

RESOLUTION

While BAHSES recognizes its origin through the diligent work of BWMT, MACT, and NTAP and both the fiscal and volunteer support of their members, the agency has progressed beyond its original mission (i.e. Support and Education Services to BWMT/MACT members) and the agency's fiscal solvency must now include a wider community base. Be it resolved that BAHSES, while retaining its logo, drop references the BWMT/MACT from its literature and stationary and reduce BWMT Board membership to one. BE it further resolved that BAHSES continue to collaborate with BWMT on an equal basis with all other groups and agencies.

117025

**BAHSES-BWMT/MACT
Board of Directors Meeting
Agenda**

February 2, 1993

Board Members Present: Jean Jackson
Pat Wall
Ray Combs

BAHSES Staff: Lee Y. Woo
Mike Brunetti
Arni Lovitt

Board Members Absent: John Reviczky
Gregory Adams

Jean Jackson called the meeting to order at: 6:40 P. M.

I. Status Report

A. AIDS Office (SF) (CARE Proposal, '93/94, \$97,600)

1. Although this grant has been approved and increased monetarily, it is possible that the National Task Force on AIDS Prevention (NTFAP) will take control, since they may feel doubtful BAHSES can meet deliverables. The M&M grant has been pulled by the fiscal agent. Even though, BAHSES has its own 501 (c) 3, the NTFAP still is the fiscal agent for the CARE grant '92. As fiscal agent, they can pull the grant at anytime. The CARE grant for '93/94 would be difficult for BAHSES to regain due to agency viability once the NTFAP takes control for '92/93.

B. NTFAP - Interaction with Staff

1. NTFAP has been interacting with BAHSES staff and giving suggestions on how to proceed implementing grants (other than M&M) without going through BAHSES' Executive Director. Reggie has only talked with African American staff members.

C. GMOCC

1. At this week's meeting of Gay Men of Color Consortium (GMOCC) did not address BAHSES' dilemma and how to manage its other grants. The next weekly meeting will address these issues.

D. Staff - 2 Layoff Notices

1. The Executive Director, Lee Woo, has given official notice of lay off to both Mike Brunetti and Gus Arechavala.

II. Staff Recommendation

A. Commitment (Staff) Morale

1. Staff morale is low due to not knowing what direction the agency will be taking. The level of commitment has dropped drastically.

B. Process

1. Staff Placement

- a. Lee Woo has already begun to deal with placement of staff in other agencies, etc.

2. Resume (Update)

- a. Staff members have been spending time on resumes, interviews and looking for other positions. This has not helped morale, but is the only rational response. Those contacted by Reggie to continue their goals at BAHSES are more confused and need direction from the Board on who to follow and what action is to be taken.

III. Board Action - Final Decision

- A. On February 9, 1993 there will be a meeting at the AIDS Office with BAHSES Board and Reggie. The AIDS Office is not pleased with the way that the present transition is going. It feels that BAHSES has been kept too much out of the loop of what is happening. One and a half weeks before the announcement of grant being pulled, the community at large was aware of this action, but not BAHSES' Executive Director.

- B. After much discussion the Board felt that there was no alternative but to close. The Board needs to find out what will happen to remaining grants.

1. **Motion: Appropriate action to be taken by the board and staff to "wind down" and close BAHSES.** Motion was second.

- a. **Amendment #1: A date for closure of client services to be set for February 28, 1993 with the realization that some administrative and/or legal actions may not be finished at that time.**

- b. **Amendment #2: There is to be an outside audit of all accounts and the NTFAP fiscal responsibility of all accounts.**

c. Discussion:

- 1) Agency to be dissolved after assets are dissolved.
- 2) Lee to call grantors to see what action is to be taken with active grants. That recommendation is to be in writing by the grantors.
- 3) Ray to send letter to Reggie to request outstanding amounts on grants.
- 4) The outside audit is appropriate but the cost is the responsibility of BAHSES' Board. Lee is to make inquiry to the Support Center for assistance.

d. **Motion passed unanimously.**

IV. Appropriate Follow-Up/Action

- A. Audit of all Accounts

B. Official Statement

1. Mike Brunetti to write and the Board and Lee to edit.

C. Cancel Contracts

D. Staff to conduct inventory of all agency vs. AIDS Office supplies. equipment and furniture.

E. Grants Reallocation

F. Notify AIDS Office

1. Michelle Dixon and Tim Offut are to be notified of Board's decision.
2. We are also to notify all contractors

G. Agency Items

1. What to do with items specifically created for BAHSES, such as:
 - a. T shirts, Pins, stationary, etc.

H. Agency Records

1. Client Records?
2. Personnel Records?
3. Agency General File
 - a. Lee is to contact the AIDS History Project UCSF for storage.

I. Agency Supplies

J. Close Down Costs - From Where?

K. Staff Payoff of all Funds as of February 28, 1993

1. Pat to find out what is legal, full payment at time of layoff or within 72 hours.

L. Project Closing Cost and Give to NTFAP

Next BOD MEETING: Tuesday, March 2, 1993 at 6:30 P. M. Location will be announced at a later date.

Meeting was adjourned at: 9:50P. M.

Attachment

117025

BAHSES/BWMT MEETING

Minutes

2/16/93

5:30 - 7:30 pm

Attendees: Sylvester Paige, John Teamer, Lee Woo, Ted Friedman, Chris Hansen, Albert Cromedy, Erick Brown and Ray Combs

1. Background information

Lee passed out a BAHSES history fact sheet for people to review. He covered the current events and what caused BAHSES to close.

2. Community Creditability

While the issue of BAHSES, especially in San Francisco, centered around its affiliation with BWMT and its ability to attract African American Gay men to its funded programs. However, the organization does enjoy a positive position in Alameda County. Overall the agency has a good reputation in the various Bay Area Communities.

3. What will it take to run organization without salary staff and equipment

It is important to understand that the organization will take a number of volunteers to make it run. The critical issue will the chapter support BAHSES by stepping forward to volunteer. The general consensus is that we will have to market the program to the membership and let them know what services are available for them.

4. Keeping the name

It is not recommended to give the agency another name because it will just confuse everyone further.

5. Volunteer?

A recruitment program will have to be developed and active solicitation from the membership by both boards.

6. Are you ready to assume the responsibility?

The Board of Directors agreed to accept the responsibility of supporting BAHSES.

7. There are some questions of the relationship of BAHSES to/with BWMT. Would it be a subordinate organization, an affiliation or whatever. There is a request for legal counsel on official relation between the two organizations since BAHSES is an independent 501 (c) 3. It was recommended that BAHSES retain its 501 (c) 3 status. Because of BAHSES' legal status, it is a separate organization and BWMT does not have control. This would be a cooperative or collaborative formation.

a. Resolution: Vote to affiliate BWMT with BAHSES. The nature of the affiliation to be clarified with legal counsel. Lee to follow-up with BAHSES lawyer.

Resolution Carried.

b. Motion: Initial focus of BAHSES will include but not limited to BWMT/SFBA members and friends.

Motion Carried

c. Motion: The majority of the members of the BAHSES board will be BWMT members (in good standing).

Motion Carried

8. It was discussed that the number of current BAHSES board members have resigned or are not willing to continue. The major concern was financial liability with the current contracts and officially closing down the financial and programmatic components of BAHSES. It was decided to bring new members on the board to allow the release of those that resigned and start developing programs and service marketing strategies to the membership.

Current Members of the Board:

Phyllis Jean Jackson - President
Pat Wall - Secretary - (Not willing to continue)
Ray Combs
Lee Woo - Executive Director - (Regular board member after Mar
1, 1993)

New Members

Chris Hansen
Albert Cromedy

Advisory Member

John Teamer

Additional members could be recruited from the membership. The concern was that we do not need a large board, but a working board. However, having a waiting list of potential board members would be nice and a pool of future volunteers. Lee to send out Board applications.

9. It was recommended and agreed to: That members of the BAHSES board be HIV/AIDS sensitive and aware and support BAHSES' multicultural and multiethnic position.

10. BAHSES to initial focus on the following areas:

a. Provide HIV/AIDS education and prevention programs to chapter membership and friends.

b. Provide HIV/AIDS support services .i.e., support groups, information and referral.

10. Lee is to present the above information to the BAHSES board at their meeting of Feb 18, 1993.

cc: BAHSES BOD

511120/721030

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.

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.

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:

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.

Black and white Checker board background with a white circle with a bridge in black. The bridge two supports will be make 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)

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:



625 O'FARRELL STREET
SAN FRANCISCO, CA 94109
415-749-6714 FAX 749-6706
P.O. BOX 811, OAKLAND, CA 94604



Board of Directors Resolution 91-02

**BAY AREA HIV SUPPORT AND EDUCATION SERVICES
BWMT/MACT**

Whereas, Bay Area HIV Support and Education Services a project of the Black and White Men Together and Men of all Colors Together (BAHSES-BWMT/MACT) established June 1991, and

Whereas, the Board of Directors (BAHSES-BWMT/MACT) support the community work of BAHSES-BWMT/MACT in the San Francisco Bay Area:

Now, therefore, be it resolved that;

- 1 BAHSES-BWMT/MACT hereby authorizes the job title of Lee Y. Woo will be Executive Director, and
2. BAHSES-BWMT/MACT hereby authorizes Executive Director salary of \$36,800.00 per year.

Date Approved _____

Board Secretary

117060



BAHSES-BWMT/MACT
Agenda
BAHSES Board of Directors
April 4, 1991
BAHSES office - 7:00 - 8:30 A.M.

I. Announcements

- a. First meeting of BAHSES -BWMT/MACT Board
- b. Introduction of Board members and officers.

II. Old Business

III. New Business

- a. Recruitment of new Board officers & selection of new BOD.
- b. Non-profit status.
- c. Funding report
- d. Staff retreat

117025

#1:BBODA4/91/pgm

BAHSES-BWMT/MACT
Agenda
BAHSES Board of Directors
April 4, 1991
BAHSES office - 7:00 - 8:30 A.M.

I. Announcements

- a. First meeting of BAHSES -BWMT/MACT Board
- b. Introduction of Board members and officers.

II. Old Business

III. New Business

- a. Recruitment of new Board officers & selection of new BOD.
- b. Non-profit status.
- c. Funding report
- d. Staff retreat

117025

#1:BBODA4/91/pgm

**BAHSES-BWMT/MACT
Board of Directors Meeting
Minutes**

May 8, 1991

Board Members Present: Luke Adams
 Louis Ashley
 Jean Jackson
 Calvin Lowerey
 John Revicky
 Lee Woo, Ex-officio

Board Members Absent: Peter Eggenberger
 Charles Smith

Recording Secretary: Paul McNabb

Other People Present: Robert Jensen, Operations Manager
 Sylvester Paige, non-paid staff

*This is the first meeting of the Board of Directors.

Lee Woo called the meeting to order at 7:04 pm.

1. Lee Woo presented to the members of the Board an agency overview of BAHSES to this point with the future of BAHSES after his resignation effective July 1, 1991.
The first priority for BAHSES is to obtain the 501 (c) (3) non-profit status.

Lee also expressed mixed feelings about leaving BAHSES. Lee would like to leave with BAHSES on a good foundation.

John Revicky responded by stating "the Board would be in a real bind to find someone for Lees position by July 1." He further explained that currently "I can see no viable candidate with the personal knowledge or commitment to BAHSES." Furthermore, he felt it was time for BAHSES to stand on it's own and break away from all external agencies fiscally.

Louis Ashley expressed his feelings of disappointment regarding Lee Woo leaving BAHSES. However, he committed himself to go strongly forward with the vision of BAHSES structure.

Luke Adams commented on Lee's tenure with BAHSES and the short time remaining. Luke stated, "I would like to see Lee postpone his new position longer if at all possible, until we can find a viable candidate." "We need to transfer Lee's vision and knowledge to the new person."

Lee Woo responded with conflicting feelings and thoughts in regard to leaving BAHSES. He would like to see clarity of his role here at BAHSES.

2. Lee Woo gave a program report to the BAHSES BOD on the agency's structure, components, and staff. Lee explained the current positions in the West Bay Operation. Lee spoke on the visionary ideas of the East Bay operation with eventual expansion into 8 other counties. He expressed a desire to move the Regional Operations to the East Bay.

Luke Adams stated a need for a clear mission statement and would like to see one.

Jean Jackson exclaimed "we need to have a mission to meet everybody's needs. AIDS does not discriminate on race, sexual identity, or religion. We need to make this a very important concept within the mission statement."

John Revicky identified BAHSES outgrowing BWMT/MACT chapters in areas which would create independence for BAHSES.

Luke Adams expressed a need to advocate those who are underserved in the mission statement. Luke would like to see a budget report.

Louis Ashley would like to "bring the communities together." He would like to see, with the awareness of BAHSES in the community, networking of other organizations of differing cultures, sexual orientation, and backgrounds. Louis further stated "we need to be a family as a board with NO hidden agendas!"

A. Robert Jensen gave a budget report to the BOD. By July 1, 1991 BAHSES could have \$307,000 in place. These monies include:

CARE Formula	\$ 80,000
Men with Men:	\$120,000
EIRC:	\$ 65,000
GMCC	\$ 30,000
Relapse	\$ 6,000
Ribinski	<u>\$ 6,000</u>
	\$307,000

Robert also stated that we would be applying to NIDA for a million dollar grant to spread over 3-5 years, and to the Ryan White grant for Alameda County.

Louis Ashley informed us of his presence on the Ryan White Board of Directors for the East Bay.

Luke Adams further commented on the Care Bill and NIDA in regard to semantics of putting programs into place in order to receive the funding.

B. Lee Woo spoke on the Support Service sector of BAHSES. Currently Kevin Brooks, volunteer, is the Program Director. We have 4-5 groups running at this time with our first 25 week group graduated.

C. Lee also spoke on the Education component of BAHSES. Lee recently moved Shurland Aird into the Program Director position and will be hiring two 25% time assistants to aid with outreach and programs. Lee also explained the SWAT team concept with a "desert storm" theme.

Luke Adams commented on grant writing for the Education sector as a service program in order to get full potential of money.

D. Lee also spoke on the History of BAHSES and the archiving of information. Currently we have a volunteer who does archiving and we will soon get a volunteer graphic artist for producing the new BAHSES newsletter.

3. Election of Board of Directors Officers.

A. Jean Jackson nominated Louis Ashley for President. Luke Adams seconded. Louis Ashley accepted.

B. Louis Ashley nominated John Revicky for Vice President. Luke Adams suggested John Revicky hold out for treasurer. John declined nomination of Vice President. Luke Adams nominated Jean Jackson for Vice President. John Revicky seconded. Jean Jackson accepted.

C. Luke Adams nominated John Revicky for treasurer. Louis Ashley seconded. John Revicky accepted.

D. John Revicky nominated Luke Adams for Secretary. Jean Jackson seconded. Luke Adams accepted.

E. The Officers of the Board voted in Calvin Lowerey, Peter Eggenberger, and Charles Smith as members of the Board to bring the total to seven members. Lee Woo was assigned to Ex-officio of the board until the time he resigns, at which point he will become a member of the Board.

4. An Ad-hoc committee was formed to pursue and obtain the 501 (c) (3) non-profit status. Members of the committee are John Revicky, Chair; Luke Adams, and Calvin Lowerey.

5. An Ad-hoc committee was formed on the approval of the Policy and Procedure Manual for BAHSES-BWMT/MACT. The members of this committee include Louis Ashley, Chair; Luke Adams; Jean Jackson; and John Revicky.

6. Luke Adams suggested that the Board Officers receive business cards. This would be further discussed at the next meeting. Also, Luke brought up the Board members fiscal responsibility. "Is there a Policy? Should we come up with one?"

Lee Woo responded with a caution about "requiring" a dollar amount for each board member due to various backgrounds of the individual members. He thought time could possibly have a dollar value for those who would have difficulty coming up with the funding. Again, this issue was tabled until the next BOD meeting.

7. Lee brought up the position of Regional Director and salary for Board approval. Luke Adams motioned to change the title of Regional Director to Executive Director. Seconded by John Revicky. Unanimously voted by Board. The Board also unanimously voted to increase the Executive Director salary to the appropriate level as outlined by the promotion standards. The new salary for the Executive Director will be \$36,800.

8. Lee Woo asked for immediate approval of the current leave pay off policy as outlined in the BAHSES/BWMT/MACT Policy and Procedure Manual. The Board unanimously approved.

9. The current relationship and role of The National Task Force on AIDS Prevention needs to be identified, according to Lee Woo. We need to put together a Memorandum of Understanding (MOU) between the President of the Board of Directors, BAHSES and Reggie William, Executive Director for NTFAP. A mock MOU, written by Lee Woo, was read by Paul McNabb to the members of the Board. The Board voted to table this until we get the 501 (c) (3) in place, which is projected to happen by the next BOD meeting. However, Luke Adams suggested that we put together a preliminary announcement of a resolution (MOU) outlining the separation of BAHSES from NTFAP. Agreed by Board members and Lee Woo assigned to write the draft.
10. Calvin Lowerey then brought up a concern regarding the size of the board. He felt perhaps it was too small and needs to be larger. It was suggested by Lee Woo and John Revicky that we get a few things in place so that BAHSES is on a solid foundation before increasing its members. Lee Woo also stated that once the Board is functional that it may decide to increase the members of the Board especially with women. Luke Adams and Jean Jackson strongly agreed on this point.
11. Paul McNabb brought up an upcoming fund raising event for BAHSES. The tentative date was set for June 2, 1991. The event was to be a cello concert performed by Paul McNabb and San Francisco Conservatory of Music piano faculty member Scott Fogelsong. Paul asked for Board approval on the allocation of \$250.00 to pay the pianist. The Board approved the pianist allocation and the event at the St Francis Lutheran Church on Church St, who is willing to donate the hall space for the event.. However, it was duly noted by Calvin Lowerey that the BWMT and MACT chapters were putting together a tea dance fund raising event for BAHSES on June 2, 1991 from 3:00 - 8:00 pm at the Eagle Creek in San Francisco. The Board then asked Paul to find a date which would not be conflicting with other BAHSES events or scheduled meetings.
12. This is the end of the business at hand. Luke Adams suggested the next Board meeting be in the middle of June. John Revicky stated an earlier date would be necessary due to scheduling conflicts and the urgency of obtaining the 501 (c) (3) status. The meeting date was unanimously voted Tuesday, June 4, 1991 at 7:00 pm at the Alexander Hamilton 2nd floor conference room.

The meeting was adjourned by the Secretary, Luke Adams at 9:21 pm.

Respectfully submitted,

Louis Ashley, President

Luke Adams, Secretary

**BAHSES-BWMT/MACT
Board of Directors Meeting
Minutes**

June 4, 1991

Board Members Present: Peter Eggenberger
Jean Jackson, Vice President
Calvin Lowerey
John Revicky, Treasurer
Lee Woo, Ex-officio

Board Members Absent: Luke Adams, Secretary
Louis Ashley, President
Charles Smith

Recording Secretary: Lee Woo

The meeting was called to order at 7:10 pm.

-President Louis Ashley sent his regards (he was just released from the hospital).

1. The board reviewed the minutes and approved them with some reservation of what was said versus what was recorded. Changes to reflect correct statement.
2. Lee Woo confirmed that he was not leaving.
3. John Revicky reported the incorporation process and asked for clarification on some issues. He will continue to work on 501 (c) (3) status. John stated that he can sit on the board since he is receiving pay from the agency. John and Calvin to meet and work on the incorporation.
4. Lee discussed the problem of not having enough space for the various programs and the non-paid staff. Total space needed would be around 1200 sq. feet.
5. Jean Jackson asked a question about the fund raiser that was held at the Eagle Creek. The original flyers stated this was a fund raiser for BWMT/MACT then it was changed to BAHSES.

The board expressed concern over fundraisers and who should be allowed to do it, especially if the organization name is used.

Gregory Adams is working with group raising money. Ruddy of the Eagle Creek has hosted several events. There was some questions regarding scheduling of events. Last weekend had too many activities. There needs to be a better way of coordinating events to avoid conflicts and over booking.

6. Concert sponsored by Paul. Many questions were raised regarding this event.

1. Why did it happen when the board express that it should have been postponed until July. Lee explained that Paul had planned this event to happen before he left. The board noted that their approval of spending money (250.00) was based on Paul's statement of Corporate sponsorship and therefore the event would not have had a loss of over \$115.00.

2. It was left by the board that Paul went against its wishes.

3. The board has request that Paul explain his actions to the board at the next meeting.

MOTION: All future fundraisers are to be presented to the board for review and approval. The criteria for the fundraiser will be developed by the agency. Motion was seconded by Peter and Jean. The motion passed.

7. Film festival generated \$26.00 and expenses were \$26.00. Accounting has to be generated for each film series. By show it in the small room it will cut expenses by \$24.00 per film session.

8. Lee informed the board of the Staff retreat. It was successful and hope to have more. There was a staff survey passed out to measure satisfactions. Copy to be sent to the Board.

9. Lee presented the financial report to the board (got figures from Robert).

10. Next Board meeting is July 23, 1991 at 6:00 PM. 631 O'Farrell St., San Francisco, CA 94109.

Respectfully submitted,

Louis Ashley, President

Luke Adams, Secretary

117025

BAHSES
Board of Director
Agenda
631 O'Farrell Street
National Task Force on AIDS Prevention's Conference
(1st floor)
7/24/91
6:00 - 8:00 PM

1. Approve Minutes
 - a. May 1991
 - b. June 1991
2. Announcements
3. Executive Director's Report
 - a. Staff
 - 1) Terminations
 - 2) Resignation
 - 3) Promotion/contract
 - b. Budget
 - c. Status of Grants
 - d. Computer
 - e. Space
 - f. Center
4. Old Business
 - a. Fund raising policy
 - b. Status 501-(c) (3)
5. New Business
 - a. Board Resolation for Executive Director to sign for Board of Directors.
 - b. Luke Adam's letter and BAR article

117025

BAHSES - BWMT/MACT Policy and Procedure Manual

411020 Fundraising Events

Fundraising events are to be approved 90 to 120 days in advance of the activity. Budgets and projected revenue must be presented as part of the fund raising packet.

The packet should include:

1. Concept paper on the event
2. Target population and geographic area
3. Expense and projected revenue budgets
4. Personnel needed to work the project
5. Location of the event
6. Media items/support
7. Department support needed
8. Point person for the project
9. Time line

Fundraising events or events in general should not be undertaken if the above steps are not followed.

ISSUED: February 21, 1991
REVIEW: February 1992
APPROVED:

BY: Executive Director
REVISED: July 11, 1991

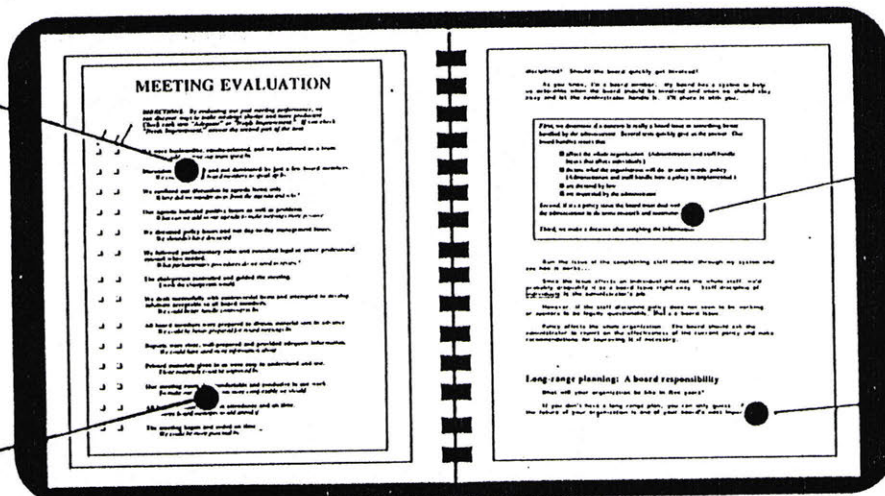
Teach Your Board Members Their Proper Responsibilities

With

The New "1991 Board Member Manual!"

1. Workbook forms get board members involved!

2. Checklists verify that board members know their proper role!



3. Large boxes highlight key responsibilities!

4. Practical examples teach board members their proper responsibilities!

Here's a sampling of what your board members will find inside their manuals:

■ Page 3 is a "Board Member Code Of Ethics" that tells board members they must represent the interests of people served by your organization and *not* use service on the board for personal advantage. Each board member is required to sign and date this page to ensure that they understand its importance. After reading page 3 of the "1991 Manual," your board members will know the ethical responsibilities of serving on a board!

■ Page 25 is a chart entitled "Who's Responsible--The Board or Administrator?" This chart shows that board members are *not* responsible for hiring or firing staff, day-to-day operations or supply purchases. It states that the board should be involved in making long-term goals, and approving budgets and capital purchases. After reading page 25 of the Manual your board will understand their proper responsibilities!

■ Pages 36 and 37 are "Parliamentary Procedures at a Glance" charts. These charts instruct board members on the right way to conduct a board meeting. Your board members will

■ Page 10 includes a "Long Range Planning Guide" that helps board members plan for the future. It requires your board members to list the board's three top-priority, long-range problems and actions they need to take in the next 2-5 years to overcome these obstacles. Page 10 of the "1991 Board Member Manual" will get your board members thinking about the future!

