

Ed and Frankie are working with telecommunications consultant Paul Finney (who is working pro-bono for us) to improve our phone system. Ed is compiling PacBell and MCI bills for Paul to review.

Frankie

Development

Dance-a-Thon

Frankie wrote new CBO contracts for the '94 Dance-a-Thon.

Frankie's working with Miller/Zeichke Associates on cash flow and budget issues. In her recent communications with MZA, Frankie has asked them to consider expanding Dance recruitment efforts in Bay Area schools. As part of this effort, representatives from the benefiting agencies could participate by speaking in classrooms, etc.

Alioto fundraiser

Invitations to the Alioto fundraiser are out. Contributions have begun to come in. Frankie will make follow-up calls to board members.

Donations of goods are being rounded up. Former MAA board member Tom O'Connor will be the caterer.

Condom project

Frankie has compiled pricing information from 18th Street Services and the Stop AIDS Project. She will reschedule her meeting with Jim Risedorph next week.

Northern California Grantmakers grant

Our grant proposal was declined for two reasons: first, our proposal did not reflect our letter of intent; second, we failed to mention our intention to work with existing youth groups. We'll try again.

Other grants

Frankie has asked for applications to the Vanguard Public Foundation as well as the Funding Exchange (the OUT Fund for Lesbian and Gay Liberation).

Financial matters

Nina Wouk has been selected as our new bookkeeper. She was referred by our accountant Arthur Lazere; they've worked together on other non-profit accounts.

Nina recommends that we obtain an accounting program called One Write Plus, which Arthur uses. Frankie will shop for it and get it installed prior to our first working session on October 13.

Miscellaneous

The Women's AIDS Network has declined our offer of free office space. They've made other arrangements that better suit their needs, and they thank us for our generous offer.

IV. Special Topics

Happy Birthday, Ed!

V. Review of Commitments

We deferred this item.

VI. Upcoming Press Releases

We'll issue a press release related to AIDSwatch after the joint conference on the Labor, Health and Human Services-Education bill and the Veterans Administration/Housing and Urban Development bill.

VII. Calendar Items

Ed will distribute a calendar within the next week for our input.



Minutes of MAA Staff Meeting

September 29, 1993

I. Acceptance of Minutes of Last Meeting

The minutes of the September 23, 1993 meeting were accepted.

II. Report from the Executive Director

Federal issues

The Labor, Health and Human Services-Education bill

Today, the Labor, Health and Human Services-Education bill (which contains the Ryan White CARE Act funding) passed the full Senate with no negative amendments about HIV/AIDS attached, thanks in part to groundwork laid by MAA and the other AIDSwatch '93 sponsors. The next step is the joint conference, in which the House and Senate subcommittees on Labor/HHS reconcile their separate versions of the bill, which should happen at the end of this week or the beginning of next week.

We're working with the AIDS Action Council on a compromise amendment on the report language, which accompanies the bill and provides guidance on its implementation. The House's report language for the bill practically replicates Rep. Nancy Pelosi's prevention bill. The Senate's report language is much different. Neither version is perfect, which led MAA and AIDS Action Council to take this step.

We'll ask MAA volunteer Evelyn Condon to call the office of every member of the Labor/HHS subcommittee in the House and the Senate tomorrow and urge them to commit to the highest possible appropriations for AIDS during the joint conference.

State issues

Needle exchange

Tomorrow, the CDC will release a document recommending the use of needle exchange programs as a public health tool. This should have an effect on whether Gov. Wilson signs AB260, Assemblyman Willie Brown's bill, which would legalize needle exchange programs throughout California.

ACT UP's "Day of the Dead Political Funeral"

Several chapters of ACT UP will stage a demonstration at the State Capitol Building in Sacramento on Friday, October 29 to call for various specific improvements to the State's AIDS policies and programs. MAA will endorse this demonstration. Ben will follow up with ACT UP/Golden Gate.

Municipal issues

The City and County of San Francisco's Joint Task Force on the HIV Epidemic

Judge Donna Hitchens swore in the roughly 25 members of the City and County of San Francisco's Joint Task Force on the HIV Epidemic earlier today. The Task Force is the result of legislation, passed months ago, which was principally authored by Sup. Barbara Kaufman. The Task Force will make policy recommendations to the Board of Supervisors and the Mayor. We will probably coordinate San Francisco's CARE monies and oversee prevention, housing and research.

