

BAHSES-BWMT/MACT INTER OFFICE MEMORANDUM

July 17, 1991

TO: See Distribution

FR: Lee Y. Woo

RE: LONG RANGE PLANNING MEETING.

I have scheduled a meeting with Ms. Brenda Crawford to assist us in the development of our business plan and long term range planning. The meeting is schedule for August 26, 1991 from 2:00 to 4:00PM at 350 Townsend Street San Francisco. If you are unable to make it, please let me know.

cc: Kevin Brooks
Shurland Aird
Mike Brunetti
Brenda Crawford
Board of Directors

112040/112055

BWMT/MACT AIDS Task Force
Co-Chairs' Planning Retreat
Minutes
April 13, 1990
6:00 - 10 PM
760 Geary Blvd #302

1. Reason for Retreat - Task Force Direction

- The Task Force to establish goals and set its own agenda regarding its operation.

- This document will become the Task Force's Action document for Task Force direction and program planning. Any changes to this document must be done with the majority vote of the BWMT/MACT AIDS Task Force Co-Chairs.

2. Accomplishment to date

a. Phase I Risk Reduction Workshops

- Approximately 16 - 17 Workshops completed from July 1, 1989 to date. There are another 17 workshops scheduled to July 31, 1990.

b. Phase II Support Groups

- Support Group Facilitators training to be conducted April 27 - 29, 1990 in conjunction with the AIDS Health Project.

- Support Groups will be operational by May/June Time frame.

c. Phase III Advocacy

- This will be part of our support group program. Collections of Resource information has been started. Received permission to purchase the 1990 Directory of AIDS Service Providers in the Nine Bay Area Counties from NTFAP Director.

d. Phase IV Partnership Building

- This Phase is an on-going program that is part of the other three phases. This program will be further developed as we extend our outreach in the Bay Area.

3. Direction for 1990 and 1990s

a. Phase I Risk Reduction Workshops

- Increase the types of Playshops:

- a. More home parties - place ads in newspapers
- b. Mixed groups - Lovers/sexual partners
- c. Transgender
- d. Women
- e. Children
- f. Youth and College Students

- Increase recruitment and training of new workshop facilitators.

- Complete the list of East Bay Bars and other gay establishments and names of owner/manager for potential workshop locations.

ACTION: Kevin Brooks - Due by May 31, 1990

- Complete a list of San Francisco Bars and the names of the owner/manager for potential workshop locations. West Bay phase will not be acted on until the test on the East Bay bars is completed.

ACTION: Tom Schroeder - Due by May 31, 1990.

b. Phase II Support Groups

- Support Groups will be multi-cultural for the most part and facilitated by a HIV+ and HIV- persons (worried well).

- If there is a need for a focus groups, it will be established. However, participants need to understand it will take more time to gather enough people for this group.

- The bottom line is that we will not turn anyone away who is seeking our support and assistance.

- Initially one support group will be established on each side of the Bay. Locations are to be established.

- Steamworks has offered their office for support groups meetings. Discussion regarding locations and about the establishment. It was felt that the support group site should be located near good transportation and that the Berkeley site was not centrally located. A site should be located in Oakland.

- Support groups will be tested in different environments, homes and institution type locations.

c. Phase III Advocacy

- Given the above activity, it was felt that Advocacy Phase should be placed on hold until Phase I and II have been evaluated for their effectiveness and the availability of personnel. It was noted that components of the program would be implemented in Phases I and II.

d. Phase IV Partnership Building

- Partnership Building was viewed as an on-going process of doing business in the community. Again, this program would be part of all phases.

- Partnership building will take place in the following areas:

- a. Corporate Firms
- b. Pacific Center? - To check their current programs.
- c. Churches
- d. Schools - Junior High to College/Universities
- e. Regional Gay Bars and establishments

4. Incorporation of the Task Force

- The Task Force will be incorporated to receive funds for its AIDS related work.

ACTION: All Co-Chairs will assist this Process - Due by May 31, 1990.

- Co-Chairs are to submit their resumes of their regular work history, AIDS work history and or history of their activism to Lee.

ACTION: All Co-Chairs - Due Date: May 15, 1990.

5. Funding and Funding Source

a. Sub-contracting with Community Organizations

- This would be the quickest way to get money without much effort. Start up funds would allow the Task Force to develop without spending a lot of time on grant writing. This would allow us time to develop our programs.

b. Own Grants

- Due to the demands placed on NTFAP in grant writing, the location Task Force is identifying potential people to prepare grants for the Task Force. To date the following people's names have been submitted:

- a). Mitchell Zahn
- b). Peggy Frost

- The NTFAP will be utilized for technical advice on grant submission, maintenance and report requirements.

6. Organization

a. Organization Chart

- See appendix A

b. Staffing

- See appendix B

c. Recruitment Policy

- The Task Force Recruitment Policy is as follows:

- a). Job opening(s) will be circulated among the current staff.
- b). Job postings(s) will be circulated among the BWMT/MACT AIDS Task Force Members
- c). Job posting(s) will then be sent NTFAP.
- d). Job posting(s) will then be sent to local BWMT/MACT Chapters.
- e). Jobs will be published in local gay/lesbian newspapers and information sent to all affiliated NABWMT chapters.

d. Salary

- See appendix C

- Salary and classification information has been requested from the San Francisco County Department of Health AIDS Office.