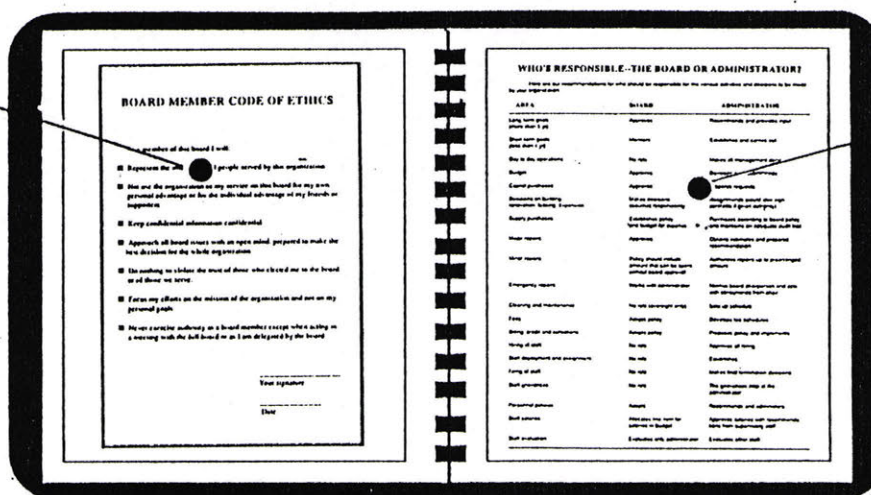
■ Page 34 features a "Meeting Evaluation" Form that forces the board to assess their performance in 19 areas. It covers everything from the agenda and parliamentary procedures to attendance and board discussions. After reading page 34 of the "1991 Board Member Manual," your board members will be able to evaluate past meeting performance and discover ways to make meetings shorter and more productive!

■ Page 40 is a "Responsibility Chart for the Administrator and Board." This chart includes typical decisions your board team might have to make in the future and allows you to assign responsibility for the decision. Before you face the issue

Board Members Will Find Answers To Their Questions Inside The "Board Member Manual"

Q. What are my ethical obligations to the organization I serve?

A. On page 3 of the "1991 Manual" there's a Board Member Code Of Ethics that explains exactly what a board member's ethical obligations are to the organization.



Q. Who's responsible for making decisions on supply purchases for our organization?

A. Page 25 of the "1991 Board Member Manual" tells board members the administrator is responsible for purchasing supplies.

- ▲ Who determines what individual employees will do? (p-5)
- ▲ Should the administrator and staff help develop policy? (p 6)
- ▲ What steps are necessary to make a long-range plan? (p 8)
- ▲ Have we communicated goals to the administrator? (p 11)
- ▲ What financial questions do we ask our administrator? (p14)
- ▲ What's the board's proper role in finance? (p 13)
- ▲ Do we as board members need to be lobbyists? (p 17)
- ▲ Who should handle complaints from the public? (p 21)
- ▲ What if there's a crisis and my administrator needs help? (p23)
- ▲ How to maintain relations with the administrator? (p 24)
- ▲ How should I handle a staff grievance? (p 29)
- ▲ Can regular meeting attendance save legal problems? (p 31)
- ▲ What does a committee chairperson do? (p 35)
- ▲ How should we evaluate our board's performance? (p 41)

RISK-FREE ORDER FORM

☐ **YES!** Rush _____ copies of the "1991 Board Member Manual," one for each of my board members (minimum order is for 5 manuals).

MY RATE PER MANUAL IS: (please check)

- ☐ \$25--regular rate per manual
- ☐ \$18--"Board and Administrator" subscribers (a 28% Discount!)
- ☐ \$15--on orders of 10 Manuals or more (a 40% Discount!!!)
- ☐ \$14--renewal rate for those who purchased the "1990 Manual"

METHOD OF PAYMENT: (minimum order is 5)

- ☐ Check enclosed for \$ _____ US \$ to:
- 1991 Board Member Manual
- ☐ Purchase order enclosed for \$ _____
- ☐ Charge my Visa/MasterCard
- Acct # _____ Exp Date _____
- Signature _____ Amount \$ _____

FREE NAME IMPRINT! Please print the organization name you want to appear on your Manual covers: _____

Your Name _____ Position _____ Address _____
City _____ St/Prov _____ Zip/Code _____ Phone _____

Guarantee: Use my new Board Manual for 3 months without risk! If, after 3 months, your board members are not more involved and aware of their proper responsibilities, return your Manuals for a full, 100% refund. This guarantee has served over 70,000 readers of the "Board Member Manual!"

John C. Siefer, Publisher

Return this Order Form to: 1991 Board Member Manual, Box 208, Sioux City, Iowa 51102. For RUSH DELIVERY: Order toll-free 1-800-245-4850 or fax (712)568-3427 (must have purchase order number or credit card).

Big Sur Camping Trip

Sponsored by: BAHSES-BWMT/MACT (Bay Area HIV Support & Education Services)

Date: Friday 9/27 - Sunday 9/30

Location: Pfeiffer Big Sur State Park

Travel Time: 2 1/2 - 3 hrs (150 miles)

Cost: \$35.00/Person - incl food & camp fees
\$ 5.00/Per for persons not providing vehicle

Facilities: Fully equipped campsite - with showers, store, laundermat. Campsite are adjacent to Big Sur River in Beautiful Redwood Grove. Shore drive to Pfeiffer Beach. Easy hiking trails, gift shops, galleries, etc. Sight-seeing among beautiful Big Sur Coast. Restaurants nearby for Sunday Brunch.

Directions: Hwy 101 South to Hwy 156
Hwy 156 West to Hwy 1
Hwy 1 south, past carmel to Pfeiffer Big Sur State Park - turn left at sign reading:

**Pfeiffer Big Sur State Park
Big Sur Lodge**

Go to booth and indicate you're with BWMT/MACT and follow the signs to campsites. (Note: Campsites will be occupied by BWMT/MACT from early afternoon Friday to 12:00 (checkout time)) Sunday. Refreshment will be provided Friday evening, meals and snacks on Saturday and continental breakfast Sunday.

BAHSES BIG SUR RESERVATION FORM

NAME:

ADDRESS

CITY

ZIP

TELE NUMBER

COST:	CAMPING FEES 35.00	_____
	Not Providing	
	Vehicle 5.00	_____
	Total	_____

Make check Payable to BAHSES - Mail 625 O'Farrell St, SF, CA 94109

BAHSES-BWMT/MACT INTER OFFICE MEMORANDUM

July 17, 1991

TO: BAHSES Staff
FR:  Lee Y. Woo
RE: STAFF RETREAT

The next staff retreat has been scheduled for Saturday, November 2, 1991. It will be held at 350 Townsend Street, San Francisco, from 10:00AM to 5:00PM. Continental breakfast and lunch will be provided.

Please adjust your work schedule accordingly.

cc: Brenda Crowford
Board of Directors

511005

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

**BAHSES-BWMT/MACT
Board of Directors Meeting
Minutes**

June 4, 1991

Board Members Present: Peter Eggenberger
Jean Jackson, Vice President
Calvin Lowerey
John Revicky, Treasurer
Lee Woo, Ex-officio

Board Members Absent: Luke Adams, Secretary
Louis Ashley, President
Charles Smith

Recording Secretary: Lee Woo

The meeting was called to order at 7:10 pm.

-President Louis Ashley sent his regards (he was just released from the hospital).

1. The board reviewed the minutes and approved them with some reservation of what was said versus what was recorded. Changes to reflect correct statement.
2. Lee Woo confirmed that he was not leaving.
3. John Revicky reported the incorporation process and asked for clarification on some issues. He will continue to work on 501 (c) (3) status. John stated that he can sit on the board since he is receiving pay from the agency. John and Calvin to meet and work on the incorporation.
4. Lee discussed the problem of not having enough space for the various programs and the non-paid staff. Total space needed would be around 1200 sq. feet.
5. Jean Jackson asked a question about the fund raiser that was held at the Eagle Creek. The original flyers stated this was a fund raiser for BWMT/MACT then it was changed to BAHSES.

The board expressed concern over fundraisers and who should be allowed to do it, especially if the organization name is used.

Gregory Adams is working with group raising money. Ruddy of the Eagle Creek has hosted several events. There was some questions regarding scheduling of events. Last weekend had too many activities. There needs to be a better way of coordinating events to avoid conflicts and over booking.

6. Concert sponsored by Paul. Many questions were raised regarding this event.

1. Why did it happen when the board express that it should have been postponed until July. Lee explained that Paul had planned this event to happen before he left. The board noted that their approval of spending money (250.00) was based on Paul's statement of Corporate sponsorship and therefore the event would not have had a loss of over \$115.00.

2. It was left by the board that Paul went against its wishes.

3. The board has request that Paul explain his actions to the board at the next meeting.

MOTION: All future fundraisers are to be presented to the board for review and approval. The criteria for the fundraiser will be developed by the agency. Motion was seconded by Peter and Jean. The motion passed.

7. Film festival generated \$26.00 and expenses were \$26.00. Accounting has to be generated for each film series. By show it in the small room it will cut expenses by \$24.00 per film session.

8. Lee informed the board of the Staff retreat. It was successful and hope to have more. There was a staff survey passed out to measure satisfactions. Copy to be sent to the Board.

9. Lee presented the financial report to the board (got figures from Robert).

10. Next Board meeting is July 23, 1991 at 6:00 PM. 631 O'Farrell St., San Francisco, CA 94109.

Respectfully submitted,

Louis Ashley, President

Luke Adams, Secretary

117025

**BAHSES-BWMT/MACT
Board of Directors Meeting
Minutes**

May 8, 1991

Board Members Present: Luke Adams
 Louis Ashley
 Jean Jackson
 Calvin Lowerey
 John Revicky
 Lee Woo, Ex-officio

Board Members Absent: Peter Eggenberger
 Charles Smith

Recording Secretary: Paul McNabb

Other People Present: Robert Jensen, Operations Manager
 Sylvester Paige, non-paid staff

*This is the first meeting of the Board of Directors.

Lee Woo called the meeting to order at 7:04 pm.

1. Lee Woo presented to the members of the Board an agency overview of BAHSES to this point with the future of BAHSES after his resignation effective July 1, 1991.
The first priority for BAHSES is to obtain the 501 (c) (3) non-profit status.

Lee also expressed mixed feelings about leaving BAHSES. Lee would like to leave with BAHSES on a good foundation.

John Revicky responded by stating "the Board would be in a real bind to find someone for Lees position by July 1." He further explained that currently "I can see no viable candidate with the personal knowledge or commitment to BAHSES." Furthermore, he felt it was time for BAHSES to stand on it's own and break away from all external agencies fiscally.

Louis Ashley expressed his feelings of disappointment regarding Lee Woo leaving BAHSES. However, he committed himself to go strongly forward with the vision of BAHSES structure.

Luke Adams commented on Lee's tenure with BAHSES and the short time remaining. Luke stated, "I would like to see Lee postpone his new position longer if at all possible, until we can find a viable candidate." "We need to transfer Lee's vision and knowledge to the new person."

Lee Woo responded with conflicting feelings and thoughts in regard to leaving BAHSES. He would like to see clarity of his role here at BAHSES.

2. Lee Woo gave a program report to the BAHSES BOD on the agency's structure, components, and staff. Lee explained the current positions in the West Bay Operation. Lee spoke on the visionary ideas of the East Bay operation with eventual expansion into 8 other counties. He expressed a desire to move the Regional Operations to the East Bay.

Luke Adams stated a need for a clear mission statement and would like to see one.

Jean Jackson exclaimed "we need to have a mission to meet everybody's needs. AIDS does not discriminate on race, sexual identity, or religion. We need to make this a very important concept within the mission statement."

John Revicky identified BAHSES outgrowing BWMT/MACT chapters in areas which would create independence for BAHSES.

Luke Adams expressed a need to advocate those who are underserved in the mission statement. Luke would like to see a budget report.

Louis Ashley would like to "bring the communities together." He would like to see, with the awareness of BAHSES in the community, networking of other organizations of differing cultures, sexual orientation, and backgrounds. Louis further stated "we need to be a family as a board with NO hidden agendas!"

A. Robert Jensen gave a budget report to the BOD. By July 1, 1991 BAHSES could have \$307,000 in place. These monies include:

CARE Formula	\$ 80,000
Men with Men:	\$120,000
EIRC:	\$ 65,000
GMCC	\$ 30,000
Relapse	\$ 6,000
Ribinski	<u>\$ 6,000</u>
	\$307,000

Robert also stated that we would be applying to NIDA for a million dollar grant to spread over 3-5 years, and to the Ryan White grant for Alameda County.

Louis Ashley informed us of his presence on the Ryan White Board of Directors for the East Bay.

Luke Adams further commented on the Care Bill and NIDA in regard to semantics of putting programs into place in order to receive the funding.

B. Lee Woo spoke on the Support Service sector of BAHSES. Currently Kevin Brooks, volunteer, is the Program Director. We have 4-5 groups running at this time with our first 25 week group graduated.

C. Lee also spoke on the Education component of BAHSES. Lee recently moved Shurland Aird into the Program Director position and will be hiring two 25% time assistants to aid with outreach and programs. Lee also explained the SWAT team concept with a "desert storm" theme.

Luke Adams commented on grant writing for the Education sector as a service program in order to get full potential of money.

D. Lee also spoke on the History of BAHSES and the archiving of information. Currently we have a volunteer who does archiving and we will soon get a volunteer graphic artist for producing the new BAHSES newsletter.

3. Election of Board of Directors Officers.

A. Jean Jackson nominated Louis Ashley for President. Luke Adams seconded. Louis Ashley accepted.

B. Louis Ashley nominated John Revicky for Vice President. Luke Adams suggested John Revicky hold out for treasurer. John declined nomination of Vice President. Luke Adams nominated Jean Jackson for Vice President. John Revicky seconded. Jean Jackson accepted.

C. Luke Adams nominated John Revicky for treasurer. Louis Ashley seconded. John Revicky accepted.

D. John Revicky nominated Luke Adams for Secretary. Jean Jackson seconded. Luke Adams accepted.

E. The Officers of the Board voted in Calvin Lowerey, Peter Eggenberger, and Charles Smith as members of the Board to bring the total to seven members. Lee Woo was assigned to Ex-officio of the board until the time he resigns, at which point he will become a member of the Board.

4. An Ad-hoc committee was formed to pursue and obtain the 501 (c) (3) non-profit status. Members of the committee are John Revicky, Chair; Luke Adams, and Calvin Lowerey.

5. An Ad-hoc committee was formed on the approval of the Policy and Procedure Manual for BAHSES-BWMT/MACT. The members of this committee include Louis Ashley, Chair; Luke Adams; Jean Jackson; and John Revicky.

6. Luke Adams suggested that the Board Officers receive business cards. This would be further discussed at the next meeting. Also, Luke brought up the Board members fiscal responsibility. "Is there a Policy? Should we come up with one?"

Lee Woo responded with a caution about "requiring" a dollar amount for each board member due to various backgrounds of the individual members. He thought time could possibly have a dollar value for those who would have difficulty coming up with the funding. Again, this issue was tabled until the next BOD meeting.

7. Lee brought up the position of Regional Director and salary for Board approval. Luke Adams motioned to change the title of Regional Director to Executive Director. Seconded by John Revicky. Unanimously voted by Board. The Board also unanimously voted to increase the Executive Director salary to the appropriate level as outlined by the promotion standards. The new salary for the Executive Director will be \$36,800.

8. Lee Woo asked for immediate approval of the current leave pay off policy as outlined in the BAHSES/BWMT/MACT Policy and Procedure Manual. The Board unanimously approved.

9. The current relationship and role of The National Task Force on AIDS Prevention needs to be identified, according to Lee Woo. We need to put together a Memorandum of Understanding (MOU) between the President of the Board of Directors, BAHSES and Reggie William, Executive Director for NTFAP. A mock MOU, written by Lee Woo, was read by Paul McNabb to the members of the Board. The Board voted to table this until we get the 501 (c) (3) in place, which is projected to happen by the next BOD meeting. However, Luke Adams suggested that we put together a preliminary announcement of a resolution (MOU) outlining the separation of BAHSES from NTFAP. Agreed by Board members and Lee Woo assigned to write the draft.
10. Calvin Lowerey then brought up a concern regarding the size of the board. He felt perhaps it was too small and needs to be larger. It was suggested by Lee Woo and John Revicky that we get a few things in place so that BAHSES is on a solid foundation before increasing it's members. Lee Woo also stated that once the Board is functional that it may decide to increase the members of the Board especially with women. Luke Adams and Jean Jackson strongly agreed on this point.
11. Paul McNabb brought up an upcoming fund raising event for BAHSES. The tentative date was set for June 2, 1991. The event was to be a cello concert performed by Paul McNabb and San Francisco Conservatory of Music piano faculty member Scott Fogelsong. Paul asked for Board approval on the allocation of \$250.00 to pay the pianist. The Board approved the pianist allocation and the event at the St Francis Lutheran Church on Church St, who is willing to donate the hall space for the event.. However, it was duly noted by Calvin Lowerey that the BWMT and MACT chapters were putting together a tea dance fund raising event for BAHSES on June 2, 1991 from 3:00 - 8:00 pm at the Eagle Creek in San Francisco. The Board then asked Paul to find a date which would not be conflicting with other BAHSES events or scheduled meetings.
12. This is the end of the business at hand. Luke Adams suggested the next Board meeting be in the middle of June. John Revicky stated an earlier date would be necessary due to scheduling conflicts and the urgency of obtaining the 501 (c) (3) status. The meeting date was unanimously voted Tuesday, June 4, 1991 at 7:00 pm at the Alexander Hamilton 2nd floor conference room.

The meeting was adjourned by the Secretary, Luke Adams at 9:21 pm.

Respectfully submitted,

Louis Ashley, President

Luke Adams, Secretary

PIONEERING GAY DIVERSITY

With programs for AIDS services to workshops on interracial relationships, SF-based Black and White Men Together is a force for unity

By Mindy Spatt

IT'S SOCIALLY acceptable to fuck a black man, but not to take him to parties or walk down the street holding hands with him." Rick Wilcher, a 27-year-old African American, was talking about racism in the gay community. There's still a lot of racial stereotyping and fear in the gay community, Wilcher said — like the myth of black male sexual prowess, as strong in gay society as it is in the straight world. "If people could sit down with each other and ask any question, no matter how stupid," Wilcher said, "it would help."

That was the idea behind the workshop on "Celebrating Cultural Diversity" that Wilcher attended recently along with about 25 other men — one of a series sponsored by Black and White Men Together.

Judging by appearances, the group at the workshop didn't need any lessons in diversity. Ages ranged from 20 to 70, and ethnic backgrounds represented included African American, Chinese/Hawaiian, Irish/Lithuanian, Latino, and Caribbean.

The participants were struggling, not only with societal racism, but with their own. For many in the group, the issue is especially personal because of their sexual and emotional involvement with men of different ethnic backgrounds.

Wilcher's lover, Stephen Veca, a Sicilian American who is writing a thesis on gay interracial relationships, says the prejudices and power dynamics of society at large can "seep into our personal relationships." Other participants echoed this concern, one African American talking about the way other minorities, like Asians, "are taught to hate and fear blacks."

Lee Woo, who leads some of the workshops for BWMT, says change starts with personal awareness, which leads to personal action, then collective action.

The evolution of Black and White Men Together (BWMT) followed a similar pattern. In 1980 Mike Smith, a gay white man, Fulbright scholar, and teacher at Lowell High School, placed a brief classified ad in the national gay magazine *The Advocate*, seeking men interested in joining an interracial social group. The response, founding member Thom Bean recalls, was "overwhelming," and BWMT formed soon afterward.

Bean and James Fonduex, who are African American, said they and the others who formed the group got involved "primarily for a social outlet" at a time when black men were not welcome in many gay establishments, and Castro Street bars and restaurants were "homogeneously white."

But in trying to create a safe and supportive atmosphere for interra-

cial couples, BWMT quickly found itself confronting racism in the community. Many bars in the Castro area, for example, discriminated against African Americans in their carding practices, requiring more ID from them than from whites. In addition, the bars often hired exclusively white bartenders.

In a campaign that grew to involve the San Francisco Human Rights Commission, BWMT succeeded in making some changes in carding practices and getting some black workers hired in Castro-area establishments — although Kevin Brooks, an outreach counselor for BWMT's HIV Support Services Program, cautions that these practices still persist in some places in San Francisco and across the country.

The campaign against racist practices in gay bars and restaurants spread to other cities; BWMT, while maintaining its social activities, is now a national organization with 27 chapters, employing more than 20 people in its O'Farrell Street headquarters.

In addition to its multicultural workshops, the San Francisco chapter was also instrumental in getting a line of racist greeting cards removed from a Castro card shop last year. Several chapters raise money for the Township AIDS Project in Soweto, South Africa, and provide assistance to South African exiles.

BUT MORE and more of the group's activity is focused on AIDS. BWMT's AIDS task force was founded in 1984 after one of the first AIDS-related deaths of a member. According to BWMT member Reggie Williams, black men were having difficulties getting access to AIDS services.

The AIDS task force began contacting community providers of AIDS services to push for racially balanced staffing and racial sensitivity on the part of white staff.

Williams says: "The response to our concerns was mostly very favorable. We succeeded in getting on the city's AIDS Advisory Board and in getting race-specific groups and outreach campaigns started by other organizations, including the SF AIDS Foundation."

In 1988, with funding from a federal grant, the San Francisco AIDS task force joined with a legal unit in New York and a research unit in L.A. to form the National Task Force on AIDS Prevention, which does research, education, advocacy, and outreach for gay men of color. Williams has become the national task force's executive director.

Locally, the group's Bay Area HIV Support and Education Services (BAHSES) program works with people from the time they are diagnosed as HIV-positive, to deal first with

emotional issues, then with treatment issues, helping them set up a "productive action plan for positive living."

BWMT also sends SWAT ("sex with a twist") teams into community bars to do on-the-spot safe-sex education, using, its literature says, "an HIV/AIDS educational model that interacts with the audience in a positive learning experience."

Janet Jackson, a BWMT member and counselor at Glide Memorial Church's AIDS project, says BWMT was the first organized group of people of color to focus on AIDS work, playing a pioneering role in "letting people of color know there's someone out there fighting for them."

Increasingly, the group's AIDS task force has been called on to share its experience with non-gay groups, including the Southern Christian Leadership Conference and the Urban League. Williams says the group is willing to go wherever asked, but adds: "We are gay-positive and sex-positive. If people can't deal with that, we don't deal with them."

While the group's members sometimes face homophobia in civil rights groups, Fonduex reports that BWMT has also been criticized by both whites and blacks who object to interracial relationships. Aird and Brooks say that within the black community there is some stigma to being involved with white men or belonging to an organization that promotes interracial relationships. "You're perceived as not as black as you're supposed to be," Brooks says. But both Aird and Brooks say their experiences with BWMT have been affirming for them as black men.

Jackson, a black lesbian who recently became co-chair of the regional chapter, Men of All Colors Together, says the group is a potentially unifying force in the gay community, including people of other ethnic groups, and, despite its name, women as well as men. Some chapters in other cities have changed their name to "People of All Colors Together," reflecting what Reggie Williams says is a trend toward a more inclusive approach, but such a change is unlikely to occur in San Francisco, where some members feel strongly about preserving the original name.

Despite the limitations of its name, Jackson says that "BWMT is about bringing the community together."

"The mainstream still holds most of the power in society," Fonduex comments. "It behooves communities outside of the mainstream to work together."

To contact BWMT, call 749-6700 for the National Task Force, 749-6714 for Support Services, or look for its booth at the Gay Pride Rally at the Civic Center following Sunday's parade.



**YOUR
NATURE**

check out our



one of S
fresh c
INNER SUNS
1319-

San Francisco

**Out
of the
Closet**

1707 Haight
(at Cole)

S.F. 387-3450

*Women's Clothing and Accessories
Be as beautiful on the outside
as you are*



Three more flowers to

- Spectacular self
 - Special summe
 - Flowerfest Swe
- Win a trip to the

HOOGE
1674

San Francisco
415-885-4

**BAHSES-BWMT/MACT
Board of Directors Meeting
Minutes**

July 24, 1991

Board Members Present: Luke Adams
Peter Eggenberger
Jean Jackson, Vice President
Calvin Lowery
John Revicky, Treasurer
Lee Woo, Ex-officio

Staff Present: Sylvester Paige, Non-Paid Staff
Gustave Arechavala, Off. Clk.

Board Members Absent: Charles Smith
Louis Ashley

Jean Jackson called the meeting to order at 6:21PM

Approve Minutes:

- 1 May 1991; Some issues around item 11, conflict in relation with the event that took place on June 1st, 1991.
 - a. The event took place on June 1st when it was not approved.
 - b. Conflicts of interest because other BAHSES' events were going on the same night.
 - c. Is clear that BAHSES lost fund in this event because of lack of planning.
 - d. The Board to established a real clear fund raiser policy so this doesn't happen again.
- 2 June 1991; some gaps in this minutes, items discussed were not recorded.
 - a. Questions around item #1

I Announcements:

- 1 One day conference at GLIDE, Ms. J. Jackson express the importance of attending this conference and will be sending flyers with more information soon.
- 2 Louis Ashley is unable to attend the meeting because of Doctor's order.

II Executive Director's Report:

1 Staff;

- a. Robert Jensen, Operation Managers, has been terminated under probation because of attendance.
- b. Paul McNabb, Administrative Assistance, has resigned.
- c. BAHSES has currently a contract with Mike Brunetti and Arnie Lovitt.
- d. Gustave R. Arechavala to become full time Admin. Asst. for BAHSES starting August 1, 1991
- e. Lee Y. Woo expressed that sharing employees with other organization doesn't work.

