

— MISSION STATEMENT —

The National Task Force on AIDS Prevention is a National Minority Organization dedicated to ending the AIDS epidemic by advocating for and assisting in the development of HIV education and service programs by and for gay and bisexual men of color. Our initial funding from the Centers for Disease Control (CDC) occurred under the umbrella of the National Association of Black & White Men Together (NABWMT) which today has approximately 27 chapters throughout the country. We applied for and received our own 501(c)3 tax exempt status on April 7, 1992.

The Task Force is committed to advocating for gay and bisexual men of color, to conducting risk reduction workshops and basic research, such as knowledge, attitude and behavior (KAB) studies. Moreover, we seek to network and build partnerships with other groups similarly committed to HIV education, prevention and early intervention programs serving gay men of color communities, specifically, and people of color communities, generally.

Thus our work falls into three distinct categories:

- Programs to prevent HIV transmission and to reduce the rates of new infection through teaching the basics of how HIV is passed from person to person, as well as, facilitating the development of skills for individual protection.
- Programs aimed at early intervention in the disease process. This involves providing information about HIV antibody testing, and for those who are HIV-positive, finding appropriate ways of utilizing the healthcare system and making it more responsive to the individual needs of gay men of color. Through our programs we seek to improve the quality of life for people with HIV infection, as well as those who love and care for them. Our view is that such services can reduce the risk of opportunistic infections, and ultimately, improve the quality of life for all affected by HIV disease.
- Programs aimed at preventing or reducing alcohol and substance abuse. This involves dealing directly with the most significant set of co-factors for death from AIDS, such as self-destructive behavior patterns among alcohol and substance users that contribute to many additional health risks that might lead to death. Again, it is our view that alcohol and substance abuse can also translate into a breakdown of commitment to safer sex, thus leading to transmission of HIV.

We have learned from experience that all AIDS education plans and probably all health education plans must be culturally sensitive and linguistically appropriate to specific communities — even to sub-segments of those communities.

In our experience, we see that, while Government has lagged far behind, advances in HIV/AIDS prevention, services, long-term care, and now even research, have come from groups similar to the National Task Force on AIDS Prevention.

Because our communities desperately need a coordinated plan of attack against AIDS, we believe that in developing a coordinated strategy for confronting the challenges of the AIDS epidemic, we must put aside differences and work together. We further realize that through community organizations networking with each other and with all levels of government, in spite of its indifference, we can get the job done. As open, proud, gay men of color stepping forward to be involved and to work with others, we invite you to join us in our fight to conquer HIV/AIDS.



National Task Force on AIDS Prevention

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Oct. 20 & 21

STAFF RETREAT

The following are issues that should be covered in our staff retreat and should be part of our staff development process

1. Strategic Planning

A. Develop a strategic overview of how the various areas interrelate

1. National TA & T

2. USCM

3. Conference Planning

4. Southern States KAB

B. Develop long-term (3-5yr) and short-term (1 yr) objectives for the TA & T program

1. What are our goals within the TA & T organizations

2. What are our goals within the TA & T cities, KAB cities

C. Develop a standardized process and timeline for completing TA & T and USCM studies

D. Discussion of issues that should be carried to the Board/ED

1. What is the role of the National Staff with the GMOC AI?

2. Administrative Staffing Needs

3. Additional Issues

2. Process Oriented/Team Building

A. Discussion of roles & responsibilities

B. Team Building

1. Communication/Trust issues

2. Understanding individual styles

3. Understanding individual strengths, weakness, likes, dislikes

4. Build cohesiveness

C. Develop a consensus for standards & procedures, i.e. who's responsible, etc.

1. Reporting-quarterly reports, trip reports

2. Tasks-travel logistics

3. Structured opportunities for feedback-consistent staff meetings

D. Team building with other Task Force staff members

E. Discussion of issues that should be carried to Board/ED

1. More contact and discussion between ED and staff

3. Skills Building

A. Focus group facilitation

B. Assessment/interview techniques

C. Survey/data interpretation

D. Identify additional trainings

1. Capacity building for our TA program

a. Conducting Leadership development trainings

b. Management Development trainings

c. Conducting Diversity Trainings

1. Race

2. Sexual Orientation

d. Board Development

- ① Philosophical underpinning & connection
 - ② Strategic Planning
 - ③ Skills building
-

Retreat

A MODEL FOR PLANNING

VISION

Broad, almost Utopian, image

* Williams's Performance Review

MISSION

Translation of vision into practical outcomes

Call Alan about Walter

Chow's

GUIDING PRINCIPLES

Statement of values that direct behavior

For Valdiser

ENVIRONMENTAL SCANNING

Assessment of internal and external...