The Chair of the Task Force is Sandra Hernandez, Director of Community Public Health Services for the Department of Public Health. Mike was named Vice-Chair. As Vice-Chair, Mike will co-chair the meetings, assist Dr. Hernandez in developing the agenda for the meetings, act as signatory, etc.

III. Program Reports

Ben

Alioto fundraiser

Ben will select and invite members of the press to the Alioto fundraiser, and furnish Frankie with a corresponding list of names to add to the guest list.

International visitors

Ben arranged visits at MAA with Dr. Valery Ivasiuk, Member of the Ukraine Parliament, First Deputy Chairman of the (Ukraine) President's National Anti-AIDS Committee, and host of a new twice-monthly prime-time AIDS educational television program; and Mr. Jose Ricardo Da Cunha, President of the State Narcotics Council of Mato Grosso Do Sul, Brazil, Director of the State Penitentiary System, member of the State and Municipal Committees on AIDS Prevention, and member of the National Committee on Textbooks on Drugs and AIDS. These meetings were arranged with the assistance of the International Visitors Center of San Francisco. Ben has asked the International Visitors Center to notify us any time international visitors with an interest in AIDS will be in town.

MAA budget

At Frankie's request, Ben is preparing budgets for the 1994 AIDS Candlelight Memorial program and all 1994 newsletters.

"AIDSwatch" column

Ben is creating a sample of a regular column that will be offered to Bay Area newspapers (and possibly to newspapers outside the Bay Area, depending on how it goes).

Ed

Administrative issues

Ed is updating the MAA database on the basis of returned mail.

Ed is depositing MAA income (from direct mail and the Alioto event) in the bank.

Ed is finalizing MAA insurance matters.

Ed has finished catching up on thank-you letters for accounts receivable.

Office matters

Telecommunications consultant Paul Finney has recommended against the purchase of a new phone system, or switching of carriers, for now. Perhaps when MAA has more room in the budget he can recommend additional options.

Frankie

Finance

Accounting software has been purchased and installed. Frankie is now working on accounting for 1993.

Frankie prepared a listing of expenses for the 1993 AIDS Candlelight Memorial program.

Development

The Alioto fundraiser has so far generated \$2,395 (\$1,895 received, \$500 pledged). Ron Wong has been monitoring the MAA board's progress in ticket sales--all have sent invites out and have agreed to do phone follow-up. Frankie will call all six 1993 Dance-a-Thon beneficiaries, and all major donors, to try to generate more ticket sales. Frankie's working out details regarding catering, valet parking, and volunteers. Frankie has asked Mike to coordinate the event program, and Ben and Ed to greet guests.

Frankie spoke to Dan Braley, director of the Horizons Foundation, to follow up on our obligation to provide documentation of how funds from a 1992 grant were spent. She will prepare that documentation by the third week of October. The Horizons Foundation is willing to act informally as fiscal agent for the 1994 AIDS Candlelight Memorial program.

Frankie is preparing an agenda for the October 12 Development Committee meeting.

IV. Special Topics

MAA Open House

Frankie recommended that MAA hold an Open House as a community relations event. Staff agreed with the idea. If our financial situation was stronger, we would hold the event in early November. However, it may be necessary for us to shelve this idea until the first quarter of '94. Staff will discuss this matter again after looking into it further.

Community Relations Department

At Frankie's recommendation, staff agreed that MAA will create a "Community Relations Department" category for budgetary/accounting purposes.

Steve Van Landingham

Former NAMES Project director of development Steve Van Landingham has approached (former NAMES Project employee) Ben about the prospect of doing development work for MAA as a consultant. Mike authorized Ben to arrange a meeting, and to stipulate to Steve that development work will be done on a commission basis.

Drew Siegel

Staff discussed the recent AIDS-related suicide of former MAA staffmember Drew Siegel. It was agreed that MAA would commemorate Drew with an article and photograph in the next newsletter. MAA staff and board will be notified of the details of a memorial service when such details are available. Ben will seek information from Drew's surviving partner, Phil.

Bulk mail permit

Ed has researched the procedure necessary for MAA to set up a new bulk mailing permit (our old permit was not reviewed, and it expired). Staff asked Ed to clarify one aspect of the procedure. After the procedure has been clarified, we will set up the permit.