2 Budget;

- a. Our Fiscal Agent found out on July 15 that BAHSES still has \$19,000 in this year contract. This fund need to be used before July 30, 1991.
- b. BAHSES will buy thru more computers and some other items that are needed.
- c. Space has become an issue between EACH and BAHSES. The EACH Program will be moving and BAHSES needs more office supplies and media.
- e. Some concern was expressed in relation to deliverables that need to be met when we apply for more grants. Lee said that a grant can always be renegotiated whenever or not deliverables are met if you have good reasons why they couldn't be met.
- f. The M&M Grant has been renegotiated this year. Last year was \$119,000 for 9 month, the new grant is for the same amount of money but for 12 months. Lee to find out if we can carry over the money that we have left to the next 12 months period.

- g. The EACH Program will be moving and they are asking for \$1,200.00 from BAHSES since they are living some services like phones. The BAHSES Board of Directors appreciate The EACH Program contribution but they cannot give any money.
- h. The Center of Health Resources in Oakland wants to provide us with space for workshop and support groups so we can start working in the East Bay. The Board of Director approved a sub-contract with the center and expressed mutual support and cooperation was in the agency's best interests.

III Old Business:

1 Fund Raiser Policy; Does it come to the Board for approval or is it just part of the Executive Director role?

- a. Major events to submit concept paper 90-120 days prior to the event for approval from the Board.
- b. Minor event will be reviewed by the Executive Director and then to be brought to Board for approval.
- c. Money needed it for an event has to be presented in the concept paper
- d. We and the public have to be clear about what we are presenting because the public is getting tired of fund raisers whose money doesn't go to the community.

2 501 (c)3: Concern in relation with the time that is taken (almost 2 years), to do it and get it over with it or say that there is not time to do it. Calvin, John and Luke to meet on July 31.

- a. BAHSES is an independent organization from the NTFA but Board Officers from the National Association feel that there is conflict of interest because BAHSES doesn't have a 501 (c)3, and Lee Y. Woo is not able to vote.

IV New Business:

1 Luke Adams' letter and news paper article:

- a. The Board Member are wondering about his real agenda. Letter was offensive and unprofessional. It certainly doesn't represents BAHSES Board of Directors point of view. Some Board members asked if he was using BAHSES to put his activism in to work.
- b. The letter was pushy and rude and things like these are destroying the community and the Board's working relationship.

- c. As to the newspaper article, was it necessary for him to identified himself as a Board Member.
- c. Mr. Adams also made assumptions around BAHSES Policies and Procedures with staff. Lee Woo added that he makes every attempt to work with staff outside and inside of the organization.
- d. Some issues around Mr. Adam and former BAHSES employee Paul McNabb. Board expressed that is was OK to back up Paul McNabb in his event but not at the time that took place, and also the manipulation that was used on his part.
- f. Luke Adams said that he was sorry that the letter was reactionary and that writing it has been a mistake.
- g. Board of Director will not write a letter to the newspaper, Luke Adam to take BAHSES out of the mess by himself.

3 The Big Surf Event: With Keith MacDonald, 1 or 2 times in a year The BWMT like to take people out of the city.

4 Kevin Brooks Christmas Extravaganza: The Board likes the idea and spirit of event, willing to support it if:

- a. Revenue projection to be submit.
- b. Location.
- c. People expected.
- d. Support Expected from the Board.

5 Lee Y. Woo to meet with Board Members to review BAHSES' Policy and Procedure on August 7, 1991.

6 Question about expanding the Board of Directors. Just looking at applications at this point.

Luke Adams
Secretary

Jean Jackson
Vice President

**Next Board of Directors Meeting
Wednesday, August 28, 1991.**

BAY AREA HIV SUPPORT AND EDUCATION SERVICES
OF
BLACK AND WHITE MEN TOGETHER/
MEN OF ALL COLOR TOGETHER
(BAHSES-BWMT/MACT)
Board of Directors Application

Date 7.31.91

Name Gary R. Harmon
Address 250 E. 12th Street, #105, Oakland, CA 94606
Daytime Phone ((415) 272.0122)
Evening Phone () Same as above
Current Employer Disabled (Person w HIV)
Occupation n/a
Birth Date: 06.27.55

EDUCATION:

Please
list all
majors/
degrees

High School Berkeley H.S. Graduated ☒ Yes No
College Cal State Hayward Graduated ☒ Yes No
Post Grad Armstrong Graduated ☒ Yes No
Trade _____ Graduated Yes No

How did you hear about BAHSES? Lewis Ashley, Lee Woo

Why do you want to be on the Board? To help assist and direct BAHSES's East Bay Services. I believe the work will be rewarding. I bring 7yrs of HIV knowledge with me.

Have you ever served on other non-profit Boards? ☒ Yes No

If yes, please list the organizations and type.

AIDS Project of the East Bay
Youth Environment Study Inc. formerly known as Mid-City Consortium
Pacific Center for Human Growth
Alameda County, AIDS Advisory Board

What did you enjoy most about your previous Board experience?

Affecting agency direction to halt the spread of HIV and to compassionately offer services to those living with HIV. Fundraising.

**BAHSES-BWMT/MACT
Board of Directors Meeting
MINUTES**

August 28, 1991

Board Members Present: Jean Jackson, Vice President
 Peter Eggenberger
 Calvin Lowery
 John Revicky, Treasurer
 Lee Y. Woo, Ex-Officio

Board Members Absent: Luke Adams-Called personal emergency
 Louis Ashley-Illness

Jean Jackson called the meeting to order at 6:55 PM.

Approve Minutes:

Minutes approved as amended.

I Announcements:

1. John Tomlinson of Tomlinson Association present as a prospective media publications/marketing consultant. Discussion began as to the need and possible conflict of interest. Board thanked Tomlinson and he left.
2. Kevin Brooks is now the Support Services Supervisor.
3. One day conference on AIDS outreach at Glide on September 7. Ms. Jackson urged attendance.

II Executive Director Report:

1. Staff:

- a. Shurland Aird is acting Program Coordinator for Education and completed his 90 days probation he has exceeded some deliverables.
- b. Volunteer applications are increasing-working space is a problem.

2. Budget:

- a. BAHSES has a \$5,000 deficit according to the National Task Force Accountant. Lee is requesting clarification on billing, service costs, and recopying cost when BAHSES takes over its own billing.

3. Grant Proposals:

- a. Northern California Grant Makers - \$10,000 for technical assistance.
- b. Alameda County Care Title II-\$15,000 for transportation services.
- c. United Way-\$25,000 for East Bay Support Groups.
- d. Mr. Mike Brunetti is exploring other grants for staff salaries.

4. Computer System:

- a. Six Macintosh and one Laser Printer on line.

5. Space:

- a. EACH Program moving November 1. BAHSES will assume phone lines .
- b. BAHSES has made bid on East Bay space-no funds available.

6. Collaboration:

- a. Possible collaboration on grants and services in the East Bay with The Center, AMHI, Asian Health Services, Ark of Love, Southeast Asian Resettlement Center, Rafiki, CAL Pep, and African American Coalition on AIDS.
- b. Board Discussion:
 - 1. Priority is client services and our mission statement.
 - 2. Caution on abuse of our reputation by questionable practices by any of the other agencies.
 - 3. Executive Director to present monthly report on collaboration efforts and/or proposals.

III Old Business:

1. Fund Raising Policy-Tabled.

2. Status of incorporation and 501(c)(3):

- a. Name registered with the Secretary of State.
- b. Articles of Incorporation and By Laws completed.
- c. State tax/Registration Fee exemption completed.
- d. Federal Forms to be completed by Executive Director and consultation with IRS.

3. Policy and Procedures Committee:

- a. 1,000⁰⁰section reviewed by Lee Y. Woo, Luke Adams, and John Revicky.
- b. Discussion and request that Ashley chair future review meetings of the other 3 sections.

IV Board Resolutions:

1. Articles of Incorporation and By Laws approved.
2. Executive Director has authority to sign for the Board.
3. Executive Director title and salary approved.

V New Business:

1. Greeting Card-Format approved.
2. Conflict of Interest concerning Woo and BWNT-Tabled.
3. Board Fund Raising and Financial Support-Tabled.

Next Meeting: Tuesday October 8, 1991, at 6:30 PM



THE NATIONAL ASSOCIATION OF BLACK & WHITE MEN TOGETHER

A GAY MULTI-RACIAL ORGANIZATION FOR ALL PEOPLE

October 6, 1991

TO: Michael Warner, Co-Chair, NABWMT
Robert Williams, Co-Chair, NABWMT

FR:  Lee Y. Woo

RE: LETTER OF RESIGNATION

This memo is notification of my resignation from the Board of Directors of The National Association of Black and White Men Together effective this date.

The decision to resign came about after a long period of deliberation. I find it interesting that this is the second time I am resigning from the Board over issues of "Conflict of Interest". The final decision to resign comes after reviewing who's best interest will be served by this action. In this case, it will be to my best interest not to spend time fighting for my right to serve.

I find it hard to ignore or participate in this type of gamesmanship when we come together to fight oppression that suppresses our community and then find it alive and well within the organization. I must remember, that the membership of the organization and Board are reflective of the communities they come from. I can only hope through education and self examination to find that work begins at home before we tell the world what to do about their racism, sexism, homophobia, and oppression of others.

It seems there are members who do not support the democratic process of the House of Delegates when it was found no "Conflict of Interest" existed, that this action continued to be supported by the Board.

Robert, if you had any reason to feel there was a conflict of interest, you failed to speak up at the House of Delegate's meeting in Detroit and again at the Board of Directors meeting in Detroit. If it was such a burning issue for you, then you could have called me and discussed it rather than to make it an agenda item for the Board meeting in Dallas and not tell me until I called you and received your letter.

It is difficult for me to serve on a Board where honesty and openness are not the standards of operation in dealing with its members. Vague statements without ownership or with clear definition is a very divisive tool used by people in this organization. I agree with you Michael that "tension" on the board is not productive. However, I would like to point out, as long as I have been in BWMT the Board has always had tension for a variety of reasons. I feel part of this problem can be attributed to the lack of communication or miscommunication as well as personal agendas regardless of intention within the Board.

This is not to say that I do not support the organization's statement of purpose and what it is addressing. To those issues I will continue to be active because I can now see what it can do in this as well as other organizations that are trying to deal with the ills of our society.

I want it understood that I do not have any ill will or feelings towards anyone on the Board or within the organization and I trust the same holds true for others. It is important for me to let you and the Board know why I am leaving and what caused this action. In fact, I would welcome a personal dialogue about the gamesmanship as a symptom of deeper issues. My resignation serves as an example of the problems/issues which plague the Board.

In brotherhood,

cc: NABWMT Board of Directors
Co-Chairs, BWMT/SFBA
Co-Chairs, MACCT Seattle
Reggie Williams, NTFAP/MABWMT
Board of Directors, BAHSES-BWMT/MACT
Craig Beardsley, NABWMT Mailing

711045

BAHSES

MINUTES OF THE MEETING OF OCTOBER 8, 1991

1. Call to Order

The meeting was called to order at 6:55 pm by the Vice President (Jean) as Acting Chair. The following Board members, constituting a quorum, were present: Jean, Luke, John, and Peter. Lee Woo was present ex-officio.

The minutes of the previous meeting were read and adopted as written on a motion by John, seconded by Peter. They were signed by Luke.

2. Announcements

- A. October 11 Announcement: March on Sacramento
- B. Keving Brooks and Sylvester Page are present as observers
- C. Pacific Coast Regional Network meeting Friday night. Lee speaks Sunday at 9 am at the Church, 1350 Waller.
- D. Louis had to leave with his driver.
- E. 24-27 Oct., Jean will be at a conference in San Diego: "Women and Children in AIDS." She suggests we should combine women and children in with gay/bi conferences on AIDS. She will share info with us when she returns. Conference work has gotten us a foot in the door in Contra Costa.
- F. At a conference, Lee learned that accessibility of facilities affects funding—funds can get pulled if facilities are not accessible to people with disabilities. This must be taken into consideration when we plan functions. The consensus of those present was that when any of us discovers critical information such as this we should tell each other right away.
- G. John: the Castro Street Fair outreach went well. It was the first time that BAHSES had an info table centered on it and there was much interest and some donations (roughly \$65, unsolicited). There were problems sharing the space with other organizations. Networked with State Prison System Employees who wanted info on support and supplies. (Jean says the warden at San Quentin is potentially cooperative, but there are complaints about Vacaville. She suggests we communicate with parole officers about new parolees.)

3. Personnel

Lee notes that the Board will start receiving demographic breakdowns and staff/board utilization reports. John asks that the Board receive its information 3 days in advance of meetings. Peter would like to see our reports categorized by the outlines of our mission statement so that the Board can see the big picture of how the staff, etc., are fitting in under our stated goals. For example:

<u>Education</u>	<u>Administration</u>	) etc.
Lee did x	Lee did y	
Sylvester did y	Sylvester did x	) etc.

Currently these are shown by grant categories in the Contract Deliverables report. Lee has to consider whether this can be done with a minimum of extra time. He will report back.

There are three positions open (2 FTE) for which we are recruiting. There have been no losses of personnel. SF State has approved us as a viable site for work-study placement.

4. Budget

We are moving accounting functions over from NTFAP. Gus and Lee are billing direct. Costs will be itemized. They are streamlining the process and getting program people involved.

Lee notes that getting timely payment is a problem because the fiscal agent does not have prudent cash reserves.

Questions were raised about how the fiscal agent gets authorization to issue checks. There have been instances, Lee notes, where arbitrary issuances have been made without BAHSES approval. The Board notes disapproval of this situation and refers action to later in the meeting under Old Business.

5. Status of Grants

We referred back to the previous minutes.

A. Northern California Grantmakers: no answer yet

B. Alameda County (positions and supplies cut) Title II, \$5,700 received

C. United Way: no answer yet

D. Mike Brunetti has submitted over \$170k in grants for staffing, etc.

E. Steamworks: \$6000 earmarked for East Bay move (\$2000 increments)

F. Omit: \$30k in education and some personnel from the East Bay budget

G. Luke suggests application for unrestricted funds to the Tides Foundation.

He will get guidelines for letter of intent from Drummod Pike for Mike.

H. SF Foundation: \$6000

I. M & M grant: extended 12 months. In deficit: \$47k out of \$119k.

J. Relapse grant now being formulated; now cut to \$6500 (NTFAP problems). Monies to be split with Latino groups.

K. The Board requested a status report from Mike.

[At this point, the Board decided to depart from the agenda order to discuss Kevin's fundraising proposal, since Kevin had to leave shortly.

The proposal was to target an event at the grassroots—a talent show. There was a motion by Luke to approve the proposal as submitted, giving active support inclusive of personal donations from the members of the Board (divided evenly) in the combined total sum of \$100. Seconded by Jean.

There was a motion by John to amend Luke's motion as follows: Board members will underwrite up to a further combined total of \$100 (divided evenly) if there is a net loss on the event that falls within the constraints of the proposal as written. Seconded by Luke.

The Amendment was voted on and passed unanimously. The amended motion was voted on and passed unanimously.

The Board then returned to the order of the day.]

6. Old Business.

A. 501(c)(3)

1. About to be filed; effective within 90 days

2. Lee had to sign off on some documents because of last minute changes in Sacramento.

3. The Board approved a check to be made for \$800. \$600 will be returned to us.

B. Referring back to questions about actions by the fiscal agent, the members discussed a need for information from NTFAP. Luke moved that the Board ask for the NTFAP fiscal representative to come to the Board to explain discrepancies. Seconded by John. Motion passed unanimously.

C. A next meeting on policies and procedures is needed. Lee will call Louis to set up the meeting, and will try for Wednesday, October 23 at 7pm.

D. Lee is preparing a standard proposal that the Executive Director has sole ordinary authorization to speak on behalf of the organization.

7. New Business

A. There remains a need for new Board members, and for more clarity on the relationship of BAHSES as an organization with both local and national chapters of BWMT/MACT. John suggests that we need to remember our roots but that we also need to assert our independence as an organization.

B. John suggests that Lee formulate a resolution to clarify the relationship, underscoring that we exist as a separate agency and do not solicit on behalf of BWMT/MACT, with a stress on our work on AIDS and HIV disease, separate from the social functions of BWMT/MACT, but also noting our roots and need for BWMT/MACT support.

C. Lee notes that no funds have yet been received from the Eagle Creek event, which was billed as a BAHSES fundraiser. There are suggestions that BAHSES must be more assertive, and that at info tables, no applications or other materials soliciting funds for other organizations should be mixed with BAHSES info and solicitations. These points need to be clarified by the time we move to the East Bay because of particular sensitivity there. These suggestions are taken as the sense of the Board.

D. Lee was notified by the AIDS Office that the BWMT newsletter is not a viable information source on HIV. BAHSES is holding funds to contract out for public info production.

E. The BAHSES activities component is raising funds. (An up note.) There are 6 activities planned. These are directed to clients (Wellness Program).

F. The EACH Program will be gone by November 3, moving to a new space.

G. The retreat is November 2, and Lee needs to know ASAP how many will attend.

H. Lee has tickets to the game to sell to raise funds.

I. Jean and John are working on a fundraiser for April.

8. Next meeting.

The sense of the Board was that the next meeting would be Wednesday, November 13, 1991, 6:30 pm, at the BAHSES office.

9. Motion to adjourn by Luke, seconded by John. The meeting adjourned at 10:10 pm

BAHSES
Board of Director Meeting
November 13, 1991

The meeting was called to order at 6:45 PM by Vice President Jean Jackson. Present were:

Board Members: Luke Adams
 Peter Eggenberger
 Jean Jackson
 Calvin Lowery
 John Ravicky
 Lee Y. Woo, Ex-Officio

BAHSES Staff: Gustave Arechavala
 Kevin Brooks

The minutes from last meeting were read and approved by the Board, and were signed by Secretary Luke Adams.

I. Announcement:

1. The Best of BAHSES on December 8, 1991 will be taking place at Lily's.
 - a. Advertisement for this event has begun.
 - b. Kevin Brooks handed out four tickets to each board member for them to sell. People who buy tickets and attend this event are automatically enter in a raffle. A money raffle will be also taking place, tickets to enter this raffle are \$ 1.00 each and the price will be 50% of what ever amount of money is collected from this specific raffle.
 - c. Gregory Adams, Jealousy, BAHSES Executive Director, BOD President or Vice-President will be ask to participant in drawing the raffles' winning numbers.
 - d. BWMT is being ask to announce this event in its Newsletter.
 - e. Lee Y. Woo still haven't received the cash donation from all Board Members (\$16.67).
2. First BAHSES Christmas Party will be taking place on December 14, 1991. Board Members were encouraged to attend this event. Call Gus to confirm your attendance.
3. GMOCC has received a grant from the Northern California Grant Maker for \$5,000.00 to hire a Technical Asst. to meet with all GMOC agencies' boards individually. GMOCC is requesting more active collaboration from all boards.
 - a. Some members concern about this being a waste of money.
 - b. The Board could benefit from professional facilitation; however it must be schedule after the holidays.

II. Personnel:

1. BAHSES has hired Shurland Aird as Program Coordinator Education. He will be pick up on November 16, 1991. We are in the process of hiring a Program Coordinator Support Groups and also a Program Asst. assign to Oakland by December 1, and 15 respectively.
2. We are trying to to spread out work in the agency. Now that EACH has moved out we can accommodate more staff in the offices.
3. Mike Brunetti is writing memos stating status of grants. So far he has been able to generate almost half a million dollars in grants request.
 - a. Concern from BOD members that some of this grants are giving money that pays for services but not to people to provide the services.
4. Member stated that they don't need the contracts of every person who is getting hire, they just need to be informed that new staff has been hire.
5. Hamilton Association has revoked the law that stop us to walk through the lobby to get to the NTFAP and BAHSES offices.
6. Lee Y. Woo commented in the importance of BAHSES image and how we are not being recognized and acknowledge for our community work. Agency image is crucial when applying for new grants.
7. Issues around BWMT fund raising for BAHSES and why it has taken such a long time for BAHSES to receive the money.
 - a. Calvin Lowery stated that BAHSES will receive the rest of the money by the end of this week. He submitted a report of the total amount of money that was raised in this event. See attached
8. Bill Bess has been hired to work in the new BAHSES Newsletter. Board of Directors and Program Staff's name will appear in this newsletter.
9. Calvin Lowery has issues around the newsletter. He think that BAHSES should had communicate better with BWMT in stead of expressing discontent to the AIDS office. There were accusations that a BAHSES staff member made phone calls to AIDS office stating that BWMT newsletter grant should not be go for renew because it wasn't providing any AIDS information.
 - a. Calvin Lowery stated that he will talk to this staff member and will ask him to appear before the BOD.

III. Old Business:

1. Luke Adams to try to get a Lawyer to work in BAHSES Federal incorporation papers.
2. Fiscal representative from National Task Force to attend next BOD meeting. Peter to talk with Reggie Williams to arrange him to attend.
3. BOD to formulate a resolution that establish the relationship between BAHSES and BWMT/MACT.
 - a. Concern around how much BWMT/MACT is really doing for BAHSES.
 - b. BWMT/MACT will always be acknowledge by BAHSES as its founders because that is our roots. Importance to share tables because it helps clients to understand the history of the agency
 - c. A member stated that there should be a clear line between socializing and AIDS work. By sharing informational tables with BWMT clients might believe that BAHSES is here to sell membership for BWMT
 - d. Luke Adams suggested using the newsletter as a tool to educate people about agency roots and history.
4. Policy and Procedures Manual has not yet been approve. Concern from some BOD members to sign and approve something they haven't read.
 - a. Members will sign the Policy and Procedures Resolution with modification and provisionally until is revise.

IV. New Business:

1. Jean and John will get together to create a proposal for a fund raiser (Perhaps a dinner) for BAHSES.
2. Concern around Mr. Ashley coming back or Jean Jackson becoming the president. She has been asked to talk to Mr. Ashley about this situation.

**Next Meeting will be December 18, 1991
at 625 O'Farrell St., from 6:00 to 8:00 PM.**

Please submit you agenda items to Gus by December 11, 1991.

**BAHSES-BWMT/MACT
Board of Directors Meeting
MINUTES**

December 18, 1991

Board Members Present:	Jean Jackson, President Peter Eggenberger John Revicky, Treasurer Lee Y. Woo, Ex-Officio
BAHSES Staff	Gustave Arechavala, Adm. Asst.
Board Members Absent:	Luke Adams-Called personal emergency

Jean Jackson called the meeting to order at 6:50 PM.

Approve Minutes:

Minutes approved as amended.

I Announcements:

1. Ms. Jackson expressed her feeling around fund raisers for people with AIDS. The money that is being raised is somehow not reaching the people in need and is being used for personal gains.
2. Reggie Williams asking Lee to write letters to people to become Board Members. Issues around Reggie asking Lee to write any letters and getting involved in who should be in the Board.
3. The EACH Program Calender is on sale. BAHSES' name has been omitted and the Board refuses to have any thing to do with.
4. Lee Y. Woo has not yet receive a report on The Best of BAHSES Event from Kevin Brooks.
5. Christopher Lee Belazco, a member of the BWMT passed way. BAHSES has been receiving funds in his honor from friends and relatives of Belazco.
6. Mike Brunetti, Lee Woo, Jean Jackson, John Revicky to meet with The Center to organize a fund raiser event for BAHSES and a Louis Ashley Award.
7. BWMT New Year Party will be a fund raiser for postage expenses for BWMT and BAHSES News Letters.
8. Louis D. Ashley, Board President died December 7, 1991, service was held at Glide Church on December 15, 1991.

II Old Business

- 1 Calvin Lowery has committed himself to give us money from the fund raiser and it hasn't happened. BAHSES Board of Directors would appreciate it if Calvin will clarify once and for all what really happened with the money.
 - a. Peter Eggenberger commented that the checks may have been lost.
 - b. The whole situation is creating a lot of ill feelings around BWMT members and fund raisers.
- 2 BAHSES cash and financial reports to be presented within 5 working days. BAHSES to have very strong procedure in relation with money.

III Executive Director Report:

- 1 Staff:
 - a. New staff member Larry Denson will be picking up the transportation portion of BAHSES services from Kevin Brooks.
- 2 Salary classification has been approved
- 3 Participation by the board is requested in recruiting new board members and attending events.
- 4 Board applicants to attend a special meeting to talk about their backgrounds. This meeting will be taking place on January 15, 1991.
 - a. To have a full board by the end of January.
- 5 Comp. Time and Vacation Resolution
 - a. Approved with changes.
 - b. Concern around Manager earning Comp. Time, a luxury that we cannot afford.
 - c. Issues around people earning Comp. Time just for playing around.
 - d. BOD to review and rewrite policy around comp. time.

IV Board Resolutions:

1. Ms. Jean Jackson is the new BAHSES BOD President.
2. Vacation and Comp. Time Resolution has been approved with changes
3. Job and Salary Classification has been approved.
4. Ms. Jean Jackson has the BOD approval to write letter to bars owners in relation to fund raisers.

BOD Reviewing Applicants Meeting: January 15, 1992 at 6:00 PM

117025

**BAHSES-BWMT/MACT
Board of Directors Meeting
MINUTES**

January 15, 1992

Board Members Present: Jean Jackson, President
 Peter Eggenberger
 John Revicky, Treasurer
 Calvin Lowery
 Lee Y. Woo, Ex-Officio

BAHSES Staff Gustave Arechavala, Adm. Asst.
 Thomas Hajjar

Board Members Absent: Luke Adams

Present were also BOD candidates: Gregory Adams, Gary Harmon, Patricia Wall and Steve Takemura.