Follow-up on Operational Plan

strengths and weaknesses

threats and opportunities

GOALS AND OBJECTIVES

Goals... broad statements of intended outcomes

Objectives... translation of goals into measurable terms

RESOURCES

Statement of what is necessary to accomplish goals and objectives...

... fiscal ... human ... technical ... information

TIMELINES AND ACCOUNTABILITY

Date(s) goals and objectives are to be accomplished

Person(s) responsible for meeting goals and objectives

EVALUATION

Measurement success and/or failure...

... who, what, when, how

A lunch discussion

VISION FOR TA&T

What will the part of the world that TA&T touches be like when its work is done?
Utopia

CORE VALUES

What Guiding Principles Drive TA&T's Work and Approach

TA&T MISSION

What practical outcomes should TA&T pursue to reach this Utopia?
How should TA&T pursue these practical outcomes?
With whom is TA&T involved in pursuing these practical outcomes?

**EXTERNAL
OPPORTUNITIES**

**EXTERNAL
THREATS**

**EXTERNAL
WEAKNESSES**

**EXTERNAL
STRENGTHS**

**INTERNAL
OPPORTUNITIES**

**INTERNAL
THREATS**

**INTERNAL
WEAKNESSES**

**INTERNAL
STRENGTHS**

**GOALS
&
OBJECTIVES
TO
CAPITALIZE ON
OPPORTUNITIES**

**GOALS
&
OBJECTIVES
TO
ADDRESS
THREATS**

**GOALS
&
OBJECTIVES
TO
ADDRESS
WEAKNESSES**

**GOALS
&
OBJECTIVES
TO
CAPITALIZE ON
STRENGTHS**

DAY #1

DAY #2

EVALUATION OF EXISTING TA&T PROGRAM GOALS AND OBJECTIVES

What functional area are suggested by the Mission, Core Values, Goals & Objectives Developed on Day #1?

STRATEGIC DIRECTION FOR TA&T

How and Where do current and new objectives fit into functional areas?
What specific tasks and skills sets are suggested for each functional area by the Mission, Core Values, Goals & Objectives Developed on Day #1? Which tasks and skills sets, if any, would be new, changed, or dropped.
Goals and time frames for objectives: long term, short term

STRATEGIC IMPLICATIONS

Managing & Leadership: implications for TA&T Structure, other NTFAP Functions,
Board of Directors, Resources.

AGENDA
Strategic Planning for NTFAP TA&T Program

Day #1

- | | |
|------------|---|
| 10:00 a.m. | Introductions & Overview of Day |
| 10:15 a.m. | Vision for TA&T's Contribution/Accomplishment |
| 10:45 a.m. | Core Values |
| 11:15 a.m. | Break |
| 11:30 a.m. | TA&T Mission |
| 12:30 p.m. | Lunch |
| 1:30 p.m. | External Scan |
| 2:15 p.m. | Internal Scan |
| 3:00 p.m. | Break |
| 3: 15 p.m. | Goals and Objectives: Long Term, Short Term. |
| 5: 00 p.m. | Adjourn. |

AGENDA
Strategic Planning for NTFAP TA&T Program

Day #2

- 10:00 a.m. Overview of Day
- 10:15 a.m. What functional area are suggested by the Mission, Core Values, Goals & Objectives Developed on Day #1? How and where do the current objectives fit into functional areas? How and Where do new objectives fit into functional areas?
- 11:45 a.m. What specific tasks and skills sets are suggested for each functional area by the Mission, Core Values, Goals & Objectives Developed on Day #1? Which tasks and skills sets, if any, would be new, changed or dropped.
- 12:30 p.m. Lunch
- 1:30 p.m. Time frames for objectives: long term, short term
- 3:00 p.m. Break
- 3:15 p.m. Managing & Leadership: implications for TA&T Structure, other NTFAP Functions, Board of Directors, Resources.
- 5:00 p.m. Adjourn

NATIONAL TASK FORCE ON AIDS PREVENTION PROPOSED NATIONAL STAFF VISION/GOALS

PROPOSED NATIONAL PROGRAM VISION

OBJECTIVE: Decrease the HIV infection rate among African-American men who sleep with men in select communities across the country.

The following strategies would be used to achieve the objective

STRATEGIES: **Technical Assistance**-Improve the effectiveness of HIV prevention programs targeting African-American men who sleep with men(MSM) in these communities.