V. Review of Commitments

Staff agreed that this item should be permanently removed from the agenda.

VI. Upcoming Press Releases

Ben will make sure that the press is aware that Mike is the Vice-Chair of the new City and County of San Francisco Joint Task Force on the HIV Epidemic.

Ben will issue a press release following the joint conferences on the Labor/HHS and VA/HUD bills (see Report from the Executive Director).

VII. Calendar Items

Ben will take Friday, October 8 off as a vacation day.

Minutes of MAA Staff Meeting

October 6, 1993

I. Acceptance of Minutes of Last Meeting

The minutes of the September 29, 1993 meeting were accepted.

II. Report from the Executive Director

Appropriations/AIDSwatch '93

[Following, italicized, is a summary of MAA's press release about a significant development in AIDS funding, which reflects the ongoing results of AIDSwatch '93, entered into the minutes at Mike's request]

A joint House-Senate Conference Committee Tuesday approved large increases in AIDS funding through the Labor-HHS-Education Appropriations bill for 1994. If both houses of Congress approve the bill and the President signs it, it will provide \$2.5 billion for AIDS-related activities, an increase of \$500 million (or 25%) over 1993 funding levels.

Highlights of the bill include a \$45 million increase in HIV prevention funding, which represents the first major prevention funding increase in years; a \$227 million increase in HIV/AIDS research funding, the single largest such increase ever; and a 77% increase in funding for Title I of the Ryan White CARE Act. Title I money goes directly to the 34 cities hardest-hit by AIDS, including San Francisco. San Francisco will receive about \$42 million of these funds next year.

The funding increases are also a testament to the effectiveness of extensive lobbying by community-based organizations and people affected and infected by HIV. In particular, credit is due a coalition of AIDS advocates and activists who lobbied Congress during the past few months as part of the "AIDSwatch" program.

1995 federal budget

Mike is currently involved in planning the beginning of the 1995 budget cycle, and is working with the office of Rep. Nancy Pelosi.

HIV prevention

A national think tank for prevention reform will be convened in a couple of weeks in Washington, DC. Mike will attend the meeting, and may end up co-chairing the think tank.

III. Program Reports

Ben

Press release

Ben issued a press release about appropriations/AIDSwatch '93 (see report from the executive director, above).

CDC de-funding of Bay Area HIV prevention programs targeting Latinos

Ben has been investigating the CDC's decision to de-fund two HIV prevention programs targeting Bay Area Latinos (one is coordinated in the East Bay through La Clinica de la Raza and the other is coordinated in San Francisco through Instituto Familiar de la Raza). Ben has compiled information in conversations with representatives of the affected organizations, and will ascertain what action may be appropriate.

Ed

Administrative matters

Ed is finalizing our application for reimbursement from the movers for damage to our photocopier incurred during our move.

MAA has finalized its health care benefits policy. Employees are asked to submit cancelled checks or receipts for reimbursement of payment of health insurance premiums. MAA is applying to the TSC Insurance Company for its Smilesaver 400 dental insurance plan, which should begin providing us with coverage beginning November 1.

Ed is working on year-to-date figures for '93 income for Frankie.

Frankie

Development

Frankie is working on finalizing contracts for Dance-a-Thon beneficiaries.

Frankie is preparing for the MAA fundraiser to be held at Sup. Angela Alioto's residence.

Frankie is exploring possible development projects for '94.

Budget

Frankie is working on MAA's '94 budget.

IV. Special Topics

Open House

MAA staff discussed the possibility of holding an "Open House" party at some time during the remaining months of 1993. It was decided that MAA's budget would not permit such an event during that period. We will look into the possibility of holding the event during the first quarter of '94.

V. Upcoming Press Releases/Public Statements

No press releases/public statements are planned.

VI. Calendar Items

Rick Hauptman's birthday is October 26.



Minutes of MAA Staff Meeting

October 13, 1993

Today's staff meeting was cancelled because the Executive Director was out of town.

ED

Minutes of MAA Staff Meeting

October 20, 1993

Today's staff meeting was cancelled because the Executive Director was occupied in meetings out of the office.

ED

Minutes of MAA Staff Meeting

October 27, 1993

Today's staff meeting was cancelled because the Executive Director was out of town.