BOD candidates not preset: Fran Bartlett

Jean Jackson called the meeting to order at 6:30 PM.

I Board of Directors Applicants:

1. They were welcomed and thanked by BOD members.
2. Overview of BAHSES by Lee Y. Woo
3. Background of BOD members.
4. Functions of BOD members by John Revicky:
 - a. Review Policies
 - b. Fund Raisers
 - c. Involvement with the agency
 - d. Volunteer time to the agency
 - e. Represent clients and geographic areas.
5. Gary R. Harmon
 - a. Some concern around his activism.
 - b. By being in our board he is putting his reputation in jeopardy since he also sits in the AIDS Advisory Board for Alameda County.
 - c. Concerns around him being involved in so many other boards.

Vote: 4 against / None in favor

6. Steve Takemura

a. Sits in GCHP Board and they have the reputation of being very efficient in having their work done.

b. Steve showed the interest of being on our board because GCHP is not covering areas like the Tenderloin.

c. Steve showed a lot of ideas around fund raisers.

Vote: All in favor / None against

7. Patricia Wall

a. Willing to work and ready to take positive actions

b. Help in Federal 501 (c) (3)

c. The Board needs a Lawyer.

Voted: All in Favor / None against

8. Gregory Adams

a. He is openly HIV + and he represents the population we serve

b. He can help in BAHSES fund raisers

c. Concern around him being too busy with his other functions and his time management. Comments on him just trying to use the board for propaganda in his leather campaign.

Voted: All in favor / None against

9. Fran Bartlett

a. She is a nurse and she has a lot of knowledge in care taking for people with AIDS.

b. Has a lot of ideas in how to help more people with HIV.

c. She wasn't able to attend this meeting but Jean Jackson talked on her behalf.

Voted: All in favor / None Against

II Announcements:

1. BOD Secretary to explain his absentism and lack of participation in BOD work. This has to be clarified before new BOD members come aboard.

2. Alvictor Bradford vs. BAHSES; Kevin Brooks and Lee Y. Woo to go for hearing in Oakland at the end of this month. Alvictor is asking for State unemployment.
3. Lawrence Denson, Program Coordinator-Support Group is getting a warning letter for not meeting expectations of his job.
4. John Revicky to write letters for BOD applicants, Lee Woo to type them and send them out.
5. President Jean Jackson expressed her happiness for seeing Louis Ashley's dream come a life in BAHSES new members.

Next BOD Meeting: January 29, 1992 at 6:30 PM.
631 O'Farrell Street (Conference Room, 2nd Floor)

117000/117025

**BAHSES-BWMT/MACT
Board of Directors Meeting
MINUTES**

January 29, 1992

Board Members Present:

Jean Jackson, President
John Revicky, Treasurer
Gregory Adams
Luke Adams
Patricia Wall
Steve Takamura

BAHSES Staff

Gustave Arechavala, Adm. Asst.

Board Members Absent:

Calvin Lowery
Peter Eggenberger
Fran Bartlett, Personal Emergency
Lee Y. Woo, Ex-Officio, Out on Assignment

Jean Jackson called the meeting to order at 6:50 PM.

I Announcements

- 1 John Revicky will have surgery in his leg and will not be able to be active as a board member for a couple of weeks.
- 2 Gregory Adams is having a fund raiser for The Black Coalition on AIDS on February 7, 1992

II Old Business

1. President welcomed and thanked new BOD members for their wiliness to work with the agency.
2. Patricia to give Gus a format to follow when taking minutes.
3. Jean to have an agenda ready for next BOD meeting
4. Luke commented on the Grass Root Deviate that he participated: Service Provider that have no notion on erotization of safer sex.
5. Fund Raisers inputs:
 - a. Name of agency is very important.
 - b. What are the funds collected for?
 - c. What is the agency doing for the community?
 - d. What is the agency doing with the funds? Are they being put back in the community?
 - e. When an agency has a lot of little fund raisers the community gets the impression that this agency is always having them.

- f. To protect BAHSES integrity the BOD have decided to control all forms of fund raisers.
- g. Jean commented on how difficult fund raisers in the East Bay are and that's why it is important for us to do fund raiser in collaboration with The Center.
- h. The name of BAHSES and Gregory Adams were used by BWMT and we still don't know where the money is.
- i. Lee to have a report ready for next BOD meeting on The Best of BAHSES.

III Program Report

- 1. Policy and Procedure Manual to be reviewed, commented and approve.
 - a. These documents need to be reviewed periodically because they are in constant change.
 - b. Committee to review the policy and procedures manual was set: Gregory Adams, Luke Adams, Jean Jackson and John Revicky.
 - c. Gus to prepare updated copies for the members to review.
- 2. BAHSES won hearing in Oakland, BAHSES vs. Alvictor B.
 - a. BOD member has issues around management employees earning comp. time and its consequences.
- 3. BOD member commented on BAHSES E.D. program report. It is really important for BOD members to review them carefully because they give you a sense of the standing of the agency.
 - a. Issues around finances. BOD treasurer doesn't feel he's a financial expert and he really needs other BOD member to sit with him and Lee to go in the financial reports that Lee is submitting.
 - b. Concern around BAHSES meeting deliverables, appreciate Lee's ambitions but sometimes they are not very realistic. If deliverables for a grant cannot be met there doesn't seem to be a point in applying for even more.
 - c. Issues around opening a new office in the East Bay when things need to be worked out in the S.F. office. The agency can not rely on volunteers to run the office forty hours a week.
 - d. Issues around Lee having to supervise two sites at the same time.
 - e. BOD to make recommendation to Lee to slow down.
- 4. Contradiction in relation to the AIDS Dance-a-thon. GMOCC members are part of this event, Lee to explain why BAHSES is not involved in this.

IV New Business:

- 1. Luke Adams said that he has been working on the Tide Foundation Grant and other grants that can give BAHSES some unrestricted funds.
 - a. Luke is to provide the Board with a report next BOD meeting.
- 2. The Fish Fried Fund Raiser: Joint event between BAHSES and The Center.

Jean commented that some committee members are just delegating responsibilities.

a. Jean and Patricia to Co-Chair in this committee until John Revicky is physically able to take some action.

b. Luke could not help in the committee but he offered to be there for the event and fry some fish.

3. John Revicky reminded BOD members' responsibility to make time to work and attend BOD meetings or they should not be part of the Board.

**Next BOD Meeting: March 3, 1992 at 6:30 PM.
631 O'Farrell Street (Conference Room, 2nd Floor)**

Approve on _____

117025

**BAHSES-BWMT/MACT
Board of Directors Meeting
MINUTES**

March 3, 1992

Board Members Present: Jean Jackson, President
 Patricia Wall
 Calvin Lowery
 Peter Eggenberger
 Lee Y. Woo, Ex-Officio.

BAHSES Staff Gustave Arechavala, Adm. Asst.

Board Members Absent: Fran Bartlett
 Gregory Adams
 Steve Takamura
 John Revicky, Personal Emergency
 Luke Adams, Personal Emergency

Jean Jackson called the meeting to order at 6:45 PM. Only 4 BOD members are present; so, no decision can be made because the lack of a quorum.

I Announcements

- 1 Luke Adams called and resigned on the phone because of a family emergency and poor health and spoke to Gus Arechavala. Luke stated that he would submit a written resignation.
- 2 Jean Jackson commented on how proud she was of seeing BAHSES at the conference and the way that Shurland presented himself to the public.
3. John Revicky had a surgery and he was unable to attend the meeting.

II Old Business

1. Tide Foundation still pending, Luke Adams was expected to submit a report, Patricia to get a copy of the grant description.
2. 501 (c) 3 Federal still pending, Patricia and Lee still working on it.
3. When we get our state 501 (c) 3 State we don't need to apply for state grants with the National Task Force. We don't need the federal status to apply for local grants.
4. Patricia stated that she would be glad to find out the status of our state 501 (c).

III Program Report

1. Lee is a new member of Historical Advisory Board of UCSF

2. Joining benefit with the Center has been canceled and postponed till August. Looking into a Gospel Concert and more BOD members representation.
3. Termination of the Alameda County Ryan White Transportation Grant. They will pay for the work but they would fund for staff. Issues between Teresa B. Scott and the person from the Ryan White Grant. This impacts the way that we will be seen in the East Bay, but if we can manage the other two programs well we might still look good.
4. Everything is moving along fine with the Education Department.
5. BAHSES accepted resignation from Lawrence Denson on March 2, 1992
 - a. He wasn't living up to the job expectation and had a lot of problems dealing with people. He was unable to pick up the program and to work regular hours. Issues between him and Teresa Scott and one client. The incident is currently under investigation.
6. Teresa B. Scott resignation cannot be approved over the phone. She did not submit any documentation about her resignation. Therefore, she has been terminated by BAHSES for Job Abandonment.
 - a. Thomas Hajjar has taken over her position to save both grants.
7. Mike Brunetti has been appointed as the new Support Group Consultant to stabilize the support system program.
8. Lee stated that we need to bring some services to the East Bay and that's why BAHSES needs to be open. By March 12, 1992 we should know if we'll be getting the \$ 160,000 fund for operational cost for a year from Granny.
9. Employment Assistant Program: \$ 200,000.00 for substance abuse and mental well-being for staff.
10. Ten hours of consultation to be used by BAHSES for transition to become its own fiscal agent. We still have much fiscal problems with the National Task Force. We have to schedule an appointment with consultant so find out more about fiscal responsibilities.
11. Board of Directors Training, part of the GMOCC, will be meeting with Ms. Johnson to learn more about BOD responsibilities and activities.
12. More issues from BOD members around fund raiser and whose responsibility it is.

IV New Business:

1. We need nominations for the Secretary and Vice President Positions.
2. BAHSES Month:
 - a. Award Dinner on April 26, 1992.
 - b. Jean, Calvin and Peter willing to help
3. Mr. C. Anthony is the new Director of Glide.

4. Board to decide if they are interested in a weekend retreat with facilitation.

Next BOD Meeting: April 7, 1992 at 6:30 PM.
631 O'Farrell Street (Conference Room, 2nd Floor)

Approve on_____

117025



625 O'FARRELL STREET
SAN FRANCISCO, CA 94109
415-749-6714 FAX 749-6706
P.O. BOX 811, OAKLAND, CA 94604



BAHSES MEMORANDUM

April 10, 1992

TO: See Distribution

FR: Lee Y. Woo

RE: AGENCY REPRESENTATION AT BOARD MEETINGS

To ensure agency representation at all Board meetings, the following staff have been identified to represent the Executive Director.

Shurland Aird, Program Coordinator
Mike Brunetti, Consultant

Individuals are required to keep themselves current on agency items. The Executive Director will brief representatives when possible before the meeting.

Distribution:

Shurland Aird
Mike Brunetti
Board Executive Committee
Gus Arechavala
Arni Lovitt

#2 BAHSES/AL

511120/117025



A PROJECT OF BLACK & WHITE MEN TOGETHER / MEN OF ALL COLORS TOGETHER

BAHSES BOARD OF DIRECTOR'S MEETING

Agenda

May 7, 1992

6:30 pm - 8:30 pm

1. Announcement ✓
2. Approve Minutes ✓
3. Executive Director's Report ✓
4. Status of 501 (3) (c) ✓
5. Awards ✓
6. Board of Director Elections (Executive Session) ✓
 - a. Election of Board Officers ✓
7. Establish Board Nomination Committee ✓
8. Board Retreat Committee
9. FY 92/93 Agency Master Plan

117025

BAHSES MEMORANDUM

May 7, 1992

TO: Awards Nomination Committee

FR: Lee Y. Woo

RE: 2ND ANNUAL BAHSES AWARDS

The following personnel or organizations have been nominated for the Second Annual BAHSES Awards:

Award Categories:

1. BAHSES BWMT/MACT COMMUNITY SERVICE AWARD

Lily's
Rodney Barnette - New Eagle Creek

2. REGGIE WILLIAMS FOUNDER'S COMMUNITY AWARD

Kevin G. Brooks
John Teamer

3. CALU LESTER AWARD FOR COMMUNITY ACTIVISM

Clarmundo "Michael" Sullivan
Pendulum Bar

4. KEVIN G. BROOKS EMPLOYEES AWARD

Shurland Aird
Arni Lovitt
Kevin G. Brooks

5. BAHSES-BWMT/MACT AWARD OF EXCELLANCE

Gay Asian Pacific Alliance Community HIV Project (GCHP)
American Indian AIDS Institute (AIAI)
Community United in Response to AIDS/SIDA (CURAS)

6. LOUIS ASHLEY, JR., AWARD FOR ACTIVISM

Wayne Corbett
Gregory Adams

7. LETTER OF APPRECIATION

Staff of the Alexander Hamilton

251040

**BAHSES-BWMT/MACT
Board of Directors Meeting
MINUTES**

May 7, 1992

Board Members Present: Jean Jackson, President
 Fran Bartlett
 Steve Takamura
 John Revicky
 Patricia Wall
 Calvin Lowery
 Peter Eggenberger
 Lee Y. Woo, Ex-Officio.

BAHSES Staff: Gustave Arechavala, Adm. Asst.

BWMT Representatives: Glen Eagleson, Sam Hinds and Raymond Combs.

Board Members Absent: Gregory Adams, Personal Emergency

Jean Jackson called the meeting to order at 6:45 PM.

I Announcements

- 1 Gregory Adams wasn't able to make it to the meeting because a employee from the Pendulum passed away.
2. Some people from the Castro District made the remark that Cecil is not a leader in the gay community and commenting on the Rodney King incident from a gay prospective wasn't appropriate. Jean Jackson's response to that was that Cecil has worked real close and hard with the gay community since the beginning, in the Polk area (before it moved to the Castro). Discrimination and prejudice is hurting everyone even straight folks.
3. Jean received the minutes and approved them.

II Program Report

1. Lee stated that he needs schedules from BOD members during the day to see if anybody is available to meet with grant funding resources. There is also training during the day time for BOD members who wish to learn more about fund raising.
2. We have 20 hours in Technical Assistant to access the agency and some of these hours will be use for the BOD retreat.
3. On April 2nd BAHSES started Drop-in Support Group in Oakland at The Center for AIDS Resource Site.
4. Our Newsletter has become an access point to every program at BAHSES

5. Most on going grants have been refunded, United Way grant if refunded will be cut by 8 % because of the low donation. Many new grants that M. Brunetti was able to submit before he moved to support services department are awaiting decisions.
6. Lee introduced the a Condoms Buyers Club idea which will be sharing condoms cost with other agencies. The combining purchase power of participation agency will allow them to buy at the lowest unit cost.
7. Lee will be gone 22nd of May to 14th of June, Shurland to attend next BOD meeting.
8. Pat Wall is working in our 501 (c) 3, she has all the document she needs and they will be filed any day now. She needs Lee's signature on the final documents.
9. BAHSES Awards should have been a BOD function and should have been carried with a sense of confidentiality. BOD member questions the way it was handled and suggested to start the whole proses in an orderly manner. There was also questioning around Lee creating a new award without BOD approval. Lee stated that this is not a BOD function. This can be a joint activity.
10. Lee commented about dropping BWMT chapter affiliation.

Break at 8:00. Meeting was called to order at 8:15 PM.

III New Business:

1. BAHSES BOD election:
 - a. Calvin Lowery and Peter Egenberger resigned as Co-Chairs.
 - b. Jean Jackson reelected as BOD President.
 - c. John Revicky elected as BOD Vice-President.
 - d. Patricia Wall elected as BOD Provisional Secretary.
 - e. Fran Bartlett elected as BOD Treasurer.
 - f. Steve Takemura and Gregory Adams elected as BOD Co-Chairs.
2. Jean thanks new applicants and explained the responsibilities involved in becoming a BOD member.

IV Decision Made:

- a. To receive copy of approve minutes
- b. To have a BAHSES Award Committee.
Fran, Jean and Lee to meet May 12, 1992.
- c. To have a BOD Nomination Committee.
Pat, Lee, Jean and John to meet May 14, 1992.

Next BOD Meeting: June 2, 1992 at 6:30 PM.
Glide AIDS Project

Approved on _____

117025

BAHSES-BWMT/MACT
Board of Directors Meeting
Minutes

June 2, 1992

Board Members Present:

BAHSES Staff:

Board Members Absent:

Jean Jackson called the meeting to order at

Minutes from Board meeting were read and approved.

I. Announcements

A.

II. Program Reports

A. Education

B. Support Groups

C. Transportation

D. Events

E. Monthly Activity Reports

III. Old Business

A. BAHSES Award Committee Report

B. BOD Nomination Committee Report

C. Condom Buyers Club

D. Board Members Daytime Schedules

IV. New Business

A. Board Members absences.

B. Patricia Wall introduced a letter she had written to the Board.

C. Suggestions for next meeting:

Patricia E. Wall
99 Surrey Street
San Francisco, CA 94131
415-337-5644

June 2, 1992

BAHSES
BOARD OF DIRECTORS

Re: My agenda items....

Dear Fellow Board Members,

I thought that I would commit this to writing while it was on my mind, and I was in front of a computer screen.

I /guess, aside from other Board Business, I had the following thoughts about our next agenda:

1. I think the board should pass a resolution outlining our position vis a vis BWMT so that we, as a board, can put this issue to rest.

2. I think the board should appoint a "Chairperson of Board Gifts" to get a commitment from Board members to give money - either our own or other people's - to the agency. There should be a discussion about what this means. To me, since granting agencies and private donors often ask what the board itself has given, I think it's symbolically important to be able to say that we, ourselves have given something.

3. I think the board should also appoint a "Chairperson of Fundraising" for the year. I think the board should explain that that person needs to come up with a plan for our approval, and needs to orchestrate all events, drives, pledges, etc. I think that the Chairperson should then be able to ask for assistance from the rest of us, from other volunteers, and to a limited extent from staff. Until we have a development director, this could be a full-time job and so requires a bigger commitment than 10 hours per month.

4. I think that we should have a retreat in late June, before our next meeting in July. I would be happy to host it, or it could be at someone else's place, or at a place we all agree on. I guess I want the board to have more of an independent identity, and more control over the formal one, so a trial run would be great.

5. I would like to have "board buddies", i.e., a partner system for newer board members so that everybody is tracking at the meetings. I have floundered at some of them, and I can imagine that other people will, too. I think that a more experienced member should be matched with a less-experienced

member for 3-6 meetings. The partners should also meet at some point before or after meetings for a while to debrief. I think it will have the benefit of creating a more participatory group.

6. I would like to discuss the evaluation process for the E. D. of the agency. Since one of the board functions is to evaluate the E.D. and ensure that his work complies with the vision of the board, I would like to examine how we've done this in the past, and how we intend to do it in the future. Maybe this is an executive committee function.

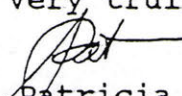
7. I would like someone to draft a job description for board members that would include all of the responsibilities and the level of commitment expected of all prospective board members. I think this will help people figure out whether they are doing what they are supposed to do, and for prospective members, it will assist them in deciding whether they are interested and ready for the task.

8. I would like to decide now what the topic of the meetings for the next six months will be, e.g. June: Fundraising, July: Agency Vision, August: Quality Control, etc. I think that we should still have committee reports at each meeting, and still do normal board business, but that a focus for each meeting would help some of us get ready to participate in a more meaningful way.

9. I also want to discuss a plan of "visibility" for the agency for the next few months. I think a board committee including a staff member should sit down with a calendar and decide how we will promote the identity of BAHSES in the communities we serve for x amount of months. I think this discussion should include a discussion of who will actually do the work, where it will be done, and why. I feel pretty strongly that this has to be a deliberate, well-planned, campaign for visibility rather than incidental to other things the agency is already doing.

Thanks for the chance to say all of the things that have been on my mind for the past two weeks. I know that this is a pretty ambitious wish list, and I know that it can't all happen immediately, but maybe we can figure out the best way to address these things together.

Very truly yours,


Patricia E. Wall

**BAHSES-BWMT/MACT
Board of Directors Meeting
Minutes**

June 2, 1992

Board Members Present:

Jean Jackson
Fran Bartlett
Patricia Wall
John Revicky
Shurland Aird
Gregory Adams

BAHSES Staff:

Shurland Aird, Prog Coord-Ed
Arni Lovitt, Admin Ass't

Board Members Absent:

Steve Takemura-Conducting training for Glide

Jean Jackson called the meeting to order at 6:35 PM.

Minutes from May Board meeting were read and approved after several small corrections.

Minutes from April Board meeting were read by Jean and approved.

I. Announcements

- A. Jean-Father's Day Concert, Glide Memorial, Sunday, 6/21/92, 5 PM.
- B. Jean-Father's Day March through Tenderloin to gather men for services and support in Glide program. Sunday, 6/21/92.
- C. Gregory-Pendulum, Birthday Party for owner, include a march down Market and chariot ride for the owner. Thursday, 6/4/92, 8 PM.

II. Program Reports

A. Education

- 1. There have been requests for more workshops and training.
- 2. Since the public's level of information about AIDS has increased over the past ten years and we are now getting counselors from other agencies with more of a knowledge base, Shurland is in the process of updating and revising the workshops and training.
- 3. Future training of facilitators will occur during the week as well as on the weekends to make the training more available to interested volunteers and counselors from other agencies.

4. The next training will be in July and not in June due to Gay Pride events and many people taking vacations during June.
5. The Oxanem Center (a detox center) has contacted BAHSES to do joint AIDS Education at their center. The possibility to refer their clients to BAHSES support groups is being investigated.
6. OMH-Alameda
 - a. The OMH grant has started. Clarmundo Sullivan is now in that position. To prevent problems and maintain good communication, Clarmundo is to report directly to Lee.
 - b. John requested background information on the United Way-Alameda and Ryan White Care funding for Alameda. He was concerned that our reputation in Alameda was in jeopardy and wanted to prevent a problem from occurring again.
 - c. John also requested a full report on the OMH grant at the next meeting.

B. Support Groups

1. New support group which has started on Mondays at 2 PM. is to provide access to services for those unable to attend at night for various reasons.
2. There are four support groups at present:
 - a. Drop in on Tuesday night at 6:30 PM
 - b. Thursday night closed group at 7:00 PM.
 - c. Monday daytime at 2 PM, a closed group.
 - d. Wednesday at Peter Claver Community at 6:30 PM.
3. There also is a new weekly Drop In Support Group in Oakland's Pacific Center.
4. Grants
 - a. Response to renewal to M&M grant is not back yet. Most grants are passed or due in next few months.
 - b. Deliverables and budgets appear on target.
5. John wanted to know what was being done to increase the number of client and support groups in SF and the Bay Area. The response was:
 - a. New training of volunteers will be July 11th and 12th.
 - b. AHP has been contacted and they will in the near future be referring surplus clients interested in support group services to BAHSES.

- c. Outreach workers are recruiting for both clients and volunteers interested in training as facilitators.
- d. Advertisement in Bars.
 - 1. Gregory recommended that flyers in bar not be full page but smaller so that after people read them, they would fold and put in pockets and not let it end up on the floor.
- e. Advertisement in AIDS Week, SF Examiner.
- 6. Shurland will be attending the International AIDS Conference in Amsterdam this month.

C. Transportation

- 1. Transportation client growth has gone from three to over eighty in a three month period.
- 2. The only problem has been turn around time for request for money to obtain tokens and taxi scrips before extinguishing supplies.

D. Events

- 1. Lee and Shurland are attending the BWMT Convention in Dallas, 6/21-28/92 and will be giving three workshops:
 - a. "Taking your workshop to the bedroom"
 - b. "Multi-Culturism"
 - c. "How to start your own CBO"
- 2. BAHSES will be attending San Jose's Gay Pride Parade and Fair on June 13th & 14th. The event will be a joint venture with NTFAP and BWMT. Cost will be divided equally among the three groups.
- 3. BAHSES will also be marching in the SF Gay Pride Parade and maintaining a booth with NTFAP and BWMT. Again, costs for the event will be shared equally.

D. Monthly Activity Reports

- ***1. A motion was put forth to distribute the activity reports, BOD agenda, logistic information of next BOD meeting, and all material to be discussed at that meeting to all members of the board at least one week before said meeting. The motion was second and passed unanimously.

- * * * a. Be sure to include monthly report, minutes of last meeting, reminder of next meeting, and BAHSES Newsletter.

III. Old Business

A. BAHSES Award Committee Report

1. It was felt that those awards given to the community should be approved, but individual awards within the agency should be reviewed further. The whole process of award giving needs further examination.
2. Further discussion of BAHSES Award to be at weekend retreat.

B. BOD Nomination Committee Report

1. There was a discussion about the confusion regarding approval of new board members. The committee had reviewed the new members and were to report at tonight's meeting and vote on approval. Unfortunately, new members were informed by letter of acceptance before the board had voted. Pat is to draft a letter to be sent to applicant explaining the present situation and status of their membership.
 - a. A motion was seconded and passed unanimously to delay vote on new Board Members until the weekend retreat.
 - b. Patricia is to draw up a letter to the Executive Director of the Board's disapproval on this matter.
2. Patricia stated that she felt that there should be a list created of qualified applicants to the board from which to seek new members. She also felt that applying for a position should not guarantee membership. It should be competitive.
3. Further discussion to be done at Board's weekend retreat.

C. Condom Buyers Club

1. Shurland stated that we have a meeting this month with Meyers Lab to discuss a contract to purchase condoms at a reduced price.
 - a. Jean suggested that we find a source to obtain dental dams at a reduced cost since they are so expensive and one is placed in each Safe Sex Kit.