Evaluation Criteria: *Pre-post evaluation of KAB
HIV infection rates
Level of involvement of target community
Variety of approaches to prevention*

Community Organizing -Where necessary, organize African-American men who sleep with men in order to provide the infrastructure to create HIV prevention programs targeted to African-American MSM.

Evaluation Criteria *Existence of an organization for African-American MSM
HIV prevention programs produced by/for Af-Am MSM*

The NTFAP National Staff would determine the communities to work in based on the following criteria:

- 1) Epidemiological information that confirms the areas of the U.S. that have the highest prevalence of HIV and AIDS cases among African-American men who sleep with men. (absolute # and % of total case info.)
- 2) Response to NTFAP call for applications
- 3) Assessment of whether the organization/community requires Technical Assistance or community organizing.

PROPOSED TECHNICAL ASSISTANCE PROTOCOL

- 1) Pre-visit conversations with key organization contact
- 2) Assessment visit (1 week)
 - Interview key contacts within the organization
 - Interview community members (MSM)
 - Identified through the key contact
 - Active outreach to hard-to-reach MSM-bookstores, parks, etc.
 - Interview key contacts in the community
 - Opinion leaders
 - Health Dept.
 - Conduct pre-assessment of evaluation criteria
- 3) Complete assessment of the necessity for TA or CO
- 4) Develop TA/CO plan
- 5) Reach consensus with key organization contact/board on the plan
- 6) Implement plan
- 7) Post organization/community assessment

PROPOSED COMMUNITY ORGANIZING PROTOCOL

- 1-2) Same as TA

Assessment visit should last several weeks or entail several visits

- 3) Begin developing relationships with key opinion leaders in the African-American MSM community.
- 4) Develop CO plan
- 5) Implement CO plan
 - Proposed plan elements*
 - Conduct outreach/community meetings
 - Arrange for training of key community members in the areas of activism and organizing.
- 6) Conduct post-community assessment

Implications of this distinction in protocols is that NTFAP would have to narrow the focus of our TA efforts and it would change how we distinguish between which organizations/communities receive TA and CO.

PROPOSED NATIONAL STAFF VISION

The following is the vision for how the NTFAP National TA & T/CO staff should be perceived:

- 1) Experts in organization assessment/methodology
Questionnaire design
Research
Interviewing Techniques
- 2) Experts in determining the appropriate organization interventions based on the TA assessment.
Have developed a NTFAP model for effective HIV prevention organizations/programs for African-American MSM.
Elements of Model- Role of the Board
 Objectives for level of involvement of target
 Program elements related to esteem, KAB, etc.
- 3) Experts in providing TA in the following areas:
Leadership Development
Diversity Training-Race, Sex, Class
Board Development
Grant Writing/Sources for Funding
- 4) Experts on the latest developments on HIV prevention programs for African-American MSM.
- 5) Established relationships with key TA providers to GMOC across the U.S.
LLEGO, NMAC, NABCO, NNAAPC, GAPA/GCHP

STAFF TRAINING NEEDS TO ACHIEVE VISION

<u>VISION #</u>	<u>DESIRED TRAINING/ACTION</u>
-----------------	--------------------------------

- | | |
|----|--|
| 1) | Survey/assessment techniques |
| 2) | AIDS CBO management training |
| 3) | How to develop trainings/curricula
Leadership Development
Diversity Training
Board Development
Grant Writing |
| 4) | Library of the latest articles/papers
Subscriptions to relevant journals/periodicals
Abstracts of conferences/workshops that we have attended |
| 5) | Dialogue established with key providers at each of the organizations
Meetings/conference calls scheduled to discuss how to maximize/synergize our TA efforts. |

Additional Staffing issues

Development of separate evaluation and implementation teams

Administrative staffing

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CORE VALUES

What Guiding Principles Drive TA&T's Work and Approach

EXTERNAL OPPORTUNITIES	EXTERNAL THREATS	EXTERNAL WEAKNESSES	EXTERNAL STRENGTHS
INTERNAL OPPORTUNITIES	INTERNAL THREATS	INTERNAL WEAKNESSES	INTERNAL STRENGTHS
GOALS & OBJECTIVES TO CAPITALIZE ON OPPORTUNITIES	GOALS & OBJECTIVES TO ADDRESS THREATS	GOALS & OBJECTIVES TO ADDRESS WEAKNESSES	GOALS & OBJECTIVES TO CAPITALIZE ON STRENGTHS

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