ED

Minutes of MAA Staff Meeting

November 4, 1993

I. Acceptance of Minutes of Last Meeting

The minutes of the October 6, 1993 meeting were accepted.

II. Report from the Executive Director

HIV Prevention

With the AIDS Action Council, San Francisco AIDS Foundation, Institute for Health Policy Studies at UCSF, and the National Minority AIDS Council, we're convening a meeting on 11/8 of 25 national organizations to discuss an agenda for HIV prevention reform.

We've also pulled in Pat Ellerbee as co-chair for the Greater Bay Area HIV/AIDS Prevention Working Group. She'll focus on state issues, which will free Mike up to focus on the federal issues.

The Preventive Vaccine Steering Committee meeting that Mike recently attended was very heady and very good. Mike will ask a volunteer to start going through our materials to develop strategies for advocacy on preventive vaccines.

Mike will travel to Atlanta on Monday 11/15 to give public testimony at the Centers for Disease Control regarding the Cooperative Agreement Guidance for HIV Prevention Planning, which is the document that guides the states and the six cities in preparing their applications for CDC prevention funding.

Miscellaneous legislation

We're investigating rumors that legislation is moving through the House of Representatives that will remove \$106B over the course of five years from the department of Health and Human Services.

Grant from the city and county of San Francisco

The \$75K that San Francisco is considering giving us for the CAEAR Coalition, for the Candlelight, and for travel has been given the green light by Jim Wunderman of the mayor's office. It now goes before the board. Wunderman suggested that Sup. Barbara Kaufman might carry that legislation, and she said she'd be happy to. Robert Oakes, the mayor's liaison to the lesbian, gay and bi community, will take responsibility for seeing it through from here. So it looks good.

III. Program Reports

Ben

Meetings with other groups

At the request of the office of Sen. Paul Wellstone (D-MN), Ben organized a meeting for the Senator to establish contacts with representatives of local HIV/AIDS, lesbian/gay, and breast cancer organizations. The meeting was held 10/24 at the home of MAA board member Tom Lloyd.

On 10/19, Ben attended the presentation of a Dept. of Public Health report on the sexual behavior (and incidence of sexually transmitted diseases) of lesbian and bisexual women.

On 11/4, Ben attended a meeting of the Greater Bay Area HIV Prevention Working Group.

Bulk mail

Ben attended a bulk mail seminar at the post office, and acquired a bulk mail permit for MAA. MAA may now send large mailings at reduced rates.

International AIDS Candlelight Memorial and Mobilization

Ben met with MAA's development committee 10/12 to ask that the committee seek 501(c)(3) status for funds for the Candlelight.

Ed

Accounts payable/receivable

We have received reimbursement of \$150 from Delancey Street Movers for damage to our photocopier.

March On Washington reimbursements are on hold for several months pending the MOW Committee's income receipts from various marketing programs.

Ed has submitted our 2nd and 3rd quarter tax statements to the IRS and the state, and has requested payment options for our outstanding tax liability.

Office equipment

Ed is exploring the possibility of using TeleDynamic Communications as a phone carrier, to see how much money we might be able to save with them.

Ed is seeking a purchaser for our Pitney Bowes meter. Pitney Bowes won't repurchase it, so Ed's looking into used office supply companies.

We're on a computer domain waiting list at Hewlett-Packard.

Personnel

Dental coverage under the SmileSaver 400 plan will begin December 1.

Personnel files are almost complete (W4 forms are still needed from Mike and Frankie).

Ed has developed a timecard for use by some employees and contractors.

Banking

Ed is still working with Wells Fargo to get an ATM card for automated deposits. This process has been delayed due to a clerical mistake by Wells Fargo.

Ed will transfer funds to our CalFed PAC account to keep the account open.

Frankie

AIDS Dance-a-Thon

Almost all of the contracts with Dance-a-Thon beneficiaries have been completed and returned, and seed money is now coming in.

Bookkeeping

Frankie is working with our bookkeeper Nina on the 1st quarter books. They are almost complete.

IV. Special Topics

Drew Siegel

A memorial service for former MAA staff member Drew Siegel was held 10/10. Several current and former MAA staff and board members attended.

V. Upcoming Press Releases/Public Statements

No press releases/public statements are planned.

VI. Calendar Items

None