D. Board Members Daytime Schedules

1. It was requested that the Executive Director contact the Board Members as soon as possible concerning dates for training so that they may make arrangements to attend.
2. It was felt that it would be beneficial for at least one Board Member to be present when a new foundation is presented with a grant proposal. The Board requests that the Executive Director notify them about time and day of the event.

IV. New Business

A. Board Members absences.

1. It was decided if a board member was absent without reason (and notification) for 2 or 3 months in a row and that no time had been spent

in committee meeting or other board functions, that a form letter be sent asking whether member was eligible for service.

a. It was agreed that the letter should not be confrontational, but an earnest request.

b. Patricia is draft a letter to present to the board.

B. Patricia Wall introduced a letter she had written to the Board. See Attached.

1. It was decided that the Board would meet for a weekend retreat and discuss these matters as well as other subject discussed this evening. John Revicky's home, 12 PM, 6/20/92.

C. Suggestions for next meeting:

1. To have dinner during the meeting.

2. To meet in Board members' homes.

3. To have a table to sit around.

Next BOD MEETING: Glide Memorial, Room 518, 6:30 PM, Thursday, 7/9/92.

Meeting was adjourned at: 9:15 PM.

Approved on _____

Approved by _____

117025



625 O'FARRELL STREET
SAN FRANCISCO, CA 94109
415-749-6714 FAX 749-6706
P.O. BOX 811, OAKLAND, CA 94604

Bay Area HIV Support and Education Services (BAHSES)

Board of Directors

June 2, 1992



Phyllis Jean Jackson
BOD President
Glide AIDS Project



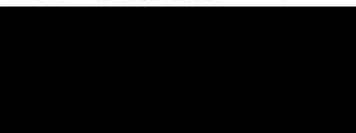
John Revicky
BOD Vice President



Patricia Wall
BOD Provisional Secretary



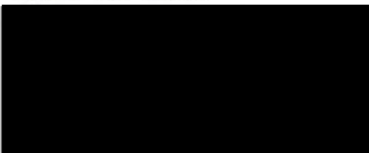
Fran Bartlett
BOD Treasurer



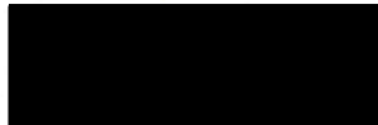
Steve Takemura
BOD Co-Chairs



Gregory Adams
BOD Co-Chair



Sam Hinds



Raymond Combs



Arni Lovitt
Admin Assistant/BAHSES



Lee Y. Woo
Ex-Officio



117050



A PROJECT OF BLACK & WHITE MEN TOGETHER / MEN OF ALL COLORS TOGETHER



625 O'FARRELL STREET
SAN FRANCISCO, CA 94109
415-749-6714 FAX 749-6706
P.O. BOX 811, OAKLAND, CA 94604



BAHSES MEMORANDUM

June 1, 1992

TO: BOD Members

FR: Lee Y. Woo

RE: EXECUTIVE DIRECTOR'S MESSAGE

I would like to take this opportunity on behalf of the staff to welcome the new board members, Sam Hinds and Ray Combs to the Board of BAHSES.

For the June Board Meeting, Shurland Aird, Program Coordinator-Education will represent me. He has been fully briefed and is able to answer most of your questions. The area that he might not have total knowledge is in budgeting. The FY 92/93 budgets are being worked on while I am in Portland. To date it stands at \$237,800 with another \$150,000 pending for a total project budget of \$387,000. I am hoping for an operation budget of \$500,000 for FY 92/93. At the July Board Meeting, Will give a full report on the status of our FY 92/93 confirmed grants and income.

Pat Wall has completed the Federal 501-C-3 application and it will be forwarded to Portland for my signature.

I would like to recommend to the Board that they consider planning a major gala fund raising event for next April 1993.

Lee Y. Woo
Executive Director

LYW/ALL

#2 BAHSES/Memo

117035/511120



A PROJECT OF BLACK & WHITE MEN TOGETHER / MEN OF ALL COLORS TOGETHER

**BAHSES-BWMT/MACT
Board of Directors Meeting
Minutes**

July 9, 1992

Board Members Present:	Jean Jackson John Reviczky Patricia Wall Gregory Adams
BAHSES Staff:	Lee Y. Woo, Executive Director Arni Lovitt, Administrative Assistant
Board Members Absent:	Fran Bartlett Steve Takemura

Jean Jackson called the meeting to order at 7:00 PM.

Minutes from 6/2/92 Board meeting were read and approved.

I. Announcements

A. NABWMT Award

1. Lee announced that several awards were received during the Dallas BWMT Convention:
 - a. Personal Achievement - Shurland Aird
 - b. Special Achievement - Louis Ashley
 - c. An award recognizing its many years of work was given to BAHSES.

B. Assaultive Training

1. Lee announced that there will be an "Assaultive Training" at BAHSES on July 15, 1992, Wednesday, from 2:00 - 4:00 PM. Board members are welcome to attend. This training is to be held in collaboration with AIDS Indigent Direct Services (A.I.D.S.).

C. There will be a consultant reviewing at no cost, BAHSES's Policy and Procedure Manual (PPM). This should help to expedite it to the Board for review and approve.

1. John and Greg would like to have a condensed version of PPM to hand out to employees during orientation and also to be sent with grant requests. Lee stated that this would require a considerable amount of time which the agency does not have. Gregory volunteered to review the PPM and to see what could be done. Arni is to call to set up a time that he may come by to pick up the PPM.

D. Greg announced that the Pendulum and the Headquarters (two bars in the Castro) will be holding a joint party on July 30th called "There is a way." AIDS groups have been invited to set up a information booth at both bars

between 8 and 9 PM. The party (dress is underwear) will start at 9:30 PM till closing. Jean, Pat, John and one staff member yet to be chosen will man the booths before the party.

- E. Jean announced that July 12 - 24 she will be attending "Stevens Ministry" training in practical/spiritual care for the ill. During her recent illness, it became apparent that this was an area that she wanted to devote her time. She also requested Arni to send information on practical care training through Visiting Nurses and Hospice of San Francisco (VNH).

II. Program Reports

A. Loss of 2 Grants in East Bay

1. It was apparent that there has been a conflict of information concerning feedback about the onsite visit and denial of grant. Lee is waiting to see the reports to see where the truth lies and what action is to be taken.
 - a. It was also felt by Lee that the wrong approach had been taken in establishing a base of clients in the East Bay. Fifty new clients were needed in each half of the funding to meet deliverables. More attention should have been given to intake of clients at drop in site and less attention to establishing new brochures and parties for outreach.
 - b. The first grant was refused by BAHSES due to insufficient funding for the program and inability to supply reliable staff.
 - c. Lee stated that working in community based organizations was an ongoing learning experience. For every fifteen grants that are submitted, one may be approved. Therefore to decline a grant that is approved, is unacceptable without first negotiating for more reasonable terms/deliverables. BAHSES has learned that grants that do not supply money for staff to carry out deliverables, and/or expect excessive labor to meet deliverables, will not be accepted in the future without such revisions.
2. Request for funding from the United Way has also been influenced by external circumstances as well. The controversies over funding the Boy Scouts of America and misuse of funds by leaders of the organization, has led to a reduction of donations. Funding to charities has been cut by 8%. Requests for funding are more difficult to appropriate.
3. There was a motion to table discussion till the next meeting so that John and Lee could carry out a fact finding mission and bring back the results for discussion by the board. The motion was second and was passed unanimously. John is to call United Way to see what happened.

B. Education

1. Relapse

- a. Lee stated that BAHSES overmet commitment. The agency had put itself out on meeting deliverables without any minimum support built into the grant.
- b. BAHSES has just received an additional \$10,000 for the next year. However, another agency which has earlier withdrawn from its

commitment, now wants back into the contract. Lee stated that this was not to be allowed. We are learning to protect ourselves. Contract is now being negotiated. The target of grant is people of color. The fiscal agent is NTFAP (9% indirect costs) and SF AIDS Foundation.

2. M & M

- a. New year for refunding is at hand. The grant is for \$124,355. The first draft is to be submitted tomorrow, July 10th. NTFAP receiving 9% for indirect costs. This grant should have been submitted before July 1st but the AIDS Office is running behind schedule. Lee's, Gus', and Shurland's positions are covered in part by this grant.

3. OMH

- a. BAHSES is now going into our second year with this grant. Thomas is no longer covered by this grant. Clarmundo Michael Sullivan has been moved into his place to meet deliverables. Michael seems more appropriate since he has had contact with agencies in the East Bay and people of color. Grant allocates \$30,000 to BAHSES. Fiscal agent is NTFAP. NTFAP receives costs out of main part of grant and not through BAHSES's allocation.

C. Support Groups

1. Mike Brunetti is temporarily supervising the Support Groups and doing an excellent job.
2. There are presently 4 groups in operation.
3. This weekend, July 11th and 12th there will be a facilitator's training at The Center for Positive Care in collaboration with AIDS Health Project.
4. There are several issues surrounding establishing support groups. We need to look at ways to recruit more clientele.
 - a. BAHSES location in the Tenderloin is felt to restrict the client's willingness to attend support groups, especially in the evening.
 - b. The clientele which are referred to BAHSES from A.I.D.S. and the SF AIDS Foundation are usually in crisis situation (i.e. in need of food, shelter, and other basic needs) and have no time or energy to commit to support groups.
 - c. One idea is to establish a support group at CPC to provide another location for clientele.

D. Transportation

1. Program is over its deliverables, because it has been so popular to clientele in the neighborhood. Unfortunately, money from BAHSES discretionary fund has had to be used to keep services available. The criteria and amount of token has been changed to keep service available. A request for an additional \$10,000 funding has been requested, but not yet approved. Another built in difficulty to the program is that no funding was supplied for the labor or overhead involved. Originally, the program was established to recruit new clients for the support group

program, but that has not proven to be fruitful. The agency may want to consider getting out of this program.

E. Levi Strauss

1. A new grant from Levi Strauss for \$30,000 to supply BAHSES with a part time Regional Director of Support Groups and operational expenses. No deliverable are attached. At present, the agency is interviewing for this position.

F. Threshold Grant Request was denied.

G. A grant proposal in collaboration with SF AIDS Foundation for training of support group facilitators has been submitted. Total request is for \$6,000.

H. David Matthias (Granny) - Money is still in probate but should be released on July 15th. BAHSES has requested \$116,00 for East Bay project with two staff positions. Because of recession, BAHSES may be able to negotiate a lower rental agreement. Location is at 14th and Fruitvale on Oakland and is very convenient to different areas by BART, bus and freeway. A minimum amount of construction is needed. Handicap requirements are already met. Location is 2,800 sq. feet and has two conference rooms.

H. Events - BAHSES Athletic Club (BAC)

1. See attached for list of events.
 2. Not meant to be a major fundraising activity. It was established as a place for clients and staff wellness program to relax and forget about daily pressures. As of this date, events have paid for themselves and added a little to the reserve.
 3. Greg has offered the Pendulum for the Thanksgiving event.
 4. Arni is to call Greg for the name and phone number of Charter Bus Company for trip to Reno.
- I. United Way is offering a workshop on July 15, 1992 "Marketing Your Charity Through United Way." Lee suggested that Board attend to help bring attention of BASHES to United Way for future funding. See attached.

J. Monthly Activity Reports

1. There was no discussion about packet sent in the mail after last BOD meeting.

III. Old Business

A. BAHSES Award Committee Report

1. Attention was to be given to this policy at board member's retreat. There was not a quorum so decisions on policy were delayed.
2. A motion was made to table discussion till next meeting. Motion was seconded and passed unanimously.

B. BOD Nomination Committee Report

1. At last board meeting it was decided not to vote on new members until they had been interviewed by Board members. A letter was sent to nominees stating the above. Date was changed several times due to illness and conflict of interest. Pat has been in contact with the nominees and there is no ill feeling.
2. There was a motion to meet with the nominees and then by telephone, if necessary take a vote. If nominees accepted, they are to be invited to attend the next meeting. The motion was seconded and passed unanimously.

C. Development

1. Development of BAHSES funding has been problematical, since Mike Brunetti has had to supervise Support Groups and Transportation. An attempt to hire on contingency a staff member to write grants has been started.
2. John felt that a Mission Statement needs to be written to submit with grant proposals.
3. Board needs to look at ways to fund raise.
4. Employees' Assistance Program-The agencies in the GMOCC are attempting to establish a program of counseling assistance for clients and staff member who have trouble with substance abuse.

IV. New Business

A. Development Consultant

1. The needs/programs of BAHSES need to be clarified and new grants be developed to address those needs.

B. Rap City (Kevin Brooks)

1. Kevin has a performance schedule in Austin of Rap City. Request came through exposure at Dallas Convention.
2. Another "Best of BAHSES" which will be even bigger and better than the last one is in the planning stage.

C. Board Members availability to support Agency's activities

1. Lee has stressed to BAHSES staff that it is important to include the Board in all events and that notification should be far enough in advance to make a commitment possible.

D. Board Retreat, June 20th.

1. Only Pat, John, and Fran were present. There were not enough members to make a quorum, but some progress was made:
 - a. Pat's letter to the Board was discussed.
 - b. Discussion on relationship of BAHSES to BWMT.

- c. A board committee should be established to address fundraising. Each board member should be responsible for raising a certain amount of money. It could be from their own pocket, donations and/or fundraising.
- d. A board committee should be established to coordinate all events fundraisers and coordination with BAHSES' staff.
- e. A buddy system should be established for new board members so that they feel more comfortable and can ask "stupid" questions.
- f. A structured orientation for new board members should be established.

E. Board Meeting Agenda

- 1. It was requested that a time frame be attached to each board meeting agenda item.
 - 2. When Board Members receive packet for next board meeting, any new topic to be added to agenda should be brought to Arni's attention by phone.
- F. It was suggested that BAHSES have its own booth at the Castro Street Fair. Discussion to follow at further meetings.
- G. A new retreat is scheduled after next board meeting to discuss the BAHSES/BWMT relationship. It is to be held at Gregory Adam's home, 890 Page St. Apt. 4 on August 18, 1992, Tuesday, at 6:00PM.

Next BOD MEETING: Tuesday, August 11, 1992, at Glide Memorial, Room 506, 6:30PM.

Meeting was adjourned at: 9:30 PM.

**BAHSES-BWMT/MACT
Board of Directors Meeting**

August 18, 1992

Board Members Present:	Jean Jackson Fran Bartlett Gregory Adams Steve Takemura
BAHSES Staff:	Lee Woo, Executive Director Arnold Lovitt, Administrative Assistant
Board Members Absent:	John Reviczky, ill Pat Wall, ill
Guest	Sylvester Paige

Jean Jackson called the meeting to order at 7:00 PM.

Minutes from July 9, 1992 Board meeting were read and approved.

The following handouts were given to the Board from Lee:

- Personal Board of Director Manuals
- Notice of upcoming ASPA classes-**See Attached**
- Notice of workshop concerning team building-**See Attached**
- July Activity Reports-**See Attached**
- Notice of BAHSES Athletic Bodega Bay Camping trip in September-**See Attached**
- Sentinel news article about Tenderloin Merchants buying condoms for clientele for resale-**See Attached**

I. Announcements

- A. Steve Takemura announced that **Leland Yee** was running for re-election to the Board of Education and needs our vote since the Fundamental Christian Right has targeted him. He has been in setting up Project Ten and promoting sex education in the schools.
- B. Jean announced that Cecil Williams has given his full support on the issue of resale of free condoms and bus tokens to merchants in the Tenderloin. He has proposed a full exposure of this affair with the help of the news media. Cecil would like to work with other Tenderloin agencies on this project.
- C. There is to be an Open House of **Hazard /Ashley Hospice House** on November 19th. There has been some concern over a matter of finances and missing equipment concerning City of Refuge which is the supporter of **Hazard/Ashley Hospice House**. Jean is to seek reassurance that this matter is taken care of before they will be allowed to use Louis Ashley's name.
- D. September 23rd - 27th, Glide will be conducting a conference called Healing Shop. Brochures concerning this conference will be coming in the mail. **They will be needing help with organizing HIV Education workshops. Jean needs to mail brochures to Board members.**

- E. Fran announced that the Care West Rehabilitation Center in Burlingame will be opening an HIV Unit. It is to be a model for the 87 other Care West Centers across the nation. Many of its employees are Samoan, Filipino, and Indian. There is anxiety among the staff concerning health care and HIV. To relieve their anxieties, HIV education will be provided for each of the three shifts. It is felt that the staff may be more open to this education if it is presented by people of the same ethnic background as the staff. BAHSES, Filipino Task Force on AIDS and GCHP could work together in providing the information. The corporate meeting is to be held tomorrow. **Fran is to attend and get back to BAHSES with the details.**

II. Program Reports

- A. United Way Update-United Way has not yet notified BAHSES of finalized report on the denial of grant. **Lee is to contact them this week and find out what their response is.**
- B. Education
1. Relapse-A \$10,000 grant has been received and agency is in the process of hiring for a new position.
 2. M & M-Of the \$124,000 + grant now available, \$30,000 is now to go to the NTFAP to replace the money the CDC has promised but never issued. BAHSES will receive the \$30,000 CDC dollars; however, it increases the work.
 3. OMH-The progress of setting up renewed grant is progressing. There was a site visit which had good results. The agency, however, was not seen as African American, but multicultural.
- C. Support Groups-Two new closed groups are now being organized. One is to be helped during that day and the other during the evening. Mike Brunetti has been hired as Program Director-Education.
- D. Transportation-There is to be another site visit soon. The grant is seen as not being feasible. There are no funds for labor involved. Funding is also not adequate to be of considerable help to those using bus tokens. In addition, as mentioned earlier in the minutes, there has been some abuse of the system. **See attached Sentinel article.**
- E. Events - BAHSES Athletic Club (BAC)
1. There is to be a "Bar Crawl" in Santa Cruz September 5th & 6th.
 2. There is to be a camping trip at Bodega Bay. (See Announcements.)
- F. Monthly Activity Reports-No Discussion. If any question, it is tabled to the next BOD meeting.
- G. "Granny" Grant-Nothing new on release of funds from estates of which Granny is executor. Much time has passed since the proposal was initiated and Lee suggested that someone from the Board contact him concerning the viability of the grant. **Gregory Adams has volunteered. Gregory has requested that BAHSES send him a copy of the proposal before he initiates a contact.**

- H. Wells Fargo Grant-Grant proposed three months ago, but there is still not response.
- I. A new volunteer, Dannelle Cejundo, has expressed a willingness to learn grant writing.

III. Old Business

- A. BAHSES Award Committee Report-This issue was tabled since there was none of the committee present at this meeting to give a report.
- B. BOD Nomination Committee Report-The committee met separately with both candidates, Ray Combs and Sam Hinds. The committee had recommended acceptance of Ray Combs and denial of Sam Hinds. After much discussion, it was suggested to hand Sam an offer to be involved in fund raising if he was interested. A vote was taken to accept Ray Combs as a board member. The vote passed. A vote was taken to accept Sam Hinds as a board member. The vote did not carry. **Pat Wall is to notify both candidates of the results.**
- C. Development
 - 1. Mission Statement-The present Mission Statement is now in the BOD Manuals distributed at this meeting. Discussion and possible clarification is to be tabled until John Reviczky is present.
 - 2. There was a discussion of the history of BAHSES 's and BWMT's relationship. Since it appears that a natural separation and growing apart is occurring, it was agreed that there need to be more of a focus on how the two organization can help and support each other. The discussion was table until the next meeting so that it may be discussed with Board Members who are interested in this subject and not present at this meeting.
 - 3. BAHSES Production Co.-Kevin is now off staff, but is working on Rap City.

IV. New Business

- A. GMOCC-Lee presented the difficulties that BAHSES is having with GMOCC. It appears that funds have not been distributed equally or fairly. In addition, some members of the consortium have accused BAHSES for not being ethnic specific and for being multicultural. Lee feels it is not the business of the other members to define another organization's direction. The whole purpose of the consortium is to offer support to each other not to obstruct progress. Lee has suggested that BAHSES may want to withdraw from the consortium, if these problems do not change. The members of the board stated that they trust Lee do take what action is necessary for the betterment of BAHSES. Action: Lee has the Board's approval to handle GMOCC issue in an appropriate manner based on his judgement.
- B. The NTFAP is to be closed for 30-60 days due to short funds. Since they handle BAHSES operation expenses, Allen and Lee have been addressing this problem. There should be enough money to cushion payroll and other expenses during this time.
- C. 501-c-3 BAHSES received notice that there is additional documentation needed. That additional information has been sent.

Next BOD MEETING: September 1, 1992 , Tuesday, 6:30 PM at 890 Page Street, Apt. #6. There will be a potluck.

Meeting was adjourned at: 8:30 PM.

117025

**BAHSES-BWMT/MACT
Board of Directors Meeting
Agenda**

October 5, 1992

I. Announcements

A.

II. Program Reports

A. Executive Director's Report

III. Old Business

A. Relationship of BAHSES and BWMT

IV. New Business

A. Executive Director's Statement

B. BOD Retreat

117025

**BAHSES-BWMT/MACT
Board of Directors Meeting
Minutes**

October 5, 1992

Board Members Present:	Jean Jackson John Reviczky Pat Wall Ray Combs
BAHSES Staff:	Lee Woo Arnold Lovitt
Board Members Absent:	Gregory Adams Steve Takemura Fran Bartlett

Jean Jackson called the meeting to order at 7:05 PM

Minutes from 9/1/92 Board meeting were approved.

I. Announcements

- A. Kevin Brooks is to receive a Community Service award from Shanti. on October 15, 1992. Pat Wall is to send a letter of appreciation from BAHSES for the fine example he has set as a representative from BAHSES.
- B. Cecil Williams has just published the book, "No Hiding Place." All proceeds are to go to Glide Memorial. (See Attached)
- C. Jean Jackson will be receiving an award from Black Coalition on AIDS on October 24, 1992. The board is encouraged to attend. Jean has also been asked to sit on the board of Inner Religious Coalition on AIDS.

II. Program Reports

- A. Executive Director's Report (See Attachment)
 1. There are 5 ongoing Support Groups at BAHSES at present.
 2. Bella Napoli event brought in \$125. and an estimated 50-60 attended. Deliverables for the OMH grant were about 25.
 3. There was a motion that any board member who has two unexcused absences would become an inactive board member. **The motion was second and passed unanimously.**
 4. Methods of fundraising were discussed by the Board. Four ideas were suggested:
 - a. Letter of Donation
 - b. Federal Donation List
 - c. Casino Night
 - d. For BAHSES Month - IRS Celebration

The board has planned to investigate and set plans for fundraising at the next board meeting.

5. BAHSES Holiday Party is to be held on December 17th. The board members are to call Arni or Lee to inform them if they can attend.
6. BAHSES Staff Retreat is set for Dec. 4th. The Board has been asked to help raise money to pay for costs which are about \$100. John Reviczky is to obtain a room at St. Mary's Hospital for the retreat.
7. Pat requested that all Board Members review the letter concerning fundraising that she sent to the Board several months ago.

III. Old Business

A. Relationship of BAHSES and BWMT

1. John submitted the following resolution:

While BAHSES recognizes its origin through the diligent work of BWMT, MACT, and NTFAP and both the fiscal and volunteer support of their members, the agency has progressed beyond its original mission (i. e. Support and Education Services to BWMT/MACT member) and the agency's fiscal solvency must now include a wider community base. Be it resolved that BAHSES, while retaining its logo, drop references the BWMT/MACT from its literature and stationary and reduce BWMT Board membership to one. Be it further resolved that BAHSES continue to collaborate with BWMT on an equal basis with all other groups and agencies.

The resolution was made into a motion.

- a. A discussion followed. Lee announced that the phrase "project of" would be dropped from all items as of the next printing. Pat felt concern that some members were not present to express their feelings on this matter. She also stated that it bothered her that the word men was used in the title suggesting exclusion of women. The motion was second. The vote was two for and two against. The motion failed.

IV. New Business

A. Executive Director's Statement-Time did not allow for discussion.

B. BOD Retreat-Time did not allow for discussion.

Next BOD MEETING:

Meeting was adjourned at: 10:10 PM.

The next board meeting will be held on November 9, 1992 at 6:30 PM at 625 O'Farrell Street. This meeting will be a potluck.

A BLUEPRINT FOR SAVING OUR INNER-CITIES

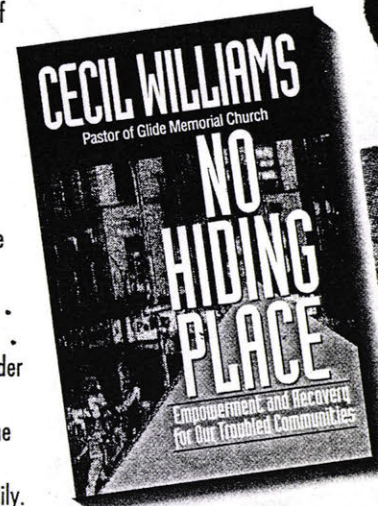
"A primer for grassroots social and moral renewal." — *Kirkus Reviews*

"Reveals the power of love, responsibility, and commitment in healing and transforming broken communities. . . .

[For] everyone who cares about the future of America's cities."

—Coretta Scott King

Cecil Williams is a leader in the fight against drug-abuse and for the empowerment of the African-American family.



