



National Task Force on AIDS Prevention
of the National Association,
Black and White Men Together

- MEMO -

DATE: 16 November 1988

TO: All Task Force Members & Staff

FROM: Reggie Williams, Project Director

RE: November Task Force Meeting

Along with this month's "Mutual Support" is the agenda for next week's Task Force Meeting. I know that our gathering at this special time of year will be especially helpful to each of us as we get to know each other better and learn more about how we can effectively use our diverse talents and abilities. I hope you all are planning to attend.

I am somewhat concerned because I have not heard from many of you concerning your travel plans and need to know what you intend to do. We are providing housing, however, if I don't know you are coming, I will assume you are not and will not have a place for you to stay. So please, call the office upon receiving this memo with the info I need. Thanks!

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AGENDA

FRIDAY (11-25)

Project Reports --

Director
Administrator
Project Management Committee

Presentation from Archer Travel (Sam Hinds)

Program Expansion (Staff)

Survey Presentation (John Bush)

OPEN HOUSE (5:30-7:30 P.M.)

SATURDAY (11-26)

Hot, Horny & Healthy (Phill Wilson)

SUNDAY (A.M. only)

Closure

Second Task Force meeting — San Francisco — November 25-27, '88

1. Some of the information presented in the first Task Force meeting needed to be reviewed for those who were not able to attend (complete notes from the first meeting had not been distributed to members).
2. All four staff members gave brief reports and fielded questions related to the project and their specific work assignments. In the ensuing discussion it was acknowledged that we are still in the development or foundation-building phase. Many things are not spelled out as clearly as they will be in the future. In some ways, it has taken the first four months of operation for some Task Force members to understand the program goals and objectives, and for staff to make contact with all of our chapters. The job descriptions for staff and Task Force members are established but still not well understood. The structural clarity that we need is still evolving.
3. The PMC report was very brief since they only had about four hours to meet during the NAN Skills Building Conference in New Orleans. Much was gained from the workshops, but there was not adequate time to conduct PMC discussions. The PMC is aware of the need for personnel policies and a clear definition of its role, including the oversight and support of staff.

Consulting by John Bush major points presented

Dr. Bush is a professor of Sociology at Southeastern Massachusetts University in North Dartmouth, MA. He has taught numerous courses on survey work and applied research. He has participated in an advisory capacity on a number of studies, including one on sexuality and Black males. He is one of two consultants working with our project to implement the survey component the program.

Methodological problems

1. We are collecting baseline data on knowledge, attitudes and behaviors (KAB) — something that has not been done to any significant extent with our target population of Black gay and bisexual men
2. We will not be mailing our survey to participants as some other survey takers do. We will be conducting individual interviews, which emphasizes the importance of recruiting and training effective survey interviewers
3. The need to use easily understood "street language" in the survey. To attain this standard requires time and research on the part of the consultants, input from Task Force members and adequate pre-testing

Review of the survey instrument or interview schedule

1. The first draft questions were reviewed individually — they are contained within three sections (Knowledge, Attitudes, Behavior)
2. The survey instrument also contains a section to gather some relevant data about the interviewee.

Program Goals and Objectives

This part of the meeting focused on the specific workplan activities that we have to work on during the next two months. Many of the items below were merely listed. Others had due dates of December 15th or January 1 — dates which have already come and gone without much follow through. Note, however, that on all of these items some one of us has made progress since the San Francisco meeting. It should also be noted that the PMC made significant progress on many of these items during its meeting with staff December 27–29, 1988 (Notes from that meeting are still being worked on).

Survey

- identify the 15 Black gay bars and do pre-assessment
- how many interviewers do we need? what type of person?
- identify and screen interviewers (ratio of Blacks to Whites)
- job description for interviewers
- collect other surveys and reports (Julius Johnson, John Peterson)
- how do we do the pre-testing
- overall strategy for using survey
- future surveys?

Hot Horny & Healthy

- re-work and distribute facilitator's manual
- general feedback
- standardize it
- re-name it
- do video (Michael, Ed, Billy, Irwin, Tom)
- refine facilitator training
- evaluation form
- identify 10 trainers
- identify 50 facilitators
- job description for trainers and facilitators
- quality control for facilitators and trainers
- more invitations
- overall strategy for safer sex risk reduction workshops/playshops
- future of playshops

General Administration

- evaluation of meeting process, with potential alternative methods
- master calendar
- minutes of both meetings
- skills workshops
- check upcoming conferences, such as International conf. in Montreal
- history of BWMT AIDS work

Task Force Expansion

- job description
- criteria for membership
- flexibility on size
- recruitment
- selection process
- term of service

- orientation of new members
- regional considerations, regional workgroups
- chapter representation
- racial/ethnic considerations
- skills needed

1989 Program goals/objectives and budget

1. This is a large project that staff is beginning to work on. Deadline is February 24th for our next Task Force meeting in Atlanta, and then February 28th to the CDC.
2. Tom Horan presented a proposal that support groups be encouraged among our HIV-positive members, in order to help people make informed personal choices during the disease process of the AIDS epidemic. Small groups for support and discussion would certainly break down the isolation and denial that many have experienced. Such a component would add to our overall prevention model.
3. In addition to the above program discussion on program objectives for Hot Horny & Healthy risk reduction workshops, Phill Wilson took one of our meeting days to lead Task Force members through the facilitator training. This served the dual purpose of:
 - a. Improving the facilitation skills of Task Force members, so that some can facilitate workshops in the near future
 - b. Giving Task Force members a better basis on which to offer suggestions and carry out the program objectives for this component of our program.