ACTION: Lee - Completed

7. Scope of Program

a. Geographically

- The Task Force will be working in the nine (9) Bay Area Counties and Sacramento County.

- Contact has been established with Sacramento County and will be scheduling a playshop(s) within the next 6 months.

b. Types of Program(s) Task Force will currently support:

- Risk Reduction
- Support Group
- Advocacy
- Partnership
- Community Outreach
- Leadership Development
- Task Force Fund Raising

8. Start up requirements

a. Office

- Start look for sites in Oakland and San Francisco

b. Staff

- See appendix B

c. Start up funds

- Task Force to open up its own bank account by May 15. Lee will loan the Task Force seed money.

- MACT-GBA Treasurer will temporarily maintain the books.

ACTION: Robert Mc Kenna- Due Date: May 15, 1990

- The Task Force bank will be opened with a loan from Lee. The bank selected will be Wells Fargo since it is located in all Bay Area counties.

ACTION: Lee - Due by May 10, 1990

d. Program Development

- Complete the testing of current workshops and prepare facilitator manuals.
- Start working on support group program.

e. Community Support

- From the meetings attended - very positive and supportive

f. Task Force Logo.

- The BWMT/MACT AIDS Task Force logo will be:

Black and white Checker board background with a white circle with a bridge in black. The bridge two supports will be made up of the letters BWMT stacked and MACT. The words Bay will appear below the bridge structure. Motto: "

9. Planning Session: Starting with May 1, 1990 as base month

a. 0 - 3 Month - May - Jul 90

- Write Policy/Procedure Manual (start)
- Bar Module (start)
- Task Force Brochure (completed)
- Develop and implement Women's Playshop (start)
- Develop and implement Transgender's Playshop (start)
- Develop and implement Mixed Group's Playshop (start)
- Start looking for office sites (start)
- Identify potential grant writers (in-progress)
- Community outreach (on-going)
- Support Group (start)
- Recruit/Train workshop facilitators (Phase I)(Completed)
- Task Force Incorporation (completed)
- Bath House's Playshop (completed)
- Bath House's manual (completed)
- Open BWMT/MACT AIDS Task Force books (completed)
- Open BWMT/MACT AIDS Task Force bank account (completed)
- Develop BWMT/MACT AIDS Task Force job descriptions (start)
- Workshop facilitator's manual (completed)
- Co-Chairs to assume their primary and secondary duties (start)
- Expand Task Force services to all of Alameda County (complete)

b. 3 - 6 Months - Aug - Oct 90

- Develop local HHH Brochure (completed)
- Develop local support brochure (completed)
- Recruit/Train workshop facilitators (Phase II) (completed)
- Bar Module (complete)
- Identifying potential Grants (on-going)
- Transgender's Playshop (completed)
- Transgender's Playshop manual (completed)
- Women's Playshop (completed)
- Women's Playshop manual (completed)
- Mixed group Playshop (completed)
- Mixed group Playshop manual (completed)
- Policy and Procedure Manual (draft completed)
- Host Task Force Fund Raiser (completed)
- Community outreach (on-going)
- Identify potential staff personnel (completed)
- identify potential office locations (completed)
- Hire program start up staff (start)
- Increase number of support groups
- Conduct Group Facilitator's Training
- BWMT/MACT AIDS Task Force job descriptions (completed)
- Co-Chairs working in their primary and secondary duties (on-going)
- Start investigation of Sacramento, Contra Costa and Santa Clara Counties AIDS services and programs (start)
- Start investigation of San Mateo County AIDS services and programs. (start)
- Host first Playshop in Sacramento (completed)

c. 6 Months - 1 yr - Nov - Apr 91

- Expand workshops to five Bay Area (5) counties and Sacramento (completed)
- Start to develop own money resources (on-going)
- Hire staff (on-going)
- Community outreach (on-going)
- Policy and Procedure Manual (completed)
- Start BWMT/MACT AIDS Task Force partnership program with San Mateo County AIDS services and programs. (start)
- Start BWMT/MACT AIDS Task Force partnership program with Sacramento, Contra Costa and Santa Clara Counties AIDS services and programs (start)

d. 1 yr - 5 yrs - May 91 - Apr 96

- Start investigation of Santa Cruz Sonoma and Solano Counties AIDS services and programs and implement partnership program with these agencies. (start)

e. 5 yrs - 10 yrs - May 96 - Apr 2000

10. Needed Personnel Resources

- a. Project Coordinator
 - b. Office Staff
 - c. Grant Writer
 - d. Fiscal Officer
 - e. Key Management Personnel
 - f. Program Personnel
 - g. Non-Paid Staff
- See appendix D

11. Change name of Task Force?

- Task Force will keep current name of BWMT/MACT AIDS Task Force.
- Co-Chairs will drop "West" and "East" designation and the Task Force will be know as a "Regional Task Force" per Task Force meeting of April 12, 1990.

12. Co-Chairs' responsibilities and involvement.

- Co-Chairs have equal status and can represent the Task Force in the Bay Area Counties.
- Co-Chairs will have to increase their level of involvement in the Task Force activities, especially in this start up phase.

13. Assignment of Areas of Responsibilities.

- See appendix E

14. Confidentiality.

- This policy regarding members confidentiality:

Members of the Task Force will not release any information on Chapter members or anyone who have requested assistance to persons outside of the Task Force. Anyone, including Task Force members who are not directly involve in the request for assistance, requesting the information/identity of the person service from the Task Force must show a "need to know" before information is released.