HarperSanFrancisco

*A Division of HarperCollinsPublishers
Also available from HarperCollinsCanadaLtd.*

Hardcover • \$18.00

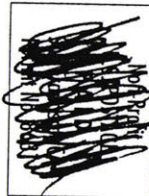
NO HIDING PLACE

REV. CECIL WILLIAMS

WITH REBECCA LARRO

HarperSanFrancisco

*A Division of HarperCollinsPublishers
1160 Battery Street, 3rd Fl.
San Francisco, CA 94111*



Available at your local bookstore
Hardcover, 224 pages, \$18.00
25 black-and-white photographs



BAHSES MEMORANDUM

October 5, 1992

TO: Board of Directors
FR: Lee Y. Woo, Executive Director
RE: EXECUTIVE DIRECTOR'S SEPTEMBER 1992 REPORT



This month has seen a major accomplishment, receiving our Federal 501 (c) (3) status which is good until September 1995. This has come after a long time effort on the part of a number of people. I would like to acknowledge the work the John Reviczky did on the State of California 501 (c) (3) and Pat Wall for her efforts on the Federal 501 (c) (3).

1. BOARD'S ROLE

1. The most important is the involvement in agency fundraising. At this time the board has done nothing to raise funds. The only major event, The Best of BAHSES was the efforts of a staff person with assistance of some board members. at the event only.

2. The board has to become more pro active in its role of ensuring the agency's viability and not get wrapped up in daily activities. Board members should be more visible in the community to help get the agency's name out in the communities.

3. The board will have to eventually reach into its own pockets to sponsor and support agency activities and events.

4. If the board has members that are sitting and are not making any contribution to the agency, they need to either make a commitment to ensure the agency's viability or get off the board. The Board needs to monitor this process.

5. Board members who put their priorities first over the agency's need to reexamine why they are on the board and follow statement in item 4.

6. The board needs to come up to full strength in order to carry out its charge of fund raising. This means the board needs to look for new board members that bring skills, especially fund raising, and Community Based Organization experience (CBO) to assist in moving this agency to a new level of operations. I do caution on the selection of board members, the process has to be fair and respectful of the individual. Personal feelings or problems should not be used to prevent people from serving. The bottom line is "Will they work to ensure the agency's viability, raise money, stand up and be identified with a gay, bisexual and lesbian organization when they are soliciting money or assistance.

7. The board has to be more responsive to the needs of the staff and the agency. Very few board members interact with the staff or support events that are sponsored by them.

2. FUTURE EVENTS

The board needs to raise money for the following events:

1. Staff retreat that is planned for December 4, 1992.



2. Staff holiday party. Board is invited and all board members should make an attempt to be there on December 17, 1992. Time and location to be announced. The staff Holiday Committee is working on a location and total cost.

3. The BAHSES Month in April 1993. This is an opportunity for the Board to host a major fund raising event and recognize the community. I am working on separating staff award presentation from this event to make the facilitation of each activity easier.

4. Raise money for the operational reserves. If the agency is to be independent, it must have an operational reserve equal to 3 months of the operating budget. At this time it would be \$66,000 on a budget of \$300,000.

5. Raise monies for the office in Oakland. This is becoming critical, especially, if we plan to go for money in Oakland.

3. ISSUES

Current issues the Board needs to address in the community: There is concern that BAHSES is not the appropriate agency to receive monies to conduct work in the Gay/Bisexual African American Communities. This will effect our major grant for San Francisco \$124,355. The bigger question is "Is BAHSES truly a multicultural organization and serving ethnic specific populations or is it a multicultural agency and serving anyone who needs assistance. The staff position is that we are an multicultural organization primarily to serve the Gay, Bisexual, Lesbians, Transgender and the surrounding communities. What is the Board's position?

4. FINANCE

The agency's finance reports are not to the level that we want. I am currently, in consultation, working on establishing our own fiscal operations. This means the purchasing of computer software and the hiring of a part time Operations Assistant to manage accounting aspects of the agency. Some of these funds will be available when we take over our accounts. Our fiscal agency's accounting system does not give us the necessary reports to financially manage our agency's funds. This is due to lack of staff and systems to produce the reports. It should be noted that the NTFAP has floated monies to us when we were having a cash flow problem. This is why it is important for us to establish a cash reserve to carry operational costs through poor cash flow periods.

Funding outlook for FY 93/94 in San Francisco does not look too good since the funding is divided by sexual identity and ethnic lines. This division is especially true for City and County HIV/AIDS funds. This has been a problem for the last two FYs and does not seem to be getting better. I am working with other agencies on a collaborative basis to see if there is a place in San Francisco for BAHSES when it comes to County Funds. However, we are not relying on this funding. The Fund Development Team has been formed and we are looking to other funding sources to shift our funding from governmental resources.

Funding outlook for FY 93/94 in Alameda County looks bright since their funding is based on sexual identity for the most part. In this environment, I believe BAHSES can prove that we can be effective in the Gay, Bisexual and Lesbian communities. I am currently looking at hiring a transgender person to work on the OMH grant to establish a base in that community.

The Funds Development Team needs the participation of the Board. This is a very important group of people. They ensure the funding of the agency. The skills for this position does require people to work either locating funding, developing and implementing fund raising activities such as Major Donor, Mail solicitation, and meeting with funding source. I am looking for volunteers now! We are already behind the eight ball for FY93/94 funding.

BAHSES has been added to the United Way listing for people to make donations through their jobs. This is great news and will allow us to receive funds that are not tied to programs or reports.

5. STAFFING

BAHSES has approximately 6 employees. This is not including a female intern who will be working with Support Services and a female Clinical Supervisor who is on contract to provide clinic supervision to our Support Group facilitators.

Just hired Dakota Scott-Hoffman into the position of Program Coordinator - Support Services. He relieves Mike Brunetti from that responsibility so he can concentrate on his position of Program Director - Support Services. Mike will be working on the Fund Development Team to locate funds primarily for Support Services. While Mike is willing to assist in funds development for Education and Operations, it is imperative the Board play a key role in these two areas. A Board member will be assigned an area to work on, including grants development/writing.

511040

City and County of San Francisco

Department of Public Health



October 1, 1992

Mr. Reggie Williams
Executive Director
National Task Force on AIDS Prevention
631 O'Farrell Street
San Francisco, CA 94109

Dear Reggie:

I am writing to express my concerns regarding the ability of the National Task Force on AIDS Prevention (NTFAP) through its' Bay Area HIV Support and Education Services (BAHSES) to adequately target and provide prevention and education services to African American gay and bisexual men.

As you know, the AIDS Office has recently completed a monitoring of your contract to provide prevention education to African American gay and bisexual men. This monitoring included a site visit to the NTFAP/BAHSES offices by a team which included a community representative and two AIDS Office personnel. The NTFAP/BAHSES project was represented by Lee Woo, the executive director and Shurland Airds, who conducts much of the outreach and educational activities.

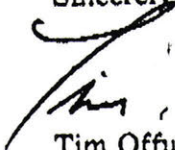
The site visit was scheduled out of concern on the part of both the AIDS Office and members of the African American gay and bisexual community, that not enough was being done to actively engage members of the African American gay and bisexual community in activities geared to educating them about the risk of HIV disease, and in addressing some of the barriers which contribute to continued unsafe sexual behavior. The site monitoring team came away from its visit unconvinced that the services which are being funded by the AIDS Office were in fact, being effectively delivered by NTFAP/BAHSES to members of the target population.

Mr. Reggie Williams
October 1, 1992
Page - 2

Because of these findings and continued concerns about the NTFAP/BAHSES program, I am requesting that a meeting with you, Lee and myself, be held on Wednesday, October 14th, at 1 p.m. at the AIDS Office. The purpose of this meeting is to discuss ways of improving the quality of service being provided by the National Task Force on AIDS Prevention through its BAHSES program. The goal of this meeting is to ensure that African American gay and bisexual men receive the attention and the services they need in order to protect themselves from HIV disease.

Your prompt reply to this request will be greatly appreciated.

Sincerely,



Tim Offutt
Minority Initiatives Coordinator

cc: L. Woo
S. Hernandez
J. Loyce
V. Kegebein

092920a

BAHSES BOARD AGENDA

Nov 9, 1992

1. Announcements
 - a. PAC BELL Presentation
 - b. The Ark of Refuge, Inc
 - c. Kudo letters
2. Board Conduct (Phyllis Jackson)
3. Board Fund raising
4. Pat Wall's Recommendation
5. Executive Director's Report
6. Board Retreat
7. Monitoring Reports
8. Old business
 - a. Agency Holiday Party
 - b. Staff Retreat

BAHSES MEMORANDUM



November 9, 1992

TO: Board of Directors
FR: Lee X. Woo, Executive Director
RE: EXECUTIVE DIRECTOR'S OCTOBER 1992 REPORT

This is the agency's October 1992 activity report for your review and information.

I. EXECUTIVE DIRECTOR REPORT

The agency is moving into Fiscal Year 93 as of October 1, 1992. I am currently exploring becoming our own fiscal agent. This will give us greater financial flexibility and control over the agency's funds. As part of assuming our financial activity we have ordered a program (Peachtree - Insight) for our accounting/payroll package. This software was recommended by the Financial Consultant when they reviewed our system. At the same time I am going to contact a part-time Operations Administrator or Operations Director to get the system up and running. The funds for this contract will come from other grants' indirect funds that we.

I am talking with representatives of CAL-PEP in Oakland regarding sharing space with them on a temporary basis. They feel this would also help collaborative efforts in providing more rounded services to their clients. CAL-PEP has unofficially asked if we wanted to participate in their 1993's Hookers Ball to be held in Oakland. It is my understanding that CAL PEP used to host this event in the past.

We are in the early stages of grant development on many fronts to meet the budget for FY93/94. Mike Brunetti budget needs outline is included in your packet for your review. Funds development is critical and needs the Board full attention and support. If you have any contacts, know who is giving money or can assist in preparing grants, please contact Mike Brunetti or myself as soon as possible. Alameda County's AIDS office has requested BAHSES to submit program, budget and personnel needs for an informal meeting. I will be meeting with them next week.

We are applying for \$2500. from the National Association of BWMT for replication of programs. I spoke with the NABWMT Treasurer and he thought we would qualify under the Tom Horan Funds. We are informing our BWMT clients of the funds available through the National Association for members who have HIV/AIDS.

We have moved all of banking to Union Bank and closed the account with First Commercial Bank. The change was necessary since First Commercial only has one branch in the entire city and county of San Francisco. The Branch Manager of Union Bank is more supportive in providing services than First Commercial.

The Board is cordially invited to the Agency Holiday Dinner Party. RSVP invitation will be mailed later this month. Please arrange to attend.



II. PROGRAM REPORT

1. Support Services

a. BAHSES WEST

1 Number of Active Groups: 5

Types of Groups: Drop-In: 1 Day: 1 Evenings: 3

Ethnic Composition: API (0) EA (16) AA (38)
LA (4) NA (0) O (2)

Sexual Composition: G (58) Bi (0) L (0) HF (0)
TV/TS (1) HM (1) HM (1)

2. Number of Clients Served: 60

3. Projected New Groups Start Up: 2

4. Number of Training Conducted: (1) - OCT 17/18

5. Future Training Scheduled: Feb 1993

b. BAHSES EAST

1. Number of Active Groups: Not Active

Types of Groups: Drop-In: Day: Evenings:

Ethnic Composition: API EA AA LA
NA O

Sexual Composition: G Bi L HF TV/TS
HM

2. Number of Clients Served:

3 Projected New Groups Start Up:

4. Number of Training Conducted:

5. Future Training Scheduled:

2. Education Services

a. (BAHSES WEST)

1). Number of Workshop Conducted: 3

2). Number of People served: 28

3). Number of HIT Tables Conducted: 2

4). Number of People served: 25

5). Number of Community Events Conducted: 0

- 6). Number of People served: 0
- 7). Number of Training Conducted: 0
- 8). Future Training Scheduled: SWAT - Nov 21/22
HIT - Dec 12
- 9). Condoms Issued at office:

b. (BAHSES EAST)

- 1). Number of Workshop Conducted: 1
- 2). Number of People served: 2
- 3). Number of HIT Tables Conducted: 3
- 4). Number of People served: 68
- 5). Number of Community Events Conducted: 0
- 6). Number of People served: 0
- 7). Number of Training Conducted: 0
- 8). Future Training Scheduled: SWAT - Nov 21/22
HIT - Dec 12

3. Community Collaboration(s):

CAL-PEP
Alameda AIDS Office
Center for Independent Living - Hayward

III. FUTURE EVENTS

SWAT Training - Nov 21/22
Staff Retreat - Dec 4
HIT Table Training - Dec 12
Staff Holiday Party - Dec 17
OMH event at La Pena - Dec 20, 1992
Support Group Facilitators Training - Feb 1993

IV. CURRENT ISSUES

Securing funds for FY 93/94 - Seeking re-funding for current activities as well looking for funding to stabilize BAHSES EAST.

V. FINANCIAL REPORT

1. Grants

- a. Care Formula (Support Groups) 78,375
- b. Care Transportation 5,225
- c. Office of Minority Health: 30,000

d. Levi Strauss:	30,000
e. Men and Men Contract:	124,355
f. Relapse:	10,000
g. San Francisco Foundation:	6,200
h. BAHSES Athletic Club Fund:	234
i. United Way Donations	51
j. Board Donations	20
k. Received donation from MACT/GBA	68 (Transferred to BAC Fund)
l. Rent Reserves (BAHSES EAST)	2,000
Total	286,440

VI. STAFFING

See Staff Demographic Reports

New staff: Madame X assigned to BAHSES EAST - OMH Grant
Jelousy assigned to BAHSES WEST - M&M Grant

Madame X and Jelousy are members of the transgender community and are working on education prevention and support services programs.

Clare Dolan, Intern, will finish in December and there is a possibility we might receive have another intern for 1993 in Support Services.

cc: Mike Brunetti

511040



BAHSES MEMORANDUM

November 6, 1992

TO: All Board of Directors
FR: Mike Brunetti *mb*
RE: DEVELOPMENT ISSUES FOR 1993-1994

It's that time of year again! Funding cycles for foundations, local government, counties and corporate contribution programs are active. Deadlines for Letters of Intent and/or full proposals will stagger from now until April, 1993.

As some of the Board members are aware, last year my entire job was to head-up development efforts. Those efforts had positive results. Re-negotiation of the two largest contracts were successful and a total of \$60,000 in new funds were brought into the agency.

This year we do not have a full-time development person. Included in my position as Program Director - Support Services is development for Support Services. While I'm more than willing to provide direction, training and editing for Education and Operational needs, as a program person, I'm unable to oversee Support Services as well as research, write all agency grant proposals and perform appropriate follow-up.

This correspondence is a direct request to members of the Board of Directors to:

- o Assess the agency development situation and,
- o Provide support required for a successful development campaign.

Allow me to itemize a cross-section of the next **two months** as an example of the situation.

- 1.) Research of potential funding sources has been on-going. I now have on my desk some 10+ potential private and corporate foundations to whom we can submit a Letter of Intent or a full proposal.
- 2.) Emotional support groups and Transportation CARE - funded programs currently held by BAHSES have been selected for re-bid by the AIDS Office. This is common for an agency who, like BAHSES, has had a contract with them for two years. Obviously, BAHSES will be proactive in our re-bidding. The re-bid request will be out November 9, 1992 and it is due in the AIDS Office on December 4, 1992. Unfortunately, each re-bid requires a full City/County proposal. (FYI: The last proposals were in excess of 20 pages **each**. The City/County has extensive proposal requirements. It will take the 3 weeks to do what is required.) Clearly, I will be working on these proposals since they impact HIV support groups and transportation services given to San Francisco clients.

- 3.) We are being asked by Alameda County to discuss their needs and may be requested to submit full proposals during the same time frame as San Francisco.

I believe the point is made: How can the members of the Board of Directors help BAHSES in its development efforts to ensure services for HIV-impacted people continue during 1993-1994?

Thank you.

513095/117035





PEOPLE OF COLOR AIDS ADVISORY COMMITTEE

November 18, 1992

25 Van Ness, Ste. 570

1:00 - 3:00 p.m.

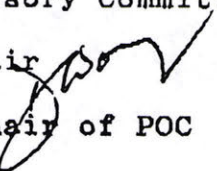
AGENDA

1. Discussion of People of Color and HIV/AIDS: Planning for Treatment and Services in San Francisco Report
2. Resignation of Dorothy Wong, POC Co-Chair

11122gaa

MEMORANDUM

November 5, 1992

TO: People of Color Advisory Committee
FROM: Dorothy Wong, Co-Chair 
SUBJ: Resignation as Co-Chair of POC

Please be advised that I will be stepping down as the Co-Chair of the People of Color Advisory Committee at our November 18th meeting.

In fact, I will be resigning from my position as Executive Director of the Asian AIDS Project. I have accepted another position as the Executive Director of the International District Community Health Center in Seattle, Washington, a community-based health clinic serving the Asian/Pacific Islander communities in that area.

I want to thank the POC for selecting me as the Co-chair. It has been an honor for me to serve on your behalf and I have learned a lot in this capacity.

I wish you all the best in the years ahead. The POC will face many challenges, but I know that you will rise to the occasion.

cc: Mitchell Katz, M.D.
Director, AIDS Office

BAHSES BOD Meeting
November 9, 1992
625 O'Farrell St.
San Francisco, CA 94109

Attendees: Phyllis J. Jackson, John Reviczky, Gregory Adams, Pat Wall, Fran Bartlett, Ray Combs, Lee Y. Woo, Gus Arechavala.

Absent: Steve Takamura

The President called the meeting to order at 6:45 PM.

I. **Announcement:**

At this time Gregory Adams motioned to the board to move the M&M Monitoring Report to the first item in the agenda. All were in favor

1. Gregory Adams questioned Lee Woo as to the reason for not informing the BOD the results of the monitoring report right away. Mr. Adams had found out this information by chance from Reggi Williams.
 - a. A board member questioned the appropriateness of the disclosure of this information to Mr. Adams by Reggi Williams. Mr. Adams stated that the BOD has never officially invited Reggi Williams to a BOD meeting to discuss this or any other subject.
2. Gregory Adams questioned content of letter written to Ms. Weld from the AIDS Office by Lee Woo. Mr. Woo stated that the AIDS Office had acted very unfairly, rude and did not relate to the community's need.
3. United Way Grant has also been lost and the BOD still has not seen any report from them. Mr. Woo stated that they have not provided the agency with a report as of today.

Action: Lee to follow up on United Way report.

4. Administration procedures are too cumbersome for the agency's need. Mr. Adams suggested that Lee should be more open to suggestions from AIDS Office especially because it means 1/3 of our budget. Lee added that AIDS Office is looking at BAHSES as an African American Agency.
 - a. The Brother Concept has been design to reach more A. Am. Males and we are in the process of hiring a new A. Am. Program Coordinator.
 - b. Dakota will be joining the outreach team with the Education Department.
 - c. BAHSES to submit draft plan by November 15, 1992.

Action: Any follow up correspondence on monitoring report should be reported to BOD members immediately.

5. Why BAHSES work was rated not acceptable? Didn't use the money to serve the targeted population?
 - a. Ms Patricia Wall was concerned about the meeting of deliverables and agency credibility. Personal liability is a second concern.

b. Mr. Combs suggested hospital visits to recruit more Afr. A. Men once they find out they are HIV +.

II. Old Business:

1. Revisions on the Bay Laws: Questions on who wrote them and who wrote the changes.
2. Motion on BOD members getting paid for contract work. All were in favor.

Motion was approved to change BAHSES By Law to be sent to Ms. Wall for revision.

3. Ms. Wall's Letter was re included in this agenda.

a. Development fund sources.

Action: To develop a fund raiser committee, every one ready to work in some capability to meet November 16, 1992 at Mr. Adams' home.

b. BOD Retreat.

c. Evaluation of Executive Director.

Action: Ms. Jackson, Ms. Wall, Mr. Adam to be in this committee to begin 10 days from tonight.

III. Executive Director Report:

1. Lee in the process of working on grants for the East Bay and space with CAL-PEP.
2. Training more volunteers and staff to do outreach in hard to reach areas in Oakland.
 - a. Issues around safety of staff and volunteer working in this areas.
3. OMH Event:
 - a. Issues around money collected in this event. Lee explained that this was not a fund raiser.
 - b. Lee requested help from BOD to the next event at La Pena. Options of jobs to do before the event were provided on program out line.

Action: Ms. Wall to coordinate volunteer with M. Sullivan .

4. Holiday Party:

- a. To take place December 17, 1992, from 7:00 - 10:00 PM.
- b. Mr. J. Reviczky motioned a suggested bonus to staff members, BOD members to donate \$ 20.00 to 25.00.

Motion: Staff to receive bonus from BOD approved. Mr. Reviczky to be the contact person and to collect the money. All in favor.

IV. New Business:

1. Ebony in Leather.

a. BAHSES to place an ad in their program if the agency has the money.

Motion: To pay for ad: 5 in favor, 1 abstain.

2. Motion on items 5, 8 and 9 to be addressed at the next BOD meeting.

Motion: To review these items at their next meeting was approved, all in favor.

President Ms. Jackson closed the meeting by saying how the BOD is going through changes and hopes everyone works together.

Next Board Meeting December 7, 1992 at Mr. Reviczky's home.

BOARD MEETING MINUTES, Nov. 16, 1992

Meeting was called to order at 7:15 P.M. Present: Phyllis Jean Jackson, John Revicki, Ray Combs, Fran Bartlett, Gregory Adams, Patricia Wall.

Meeting was supposed to be about fundraising, but by motion was converted to a special board meeting, for which formal notice was waived by all members of the. Board member Steve Takemura was on telephone standby during the meeting, to vote on any motions.

Phyllis stated that she spoke to an anonymous informant from the AIDS Office who told her that no one has challenged Tim Ouffit (sp?) on the way that the evaluation of the agency was done - the implication being, that the evaluation was flawed in some way.

Gregory Adams stated that information about the "health" of the agency was withheld from the board by Lee Woo, and John Revicki added that the board would still not have known about the problems until they appeared on the front page of the paper, except that he demanded to see the monitoring report.

Gregory stated that Tim Ouffit is responsible for minority affairs at the AIDS Office, and that he is not an adversary in the way he is being made out to be. The bottom line is that the AIDS Office has made recommendations and the agency should follow them. Three of the grants of the agency are/were in jeopardy, and if they are lost then the agency will go under.

General discussion about the responsibility of Lee Woo for the state of the grants: the thrust of the criticism is that Lee intentionally withheld the information about the monitoring reports from the AIDS Office and that the board would have proceeded differently if it had known how serious the situation was. The board's discussion included the idea that Lee's conduct constituted insubordination, and that he should be removed.

General discussion of what would happen if the funding was withdrawn. John Revicki favors asking the AIDS office for the technical assistance that it has offered to be in compliance. Gregory Adams would also favor an audit/internal investigation of the problems with the grants.

It was decided that any inquiries from the public or press should go through the board, i.e., that Lee and other staff members should not discuss the article or respond to the press. Our response to the press and other members of the public will be:

1. that the board is concerned about the reports of the AIDS Office.

2. that the board is conducting its own independent evaluation of the agency.

3. that the board has requested technical assistance necessary for compliance regarding meeting contract obligations and administering the grants.

No other public comment will be made.

It was decided by the group that Lee will be given the following directive:

1. that he will cooperate with an internal investigation and evaluation of the programs of the agency and with subsequent recommendations of the board for necessary changes.

2. that he will agree to work with the AIDS Office in following their recommendations for improvement of the programs, including but not limited to "streamlining" the administrative procedures.

3. that he will make no public statements regarding the evaluation or the newspaper article.

4. that any failure to do any of these things in a timely fashion will be treated as insubordination for which he will be terminated immediately.

It was also pointed out that some billing that was supposed to be done by Lee in the amount of \$30,000.00 was not done in a timely fashion, causing layoffs of personnel in the office of the fiscal agent. It was decided that Lee should explain the problem and what has been done to remedy it.

It was decided that the board would hold an emergency meeting on Tuesday November 17, 1992 at 3:00 P.M. to discuss all of the above. The board called Lee Woo at home at approximately 9:00 P.M. from the meeting to confirm his attendance.

It was discussed that possibly the only solution left is to wind up operations, to return monies, to dissolve the operation based on the problems that are presented in trying to revitalize the agency at this late date. There was support for this idea, but decision on this was deferred until after the emergency meeting of November 17, 1992.

Signed: _____
Patricia E. Wall
Board Secretary

Approved:

**BAHSES-BWMT/MACT
Board of Directors Meeting
Agenda**

DECEMBER 7, 1992

Board Members Present:

BAHSES Staff:

Board Members Absent:

Jean Jackson called the meeting to order at

Minutes from Board meeting were read and approved.

I. Announcements

A.

II. Program Reports

A. Executive Director's Report

1. Fundraiser-La Pena
2. Staff Retreat

III. Old Business

A. Pat Wall's Letter to the Board, June 2, 1992

1. Item # 5. "Board Buddies"
2. Item #7 Board Member Job Description
3. Item #9 Agency visibility

B. Agency Holiday Party

C. Board Retreat

IV. New Business

A. Executive Director's Evaluation

B. BAHSES Month-April

C. Oakland Office Space

D. BOD Application

E. Annual Report

F. Agency Brochure

Next BOD MEETING:

Meeting was adjourned at:

117025

**BAHSES-BWMT/MACT
Board of Directors Meeting
Agenda**

DECEMBER 7, 1992

Board Members Present: Jean Jackson
 John Reviczky
 Pat Wall
 Steve Takemura
 Ray Combs

BAHSES Staff: Lee Y. Woo
 Arni Lovitt

Board Members Absent: Fran Bartlett
 Gregory Adams

Jean Jackson called the meeting to order at: 7:10 P. M.

Minutes from 11/9/92, 11/16/92, and 11/23/92 Board meetings were read and approved. See Attached.

Before minutes of three previous meetings were approved, a 1 1/2 hour discussion took place. An abbreviated form of that conversation follows:

1. Grant writing-The process of how to meet deadlines in grant writing was discussed. Pat questioned if the agency was going after the proper grants. John felt that grant writing should be limited to the areas of Education and Psycho Social and that the Board review grants to see if within the goals of the agency. This responsibility lies with the Board as well as the Executive Director. Approval by the Board ahead of pursuing grants rather than after the fact was put forth by John. That approval could be in the form of a phone vote and not a formal meeting.
2. Lee was not aware of the contents of the meetings on 11/16/92 and 11/23/92 because he had not been invited. He stated that he had taken several actions that we in direct conflict to those minutes. Phyllis apologized for the Board and felt that he should have been present, so that all of the meetings content would not come as a sudden blow. Lee felt that the content was a mandate downward from the Board to BAHSES and not a dialogue. The mission of the agency had been changed and new brochure would be wrong. A revision to the brochures would need to be done before their printing. Ray stated that in his opinion the notes from the meetings were correct, but that the Board acted out of protocol since Lee had not been invited. Ray stated that the meeting of the 16th had in his opinion created an attitude among the Board to pull together through this ordeal. However, that the meeting with Lee where a letter by Gregory Adams was read, felt the Board's attitude was reversed and dissolution of BAHSES was eminent. The attitude at the meeting on the 23rd, however, was one of "getting our house in order." Ray felt that the Board's direction must be clear, consistent, and exact.

3. Expansion of BAHSES across the bay to Alameda. It was felt by several Board members that expansion across the bay to Oakland should cease. Proposals for grants should be terminated and/or returned as long as the office in San Francisco was not in order and/or receiving higher grade from its grantor. Lee pointed out to the Board that BAHSES was already in the East Bay. Grants being submitted/written for regional and East Bay work were to give a stronger base to support the agency's current grants and for future expansion. Since they did not include more deliverables, but only an office, staff and equipment, these grants would make BAHSES more stable. There was a motion: Any expansion, grant writing and funding of the East Bay be postpone until the Board of Directors review the Master Plan with the Executive Director to see that existing grants are functioning properly. The existing OMH grants for \$30,000 be maintained. The \$6,000 received from the Steamworks be returned, and the grant proposals of \$450,000 be terminated. There was a second. Discussion followed. Pat wanted to know what repercussions would ensue if such action were followed. Lee explained the complexities of existing grants and the new grants being pursued and the impact of not continuing with the course that has been developed. He offered at a later date to give a presentation that would help the clarity of this matter. Vote was taken. John-Yes, Pat-Yes, Steve-Yes, Phyllis-No, Ray-No. The motion passed.

I. Announcements

A. There were no announcements.

II. Program Reports

A. Executive Director's Report-See Attached.

Paragraph 1 releasing National Task Force on AIDS Prevention, NTFAP, of duties as fiscal agent. This action will save 9% indirect costs. In order to take this move, though, BAHSES must have in a bank account the money equivalent to function for 90 days reserve (\$66,000). **This transition as well as reviewing the Master Plan should be a priority item at the next month's Board meeting.**

Ray requested that future Executive Reports contain the balance of money on all active grants and how much was spent that month. Lee said that the NTFAP has been unable to do so using the computer system they have at this time. It was felt by the Board that the NTFAP should already be doing this since it is part of the responsibility as our fiscal agent. Lee commented that he has purchased and is in process of setting up a new system in our computers. Such a report will be possible when this is done. Steve and Ray suggested the Volunteer Center could help in setting up this program.

Paragraphs 2 & 3 were canceled due to the passage of motion during the discussion of minutes from the previous meetings, this month. See above.

1. Fund-raiser-La Pena

Lee wanted to make it clear that this event was not a fund-raiser which would be illegal since funds are given by the OMH grant. Donations would be accepted to offset future events, but no one would be turned away, if unable/unwilling to donate. John informed Pat that he would be able to help volunteer for this event.

2. Staff Retreat

Staff retreat was held last Friday, 12/4/92. Brenda Crawford from the Support Center facilitated. The facilitation was supplied without cost. There had been too many issue to cover in one day and she would be returning 12/18/92 to help address issues concerning "Growth in Alameda County " and "Multiculturism at BAHSES." Several other unfacilitated follow-up meetings addressing the Education Department and training of staff are also scheduled. Lee suggested using Brenda to facilitating Board retreat. Most likely, there would be a fee, since BAHSES has already used up its credits for complementary training/facilitating through the Support Center.

3. Interpreting Demo Utilization

In an effort to save time, Lee volunteered to stay after the meeting and explain to Ray how to interpret the demographic utilization.

III. Old Business

There was a motion to table the Old Business until next month with the stipulation that the Agency Plan be reviewed and the transition of becoming our own fiscal agent be also discussed. The motion passed unanimously.

A. Pat Wall's Letter to the Board, June 2, 1992

1. Item # 5. "Board Buddies"
2. Item #7 Board Member Job Description
3. Item #9 Agency visibility

B. Agency Holiday Party

C. Board Retreat

IV. New Business

A. Executive Director's Evaluation

The Evaluation was passed out to the Board. Pat explained what guidelines were used to draw up the evaluation. Pat requested that the evaluations be done and returned as soon as possible, since the process had already been taking too much time. The Executive Director stated that the agency staff were not privy to the right information/experiences to answer some of the questions on the evaluation. Pat agreed some questions were more apropos to staff and other to the Board. N/A was acceptable if someone did not know how to answer. The evaluation would if at all possible be done before the next BOD meeting. The Personnel Committee would be meeting to address this issue.

B. BAHSES Month-April

Lee pointed out that this may be used as a major fund-raiser. The first year this event was used as a time for an award ceremony.

C. Oakland Office Space

The discussion on this subject was canceled. (Please refer to notes on the approval of the minutes.)

D. BOD Application

1. Pat submitted a nomination to the Board. Some concern was expressed about nominee due to his involvement with NTFAP. Discussion followed. A motion passed unanimously to let the Board Nominating Committee to handle this matter. **Ray, Steve, and Fran are to do the interview.**

2. Ray suggested that the Board nomination application be revised. The questions "Have you had anyone close to you affected by AIDS?" and "If so, who?" were felt to be offensive.

E. Annual Report

At this time we have no Annual Report. One is needed soon. Board wanted to know how soon they could get one for the year ending in September 1992. Executive Director expressed he needs the Boards help in compiling the report. BAHSES also needs the figures for the NTFAP. **Lee and Jean will write a certified letter to NTFAP requesting this information. Lee, Steve, and John will write the BAHSES events section of the report. Ray and Pat will work on the fiscal section of the report.**

F. Agency Brochure

Ray pointed out that the BAHSES brochure, during its revision, the section seeking donations for the agency should be expanded and made more prominent.

Next BOD MEETING: Tuesday, January 5, 1992, 6:30 P. M. at BAHSES Office, 625 O'Farrell Street, San Francisco.

Meeting was adjourned at: 10:20 P. M.

Attachments

117025

Patricia E. Wall
99 Surrey Street
San Francisco, CA 94131
415-337-5644

June 2, 1992

BAHSES
BOARD OF DIRECTORS

Re: My agenda items....

Dear Fellow Board Members,

I thought that I would commit this to writing while it was on my mind, and I was in front of a computer screen.

I /guess, aside from other Board Business, I had the following thoughts about our next agenda:

1. I think the board should pass a resolution outlining our position vis a vis BWMT so that we, as a board, can put this issue to rest.

2. I think the board should appoint a "Chairperson of Board Gifts" to get a commitment from Board members to give money - either our own or other people's - to the agency. There should be a discussion about what this means. To me, since granting agencies and private donors often ask what the board itself has given, I think it's symbolically important to be able to say that we, ourselves have given something.

3. I think the board should also appoint a "Chairperson of Fundraising" for the year. I think the board should explain that that person needs to come up with a plan for our approval, and needs to orchestrate all events, drives, pledges, etc. I think that the Chairperson should then be able to ask for assistance from the rest of us, from other volunteers, and to a limited extent from staff. Until we have a development director, this could be a full-time job and so requires a bigger commitment than 10 hours per month.

4. I think that we should have a retreat in late June, before our next meeting in July. I would be happy to host it, or it could be at someone else's place, or at a place we all agree on. I guess I want the board to have more of an independent identity, and more control over the formal one, so a trial run would be great.

5. I would like to have "board buddies", i.e., a partner system for newer board members so that everybody is tracking at the meetings. I have floundered at some of them, and I can imagine that other people will, too. I think that a more experienced member should be matched with a less-experienced.

member for 3-6 meetings. The partners should also meet at some point before or after meetings for a while to debrief. I think it will have the benefit of creating a more participatory group.

6. I would like to discuss the evaluation process for the E. D. of the agency. Since one of the board functions is to evaluate the E.D. and ensure that his work complies with the vision of the board, I would like to examine how we've done this in the past, and how we intend to do it in the future. Maybe this is an executive committee function.

7. I would like someone to draft a job description for board members that would include all of the responsibilities and the level of commitment expected of all prospective board members. I think this will help people figure out whether they are doing what they are supposed to do, and for prospective members, it will assist them in deciding whether they are interested and ready for the task.

8. I would like to decide now what the topic of the meetings for the next six months will be, e.g. June: Fundraising, July: Agency Vision, August: Quality Control, etc. I think that we should still have committee reports at each meeting, and still do normal board business, but that a focus for each meeting would help some of us get ready to participate in a more meaningful way.

9. I also want to discuss a plan of "visibility" for the agency for the next few months. I think a board committee including a staff member should sit down with a calendar and decide how we will promote the identity of BAHSES in the communities we serve for x amount of months. I think this discussion should include a discussion of who will actually do the work, where it will be done, and why. I feel pretty strongly that this has to be a deliberate, well-planned, campaign for visibility rather than incidental to other things the agency is already doing.

Thanks for the chance to say all of the things that have been on my mind for the past two weeks. I know that this is a pretty ambitious wish list, and I know that it can't all happen immediately, but maybe we can figure out the best way to address these things together.

Very truly yours,


Patricia E. Wall

BAHSES MEMORANDUM

December 7, 1992

TO: Board of Directors

FR: Lee Y. Woo, Executive Director

RE: EXECUTIVE DIRECTOR'S NOVEMBER 1992 REPORT

This is the agency's November 1992 activity report for your review and information.

I. EXECUTIVE DIRECTOR REPORT

I spoke with Reggie Williams regarding being the Fiscal Agent for our new grants. Based on our conversation, BAHSES will become its own fiscal agent. However, the National Task Force on AIDS Prevention will be contracted to provide accounting services to BAHSES. I am to outline what these services will look like and our requirements.

I received information from CAL-PEP regarding us sharing space with them. The Executive Director has given the OK and is now discussing details with the landlord for final OK is given. Mike Brunetti and I are meeting with Gloria Lockett, Executive Director to work out details on the December 14th. Currently we are asking for 6 to 12 months only. If everything is OK the possible move date will be around January 1, 1993. This is a low cost move in that it will not require a long term lease. Going this direction will save normal start up cost of moving into a new building. Also if this does not work out we are not stuck with a lease that needs to be paid off.

I met with Michael Shaw, Education Director, Alameda County AIDS Office to discuss programs and cost. I presented a \$250,000 budget for Education services. This will augment current education efforts with sufficient funds to cover operations in the East Bay. A secondary program budget of \$200,000 was submitted for the Support Services. We have a choice of collaboration and I have discussed them with Michael.

Met with representatives of AMASSI and BMX to discuss working relationship in the Bay Area. They are a African American organization of men who love men. Discussion went well and we are developing a MOU on how we will support each other in the Bay Area.

Corrections made to the Agency Bylaws with the help of Pat Wall. Please review and I can forward a copy to the San Francisco AIDS Office to comply with their site monitoring recommendation. I had arranged a meeting with Judith Weld for Dec 1st and 8th to discuss how we become our own fiscal agent. However, she has postponed these meetings and the next one is scheduled for Dec 29th.

Staff retreat was held on December 4th from 10:00 a.m. to 5:00 p.m. and was facilitated by Brenda Crawford. The meeting was successful in bring out issues and there are a series of follow-up meetings are to happen between now and the next meeting. The Support Center paid for Brenda.

Met with the Manager of the Steamworks in Berkeley about our relationship with them with the death of Mark Dash, Health Education Director this month. He expressed the continued support of BAHSES by the Steamworks and they are

very happy we are there. The \$4000.00 they are hold for our move to Oakland is subject to release when we move. I requested a modification of the request to be split between rent and paying for a new brochure.

The Board is cordially invited to the Agency Holiday Dinner Party.

End.

II. PROGRAM REPORT

1. Support Services

a. BAHSES WEST

1. Number of Active Groups: 6

Types of Groups: Drop-In: 2 Day: 1 Evenings: 3

Ethnic Composition: API (0) EA (16) AA (38)
LA (4) NA (0) O (2)

Sexual Composition: G (58) BI (0) L (0) HF (0)
TV/TS (1) HM (1) HM (1)

2. Number of Clients Served: 44

3. Projected New Groups Start Up: After first of year

4. Number of Training Conducted: (1) - OCT 17/18

5. Future Training Scheduled: Feb 1993

b. BAHSES EAST

1. Number of Active Groups: Not Active

Types of Groups: Drop-In: Day: Evenings:

Ethnic Composition: API EA AA LA
NA O

Sexual Composition: G BI L HF TV/TS
HM

2. Number of Clients Served:

3. Projected New Groups Start Up:

4. Number of Training Conducted:

5. Future Training Scheduled:

2. Education Services

a. (BAHSES WEST)

1). Number of Workshop Conducted: 0

2). Number of People served: 0

3). Number of HIT Tables Conducted: 0

4). Number of People served: 0

5). Number of Community Events Conducted: 0

- 6). Number of People served: 0
- 7). Number of Training Conducted: 0
- 8). Future Training Scheduled: HIT - Dec 12
- 9). Condoms Issued at office:

b. (BAHSES EAST)

- 1). Number of Workshop Conducted: 0
- 2). Number of People served: 0
- 3). Number of HIT Tables Conducted: 0
- 4). Number of People served: 0
- 5). Number of Community Events Conducted: 0
- 6). Number of People served: 0
- 7). Number of Training Conducted: 0
- 8). Future Training Scheduled:

3. Community Collaboration(s):

CAL-PEP
Alameda AIDS Office
Center for Independent Living - Hayward
Black Men's Xchange/AMASSI

III. FUTURE EVENTS

Staff Retreat - Dec 4
HIT Table Training - Dec 12
Staff Holiday Party - Dec 17
OMH event at La Pena - Dec 20, 1992
Support Group Facilitators Training - Feb 1993

IV. CURRENT ISSUES

V. FINANCIAL REPORT

1. Grants

a. Care Formula (Support Groups)	78,375
b. Care Transportation	5,225
c. Office of Minority Health:	30,000
d. Levi Strauss:	30,000
e. Men and Men Contract:	124,355

f. Relapse:	10,000
g. San Francisco Foundation:	6,200
h. BAHSES Athletic Club Fund:	234
i. United Way Donations	51
j. Board Donations	20
k. Received donation from MACT/GBA	68 (Transferred to BAC Fund)
l. Rent Reserves (BAHSES EAST)	2,000
Total	286,440

We are having problems receiving reimbursement for our expenses for the National Task Force on AIDS Prevention due to cash flow. They missed the last paydate (November 15, 1992) and we have been waiting over 30 days on some reimbursements. We are told this was because we did not bill the county for three (3) months. This is a joint problem. We use to invoice for services, but the AIDS office changed the billing procedures and I informed Allen Piniol, NTFAP of the change of billing and we could not handling doing the billing. During the three months there was conversation, but nothing finalized. At the end of the third month, he stated that we have not been invoicing and he would try to correct the problem.

VI. STAFFING

See Staff Demographic Reports

New staff: Madame X assigned to BAHSES EAST - OMH Grant
Jelousy assigned to BAHSES WEST - M&M Grant

Madame X and Jelousy are members of the transgender community and are working on education prevention and support services programs.

Clare Dolan, Intern, will finish in December and there is a possibility we might receive have another intern for 1993 in Support Services.

cc: Mike Brunetti

511040

BOARD MEETING MINUTES, Nov. 16, 1992

Meeting was called to order at 7:15 P.M. Present: Phyllis Jean Jackson, John Revicki, Ray Combs, Fran Bartlett, Gregory Adams, Patricia Wall.

Meeting was supposed to be about fundraising, but by motion was converted to a special board meeting, for which formal notice was waived by all members of the. Board member Steve Takemura was on telephone standby during the meeting, to vote on any motions.

Phyllis stated that she spoke to an anonymous informant from the AIDS Office who told her that no one has challenged Tim Ouffit (sp?) on the way that the evaluation of the agency was done - the implication being, that the evaluation was flawed in some way.

Gregory Adams stated that information about the "health" of the agency was withheld from the board by Lee Woo, and John Revicki added that the board would still not have known about the problems until they appeared on the front page of the paper, except that he demanded to see the monitoring report.

Gregory stated that Tim Ouffit is responsible for minority affairs at the AIDS Office, and that he is not an adversary in the way he is being made out to be. The bottom line is that the AIDS Office has made recommendations and the agency should follow them. Three of the grants of the agency are/were in jeopardy, and if they are lost then the agency will go under.

General discussion about the responsibility of Lee Woo for the state of the grants: the thrust of the criticism is that Lee intentionally withheld the information about the monitoring reports from the AIDS Office and that the board would have proceeded differently if it had known how serious the situation was. The board's discussion included the idea that Lee's conduct constituted insubordination, and that he should be removed.

General discussion of what would happen if the funding was withdrawn. John Revicki favors asking the AIDS office for the technical assistance that it has offered to be in compliance. Gregory Adams would also favor an audit/internal investigation of the problems with the grants.

It was decided that any inquiries from the public or press should go through the board, i.e., that Lee and other staff members should not discuss the article or respond to the press. Our response to the press and other members of the public will be:

1. that the board is concerned about the reports of the AIDS Office.

2. that the board is conducting its own independent evaluation of the agency.

3. that the board has requested technical assistance necessary for compliance regarding meeting contract obligations and administering the grants.

No other public comment will be made.

It was decided by the group that Lee will be given the following directive:

1. that he will cooperate with an internal investigation and evaluation of the programs of the agency and with subsequent recommendations of the board for necessary changes.

2. that he will agree to work with the AIDS Office in following their recommendations for improvement of the programs, including but not limited to "streamlining" the administrative procedures.

3. that he will make no public statements regarding the evaluation or the newspaper article.

4. that any failure to do any of these things in a timely fashion will be treated as insubordination for which he will be terminated immediately.

It was also pointed out that some billing that was supposed to be done by Lee in the amount of \$30,000.00 was not done in a timely fashion, causing layoffs of personnel in the office of the fiscal agent. It was decided that Lee should explain the problem and what has been done to remedy it.

It was decided that the board would hold an emergency meeting on Tuesday November 17, 1992 at 3:00 P.M. to discuss all of the above. The board called Lee Woo at home at approximately 9:00 P.M. from the meeting to confirm his attendance.

It was discussed that possibly the only solution left is to wind up operations, to return monies, to dissolve the operation based on the problems that are presented in trying to revitalize the agency at this late date. There was support for this idea, but decision on this was deferred until after the emergency meeting of November 17, 1992.

Signed: _____
Patricia E. Wall
Board Secretary

Approved:

Correction

BOARD MEETING MINUTES
November 23, 1992

Meeting called to order at 6:39 P.M., Present: Phyllis Jackson, John Revicki, Fran Bartlett, Steve Takemura, Patricia Wall

Agenda:

1. Agency Goals, Mission Statement, Masterplan
2. Monitoring Reports
3. E.D. Evaluation

MISSION STATEMENT

Discussion about changing the agency Mission Statement to the following:

1. BAHSES is a multicultural agency with both culturally specific and multicultural programs.
2. BAHSES is organized to serve the gay, bisexual, lesbian, transgendered, and any others who feel comfortable with our organization.
3. BAHSES will work either on its own ~~as well as~~ ^{or} in collaboration with other agencies to meet its goals.

The above was adopted by unanimous vote.

AGENCY GOALS

The goals of BAHSES are as follows:

1. To provide education to communities to prevent the spread of HIV.
2. To provide emotional and psychosocial support to people living with HIV.
3. To strive in all that we undertake to reach our goals to be culturally sensitive, to work toward the richness of diversity in our outlook and our programs.

The above was adopted by unanimous vote.

AGENCY MASTERPLAN

1. Expansion.

By unanimous vote, it was decided that no expansion of existing programs to any other geographic location be undertaken. The board is opposed to any growth or investment of resources in the East Bay, regardless of the amount, unless and until "the house in San Francisco is in order", i.e., until such time as the board approves any expansion after significant improvement of

existing programs.

2. Future grant-writing and proposals for funding, *should be approved by the board.*

By unanimous vote, the board decided that grant-writing, plans for agency funding in the future, and all related activities, must be approved in writing by a majority of the board.

EXECUTIVE DIRECTOR

1. As to the recommendations made in the monitoring reports from the San Francisco Aids Office, the board has voted that the following happen in a timely fashion and in no event later than the next scheduled board meeting of December 7, 1992:

a. The executive officer will send a letter or cause a letter to be sent to the AIDS office of San Francisco. The letter will accept the recommendations of the AIDS office, including the offer from the AIDS office for technical assistance in streamlining the fiscal and accounting procedures for the agency, in keeping with the recommendation that the procedures need to be realistic to implement given the size of the agency.

b. The board hereby makes a formal request of the progress of any supervision done by the National Task Force on AIDS Prevention which was recommended and agreed to by the AIDS office and the TASK FORCE. It is the intention of the board to review any memorandum of understanding among BAHSES, NTFAP, and the SF AIDS Office on which future funding is contingent. A copy of any such memorandum is requested.

c. The board requests that on the date of any future monitoring visits, a representative of the board be informed in advance and be invited to attend. Of particular concern to the board is the January visit.

d. The board requests that a meeting between a representative of the AIDS office, the executive officer, and a board member be scheduled as soon as possible, but not to interfere with any other scheduled negotiations. The board would like to hear the input about improvements to be made in our record of compliance.

e. The board requests that all dealings with the SF AIDS Office be done with a spirit of cooperation, being mindful of our current ratings with that office, our future reputation in the community, and the purpose for existing: to serve the client.

f. The board Personnel committee will send out the Executive Director's Evaluation to board members, staff, and to the fiscal agent. The committee's goal is to have them returned and tabulated before the next meeting, time permitting. The Executive officer will be requested to do a self-evaluation.

FUNDRAISING

Tabled to 12/7.

Dated: 24 Nov. 1992

Approved:

BOARD MEETING MINUTES
November 23, 1992

Meeting called to order at 6:39 P.M., Present: Phyllis Jackson, John Revicki, Fran Bartlett, Steve Takemura, Patricia Wall

Agenda:

1. Agency Goals, Mission Statement, Masterplan
2. Monitoring Reports
3. E.D. Evaluation

MISSION STATEMENT

Discussion about changing the agency Mission Statement to the following:

1. BAHSES is a multicultural agency with both culturally specific and multicultural programs.
2. BAHSES is organized to serve the gay, bisexual, lesbian, transgendered, and any others who feel comfortable with our organization.
3. BAHSES will work either on its own as well as ^{or} in collaboration with other agencies to meet its goals.

The above was adopted by unanimous vote.

AGENCY GOALS

The goals of BAHSES are as follows:

1. To provide education to communities to prevent the spread of HIV.
2. To provide emotional and psychosocial support to people living with HIV.
3. To strive in all that we undertake to reach our goals to be culturally sensitive, to work toward the richness of diversity in our outlook and our programs.

The above was adopted by unanimous vote.

AGENCY MASTERPLAN

1. Expansion.

By unanimous vote, it was decided that no expansion of existing programs to any other geographic location be undertaken. The board is opposed to any growth or investment of resources in the East Bay, regardless of the amount, unless and until "the house in San Francisco is in order", i.e., until such time as the board approves any expansion after significant improvement of

existing programs.

2. Future grant-writing and proposals for funding *should be approved by the Board*

By unanimous vote, the board decided that grant-writing, plans for agency funding in the future, and all related activities, must be approved in writing by a majority of the board.

EXECUTIVE DIRECTOR

1. As to the recommendations made in the monitoring reports from the San Francisco Aids Office, the board has voted that the following happen in a timely fashion and in no event later than the next scheduled board meeting of December 7, 1992:

a. The executive officer will send a letter or cause a letter to be sent to the AIDS office of San Francisco. The letter will accept the recommendations of the AIDS office, including the offer from the AIDS office for technical assistance in streamlining the fiscal and accounting procedures for the agency, in keeping with the recommendation that the procedures need to be realistic to implement given the size of the agency.

b. The board hereby makes a formal request of the progress of any supervision done by the National Task Force on AIDS Prevention which was recommended and agreed to by the AIDS office and the TASK FORCE. It is the intention of the board to review any memorandum of understanding among BAHSES, NTFAP, and the SF AIDS Office on which future funding is contingent. A copy of any such memorandum is requested.

c. The board requests that on the date of any future monitoring visits, a representative of the board be informed in advance and be invited to attend. Of particular concern to the board is the January visit.

d. The board requests that a meeting between a representative of the AIDS office, the executive officer, and a board member be scheduled as soon as possible, but not to interfere with any other scheduled negotiations. The board would like to hear the input about improvements to be made in our record of compliance.

e. The board requests that all dealings with the SF AIDS Office be done with a spirit of cooperation, being mindful of our current ratings with that office, our future reputation in the community, and the purpose for existing: to serve the client.

f. The board Personnel committee will send out the Executive Director's Evaluation to board members, staff, and to the fiscal agent. The committee's goal is to have them returned and tabulated before the next meeting, time permitting. The Executive officer will be requested to do a self-evaluation.

FUNDRAISING

Tabled to 12/7.

Dated: 24 Nov. 1992

Approved:

Fundraising tabled to next BOD meeting.



625 O'Farrell Street
San Francisco, CA 94109
415.749-6714/FAX 415.749-6706



November 3, 1992

TO: BOD Members

FR: Lee Y. Woo

RE: DEMO UTILIZATION REPORT

This is BAHSES Demographic Report for the month of November for your review and information. Please give me a call if you have any questions.

Attch.

511040



BAY AREA HIV SUPPORT AND EDUCATION SERVICES
A PROJECT OF BLACK AND WHITE MEN TOGETHER/MEN OF ALL COLORS TOGETHER

OCTOBER 1992 STAFF DEMO UTILIZATION REPORT

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	ETHNICITY	API-M	API-F	AA-M	AA-F	NA-M	NA-F	EA-M	EA-F	LAT-O	LAT-A	O-M	O-F	TOTAL
2	TITLE													
3	I PAID STAFF													0
4	a. On Board													
5	Male	1		4	0		0	2	0	1	0		0	8
6	Female	0			0		0		0		0		0	0
7	Total	1	0	4	0	0	0	2	0	1	0	0	0	8
8														
9	b. Sexual Identity													
10	Gay	1		2	0		0	2	0	1	0		0	6
11	Lesbian													0
12	Bisexual			1	0									1
13	Heterosexual													0
14	Transgender			1										1
15	Total	1	0	4	0	0	0	2	0	1	0	0	0	8
16	ETHNICITY	API-M	API-F	AA-M	AA-F	NA-M	NA-F	EA-M	EA-F	LAT-O	LAT-A	O-M	O-F	TOTAL
17	II NON PAID STAFF													
18	a. On Board													
19	Male	0		2				2	0	1	0	1		6
20	Female		1		1									2
21	Total	0	1	2	1	0	0		0		0	1	0	8
22														
23	b. Sexual Identity													
24	Gay			2				2	0	1	0	1		6
25	Lesbian													0
26	Bisexual													0
27	Heterosexual		1											1
28	Transgender			0	1									1
29	Total	0	1	2	1	0	0	2	0	1	0	1	0	8
30	ETHNICITY	API-M	API-F	AA-M	AA-F	NA-M	NA-F	EA-M	EA-F	LAT-O	LAT-A	O-M	O-F	TOTAL
31	III P DIEM/CONTRACT													
32	a. On Board													
33	Male			11				4	0			1		16
34	Female								1					1
35	Total	0	0	11	0	0	0	4	1	0	0	1	0	17
36														
37	b. Sexual Identity													
38	Gay			10				4	0			1		15
39	Lesbian								1					1
40	Bisexual													0
41	Heterosexual													0
42	Transgender			1										1
43	Total	0	0	11	0	0	0	4	1	0	0	1	0	17

OCTOBER 1992 STAFF DEMO UTILIZATION REPORT

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
44	ETHNICITY	API-M	API-F	AA-M	AA-F	NA-M	NA-F	EA-M	EA-F	LAT-O	LAT-A	O-M	O-F	TOTAL
45	IV INTERNS													
46	a. On Board													0
47	Male													0
48	Female								1					1
49	Total	0	0	0	0	0	0	0	1	0	0	0	0	1
50														
51	b. Sexual Identity													
52	Gay													0
53	Lesbian													0
54	Bisexual								1					1
55	Heterosexual													0
56	Transgender													0
57	Total	0			0		0		1		0		0	1
58	ETHNICITY	API-M	API-F	AA-M	AA-F	NA-M	NA-F	EA-M	EA-F	LAT-O	LAT-A	O-M	O-F	TOTAL
59	V PAID PERS DISTR													
60	Management	1		1				1						3
61	Professional	0		4	0		0		0		0		0	4
62	Clerical	0			0		0	1	0	1	0		0	2
63	Others	0			0		0		0		0		0	0
64	Total	1	0	5	0	0	0	2	0	1	0	0	0	9
65	ETHNICITY	API-M	API-F	AA-M	AA-F	NA-M	NA-F	EA-M	EA-F	LAT-O	LAT-A	O-M	O-F	TOTAL
66	VI NPAID PERS DISTR													
67	Management	0		0				0						0
68	Professional	0	1	1	1		0		0		0	1	0	4
69	Clerical	0		1	0		0	2	0	0	0		0	3
70	Others	0					0	0	0	1	0		0	1
71	Total	0	1	2	1	0	0	2	0	1	0	1	0	8
72	ETHNICITY	API-M	API-F	AA-M	AA-F	NA-M	NA-F	EA-M	EA-F	LAT-O	LAT-A	O-M	O-F	TOTAL
73	VII P DIEM/CON DISTR													
74	Management							1						1
75	Professional	0		11	0		0	3	1		0	1	0	16
76	Clerical	0			0		0		0		0		0	0
77	Others	0			0		0		0		0		0	0
78	Total	0	0	11	0	0	0	4	1	0	0	1	0	17
79	ETHNICITY	API-M	API-F	AA-M	AA-F	NA-M	NA-F	EA-M	EA-F	LAT-O	LAT-A	O-M	O-F	TOTAL
80	VIII INTERN DISTR													
81	Management													0
82	Professional	0			0		0		1		0		0	1
83	Clerical	0			0		0		0		0		0	0
84	Other	0			0		0		0		0		0	0
85	Total	0	0	0	0	0	0	0	1	0	0	0	0	1

OCTOBER 1992 STAFF DEMO UTILIZATION REPORT

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
86	ETHNICITY	API-M	API-F	AA-M	AA-F	NA-M	NA-F	EA-M	EA-F	LAT-O	LAT-A	O-M	O-F	TOTAL
87	IX TOTAL PERS DISTR													
88	a. On Board													0
89	Male	1	0	17	0	0	0	8	0	2	0	2	0	30
90	Female	0	1	0	1	0	0	0	2	0	0	0	0	4
91	Total	1	1	17	1	0	0	8	2	2	0	2	0	34
92														
93	b. Sexual Identity													
94	Gay	1	0	14	0	0	0	8	0	2	0	2	0	27
95	Lesbian	0	0	0	0	0	0	0	1	0	0	0	0	1
96	Bisexual	0	0	1	0	0	0	0	1	0	0	0	0	2
97	Heterosexual	0	1	0	0	0	0	0	0	0	0	0	0	1
98	Transgender	0	0	2	1	0	0	0	0	0	0	0	0	3
99	Total	1	1	17	1	0	0	8	2	2	0	2	0	34
100														
101	Management	1	0	1	0	0	0	2	0	0	0	0	0	4
102	Professional	0	1	16	1	0	0	3	2	0	0	2	0	25
103	Clerical	0	0	1	0	0	0	3	0	1	0	0	0	5
104	Other	0	0	0	0	0	0	0	0	1	0	0	0	1
105	Total	1	1	18	1	0	0	8	2	2	0	2	0	35
106	ETHNICITY	API-M	API-F	AA-M	AA-F	NA-M	NA-F	EA-M	EA-F	LAT-O	LAT-A	O-M	O-F	TOTAL
107	X PD STAFF TURNOVER													
108	1990													
109	1991													
110	1992													
111	1993													
112	ETHNICITY	API-M	API-F	AA-M	AA-F	NA-M	NA-F	EA-M	EA-F	LAT-O	LAT-A	O-M	O-F	TOTAL
113	XI BRD OF DIRECTOR													
114	a. On Board													0
115	Male	1		1	0	1						1		4
116	Female	0			1				2					3
117	Total	1	0	1	1	1	0	0	2	0	0	1	0	7
118														
119	b. Sexual Identity													
120	Gay	1		1	0	1	0		0		0	1		4
121	Lesbian	0			1		0		1		0		0	2
122	Bisexual	0			0		0		0		0		0	0
123	Heterosexual	0			0		0		1		0		0	1
124	Transgender	0			0		0		0		0		0	0
125	Total	1	0	1	1	1	0	0	2	0	0	1	0	7

**BAHSES-BWMT/MACT
Board of Directors Meeting**

September 1, 1992

890 Page St., #4, SF, CA

Board Members Present: Jean Jackson
Pat Wall
Fran Bartlett
Gregory Adams
Ray Combs

BAHSES Staff: Lee Woo, Executive Director
Arnold Lovitt, Administrative Assistant (Recorder)

Board members Absent: John Reviczky, attending class
Steve Takemura, out of town

Jean Jackson called the meeting to order at 6:45 PM.

Minutes from August 18, 1992 Board meeting were approved.

I. Announcements

- A. Relapse Network News video was viewed.
- B. OMH Special Event: **Jean, Pat, and Gregory have volunteered to attend and support the event.** See attached.
- C. Gregory announced that *Committee for Contemporary Family Values* request that we draft a letter of support pertaining to the peaceful demonstration to convene if Governor Pete Wilson vetoes AB2601. Since BAHSES is a nonprofit organization, there is some question to the legality of taking this action. **Pat is to investigate and let the Board members know if this is an acceptable action.** A vote of approval passed unanimously to support the peaceful demonstration, if it is an acceptable action.
- D. Ray Combs was welcomed to the Board.

II. Review of Monthly Reports

- A. The site visit from the AIDS Office pertaining to the Support Group grant has been completed. The only criticism is that one of the by laws needs to be revised. See attached. A discussion followed concerning the need to make an amendment to allow offers of labor for a reduced fee as a donation of goodwill. Action was tabled until the next meeting. **Board members are to prepare statements/ideas on how to handle this matter and bring to the next meeting so that they may vote to ammend the by laws.**
- B. Lee has requested the Community Volunteer Committee to send a consultant to review our Policy Procedure Manual, employees' salary and job series and volunteer recruitment and maintenance.

III. BWMT/SFBA relationship issue

- A. Lee distributed fact sheets concerning this issue. See attached.
- B. After a discussion, it was decided that this issue be tabled until the next meeting. **All Board members are to bring written proposals they wish to discuss on this matter. The Board is to vote on the future relationship of BAHSES and BWMT/SFBA and put this matter to rest.**

IV. Plan Board Retreat.

- A. It was decided to hold a one day facilitated Board retreat on Saturday, November 7, 1992 at 10 AM. **Lee is to request a facilitator from the Support Center after the date is confirmed with the Board members. Pat is to send a notice to absent board members.**

V. New Business

- A. The Board extended a welcome to Ray Combs for his first attendance at a Board meeting.
- B. Jean proposed that an acknowledgment be made to a 13 1/2 year old girl for her contribution to AIDS education among her peers. There was a motion to approve sending a certificate which was passed. **Pat is to draft a Letter of Appreciation and send to the girl. She is then to be invited to BAHSES for a photo session. Between now and the next meeting Board members are to prepare ideas on how to handle this kind of matter in the future.**
- C. There was a motion to suspend the by laws through December 1992 and **change the monthly Board meeting to the first Monday of each month.** The motion passed unanimously. The meeting dates are as follows:

October 5th
November 2nd
December 7th

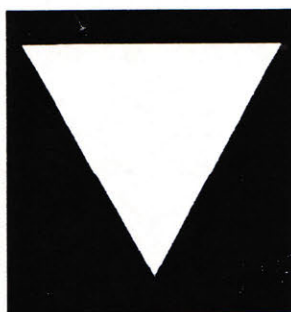
VI. Old Business

- A. Gregory is approximately 3/4 of the way through the Policy and Procedure Manual and will have a BAHSES Handbook finished soon.

Next BOD Meeting: Monday, October 5, 1992, 6:30 PM at Pat Wall's home, 99 Surrey, SF, CA. This meeting is a pot luck so bring your favorite dish.

Meeting was adjourned at: 9:00 PM.

117025



THE COMMITTEE FOR CONTEMPORARY FAMILY VALUES

Celebrating Diversity ■ Conquering Ignorance ■ Promoting Change

September 1, 1992

Organized by
Supervisor Roberta Achtenberg

Communications Group
Gregory Adams
Bennett Carlson

Participants
Ken Bukowski
Tonisa Clardy
Vincent Fuquoa
Susan Hall
Audrey Joseph
Ken McPherson
Byron Potts
John Teamer
Derrick Tynan-Connolly
Joe van Es-Ballesteros
Doug Weinberg

Endorsed by
Supervisor Carole Migden
Mobilization Against AIDS
GLAAD/SFBA
Black Coalition on AIDS
Alice B. Toklas Lesbian
& Gay Democratic Club
Pat Norman
Gerald Lenoir
Jeffery Carey, Mr. Gay SF '91

BY FACSIMILE

TO: All HIV-Related Organizations
All Gay and Lesbian Community Service
and Political Organizations

ATTN: Executive Director

Ladies and Gentlemen:

The Committee for Non-Traditional Family Values is a multi-cultural coalition of community leaders and organizations formed under the auspices of San Francisco Supervisor Roberta Achtenberg to provide for a safe, peaceful and non-destructive protest of Governor Pete Wilson's anticipated veto of legislation intended to protect the civil rights of lesbians and gay men in this State. In light of the property destruction which occurred statewide following Wilson's veto of AB 101 last year, coupled with the anger and frustration arising out of the growing tide of homophobia and gay-bashing around the country, we feel it critical to provide for a safe, positive mechanism through which our dissent may be voiced.

At particular issue is Wilson's anticipated veto of AB 3825, the omnibus civil rights bill sponsored by Assembly Speaker Willie Brown, which would: (1) prohibit discrimination based upon economic status; (2) award damages in cases of housing and employment discrimination; (3) throw out "English-speaking only" rules; (4) prohibit discrimination in employment and housings for persons with physical handicaps; and (5) prohibit all arbitrary discrimination by business establishments. Also of concern is the fate of other legislation affecting our civil rights (AB 2601, a bill intended to prohibit discrimination in employment based upon sexual orientation; AB 3019, which is very similar in scope and content to AB 101; and the proposed statewide needle exchange program), as well as the worsening homophobia and gay-bashing which have become characteristic of the present Republican Presidential Campaign.

September 1, 1992
Page 2

We currently plan to conduct a peaceful rally and march on the day following Wilson's veto of any one of the aforementioned bills, all of which are scheduled to reach his desk within the next week (upon receipt of the legislation, Wilson has thirty days in which to sign, veto, or allow it to pass into law unchallenged). Participants will gather at 7:00 pm in Dolores Park at Church and 20th Streets (popularly known as "Queen's Beach") for a brief rally. The march will begin at 7:30 pm and will follow Church Street north to Market, southwest on Market to Castro, and then south on Castro to 18th Street. The major rally will occur at the old Hibernia Beach (18th & Castro) commencing at approximately 8:15 pm and is expected to continue for several hours. And while we do expect some civil disobedience, we are actively discouraging destructive behavior. Additionally, we are working with local authorities and a trained staff of medical and safety volunteers to ensure the personal safety of all participants.

We are writing to solicit your support of our efforts, which may be shown in three ways: (1) a written endorsement from your organization which will be included in our press kit and ensure that your organization's name appears on our letterhead; (2) designating a spokesperson for your organization to participate in the press conference to be held the morning of the rally and march; and (3) the participation of your staff and volunteers in the rally and march, carrying a banner identifying your group if at all possible. If you are able to participate on any one or a combination of these levels, please let us know as soon as possible by contacting Gregory Adams, a member of our communications group, at (415) 864-0454. And please remember, since we do not know when these events will occur, time is of the essence.

Thank you in advance for your anticipated support and cooperation.

Sincerely yours,

A handwritten signature in cursive script that reads "Bennett Carlson (GA)".

Bennett Carlson
Communications Group

BC:GA:ga

cc: Sup. Roberta Achtenberg
Gregory Adams

OMH SPECIAL EVENT - BELLA'S (9-26-92)

I. DEFINITION: Under the OMH grant, which targets African American gay and bisexual men, BAHSES is sponsoring a "Safer Sex Carnival." This event will utilize house music, local talent, and BAHSES staff (paid and non-paid) to present the safer sex message in an innovative and creative way. Possible talent will be female impersonates (safer sex lip-synchs and oral sex demos), the infamous Mary Midgett (comic lesbo/gay fuck lessons), male strippers (La Salle and Will), and hip-hop dancers. We also plan to have adult video previews, food, beverages, games ("Pop the Question", "Wheel of Pleasure", "Pin the Protection on the Piece", "Cock Ring Toss"), prizes (safer sex kits, posters, pins, chocolates, aphrodisiacs), raffles (T-shirts, CD's, cassettes, adult videos), and dancing. The main idea is to create an atmosphere that is fun, safe, and educational.

II. PURPOSE: To educate 50 African American men on safer sex and HIV/AIDS through the innovate and exciting interactive games, music, and entertainment.

III. LENGTH: This event will take place between the hours of 8pm-12am.

IV. COST: Total cost for the production is to be determined. Possible costs are for entertainers, D.J., food, prizes, and beverages.

V. ADMISSION: \$2 suggested donation. No one will be turned away due to lack of finances.

VI. SCHEDULING: The program schedule is as follows:

6pm - 8pm	Set-up
8pm - 9pm	Games/Reception
8:30pm	2 Drawings
9pm - 10pm	Show/Entertainment
9:30pm	2 Drawings
10pm - 12pm	Dancing

VII. LOCATION: Because the purpose of the event is to reach African American men, the location should be African American gay identified and accessible. Therefore I have secured Club Bella Napolis. This establishment has a reception room, a D.J. booth, and a general room for dancing or entertainment.

OMH SPECIAL EVENT - BELLA'S (9-26-92)

I. DEFINITION: Under the OMH grant, which targets African American gay and bisexual men, BAHSES is sponsoring a "Safer Sex Carnival." This event will utilize house music, local talent, and BAHSES staff (paid and non-paid) to present the safer sex message in an innovative and creative way. Possible talent will be female impersonates (safer sex lip-synchs and oral sex demos), the infamous Mary Midgett (comic lesbo/gay fuck lessons), male strippers (La Salle and Will), and hip-hop dancers. We also plan to have adult video previews, food, beverages, games ("Pop the Question", "Wheel of Pleasure", "Pin the Protection on the Piece", "Cock Ring Toss"), prizes (safer sex kits, posters, pins, chocolates, aphrodisiacs), raffles (T-shirts, CD's, cassettes, adult videos), and dancing. The main idea is to create an atmosphere that is fun, safe, and educational.

II. PURPOSE: To educate 50 African American men on safer sex and HIV/AIDS through the innovate and exciting interactive games, music, and entertainment.

III. LENGTH: This event will take place between the hours of 8pm-12am.

IV. COST: Total cost for the production is to be determined. Possible costs are for entertainers, D.J., food, prizes, and beverages.

V. ADMISSION: \$2 suggested donation. No one will be turned away due to lack of finances.

VI. SCHEDULING: The program schedule is as follows:

6pm - 8pm	Set-up
8pm - 9pm	Games/Reception
8:30pm	2 Drawings
9pm - 10pm	Show/Entertainment
9:30pm	2 Drawings
10pm - 12pm	Dancing

VII. LOCATION: Because the purpose of the event is to reach African American men, the location should be African American gay identified and accessible. Therefore I have secured Club Bella Napolis. This establishment has a reception room, a D.J. booth, and a general room for dancing or entertainment.

VIII. STAFFING: Board Members, Staff or volunteer assistance will be needed in the following areas:

- A. Mailing to various S.F. and E.B AIDS Service Providers and other mailing lists (Reggie's and OMH's)
- B. Creating a Volunteer List with designated duties
- C. Passing out/posting flyers in S.F. and E.B. bars
- D. Set-up and Break down of production
 - 1. Games
 - 2. Production (Julius) (Madame X)
- E. Security (Cabel's and Jean?)
- F. Collection and Ticket Table (Lee)
 - 1. Donation cans at each booth
- G. Advertisements in papers or in bars
- H. Solicitations of prizes
- I. Solicitations of advertisements for program
- J. Thank you letters
- K. Critique (Michael)
- L. Budget (Michael)
- M. Transportation of Games/Items

IX TIME LINES: In order to make this a successful event, action needs to take place immediately.

X. DONATIONS: Julius of Bella's has donated his bar from 6pm-12pm, his D.J., 4 bottles of champagne, and his security for the event. Mary Midgett will donate her time and safer sex video. Madame X, and Jealousy will donate her talent and volunteer. There are possibilities that other agencies will want to get involved. Lee will donate bottles of wine.

By Law Revision

Per conversation with the Site Monitor for Administration, the following section need to be changed:

Article 1 Section 6 - RESTRICTION REGARDING INTERESTED DIRECTORS

As reads:

"Notwithstanding any other provision of these Bylaws, not more than forty-nine percent (49%) of the persons serving on the board may be interested persons. For purpose of this Section, "interested persons" means either:

(a) Any person currently being compensated by the corporation for services rendered it within the previous twelve (12) months, whether as a full - or part-time officer or other employee, independent contractor, or otherwise, excluding any reasonable compensation paid to a director as director; or

(b) Any brother, sister, ancestor, descendant, spouse, brother-in-law, sister-in-law, son-in-law, daughter-in-law, mother-in-law, or father-in-law of any such person.

Should read:

"Notwithstanding any other provision of these Bylaws, not more than forty-nine percent (49%) of the persons serving on the board may be interested persons. For purpose of this Section, "interested persons" means either:

(a) Any person **not** currently being compensated by the corporation for services rendered it within the previous twelve (12) months, whether as a full - or part-time officer or other employee, independent contractor, or otherwise, excluding any **(reasonable)*** compensation paid to a director as director; or

(b) Any **person who is not** brother, sister, ancestor, descendant, spouse, **significant other**, brother-in-law, sister-in-law, son-in-law, daughter-in-law, mother-in-law, or father-in-law of any **current employee or director**.

(c) Any person who does not have fiduciary responsibilities for agency funds.

*(Omit)

BWMT SFBA/BAHSES RELATIONSHIP FACT SHEET

I. Role

1. Is this an appropriate issue for Board involvement
2. Agency history has been linked with BWMT/SFBA before board was selected. Was it a problems then? Why serve if it was a problem?
3. The value of this action to terminate partnership or collaboration with BWMT/SFBA
4. Is the board willing to express the reason(s) why to the BWMT/SFBA Board.

II. Historical and Current Relationship

1. There is no break from BWMT since we are not part of the BWMT/SFBA organization.
2. There is not fiscal or directional control by BWMT board.
3. The two seats reserved for BWMT and also reserved for MACT are courtesy. However, the candidate(s) must be approved by the BAHSES board. The purpose of this action was to reinforce our collaboration with the chapter, keep abreast of each others events and mutual support.
- 4.

III. Fact

1. Initial funding award because of our history and linkage to BWMT (Local/national).
2. BWMT/SFBA members support BAHSES events.
3. Major donation from BWMT
 - a. Furniture
 - b. Received \$7,000+ ~~request~~ request from BWMT member.
4. Volunteers coming from BWMT both current and pass membership.
5. Number of staff are members of BWMT.
6. BWMT membership is a possible donor base.
7. Availability of additional people to share work local events.
8. Past problems can be reduced to identifiable source.
9. Improved working relationship with new Chapter Board
10. Established work relationship with NABWMT and chapters on national level and potential fee-for-service customers.
11. Agency image to the community

625 O'Farrell Street
San Francisco, CA 94109
415.749-6714/FAX 415.749-6706

September 2, 1992

To: *Lee Y. Woo* Board of Directors
Fr: Lee Y. Woo, Executive Director
RE: BWMT/SFBA RELATIONSHIP

My recommendation over and above the documents that I presented at the last Board meeting is to remove the word "Project" from our stationary since it indicates a reporting relationship and adds to the confusion. It will also reinforce that we are a separate entity from the chapter.



BAHSES
TO SERVE OUR COMMUNITIES

117025



BAY AREA HIV SUPPORT AND EDUCATION SERVICES
A PROJECT OF BLACK AND WHITE MEN TOGETHER/MEN OF ALL COLORS TOGETHER

August 25, 1992

Lee Woo
Executive Director
Bay Area HIV Support
625 O'Farrell St.
San Francisco, CA 94109

Dear Mr. Woo:

Enclosed is a request for assistance form that will get your projects started with the Northern California Human Resource Council Community Volunteer Consultants.

We spoke about your projects last month. As I understand it, you would like assistance in three areas:

1. Review policies and procedures that have been written
2. Review salary and job series
3. Recruiting and retaining volunteers.

Could you please confirm this by completing the attached form and returning it to the CVC Committee?

I apologize for the delay in getting your projects moving. I hope we can be of assistance to you very soon.

If you have any questions, you can reach me at 394-4075.

Sincerely,


Gretchen Remmers
CVC Coordinator



625 O'Farrell Street
San Francisco, CA 94109
415.749-6714/FAX 415.749-6706



September 1, 1992

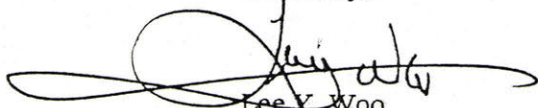
Ms. Liz Mangual
Assistant Vice President
Alameda County - The United Way
1970 Broadway, Suite 340
Oakland, CA 94612

Dear Ms. Mangual:

I am requesting a copy of the result of your site visit of our project on April 10, 1992. It is my understanding the agency support group project was not refunded but we were not sure why since I have not received official notification. I would like to know if it was because of availability of funds or failure to meet refunding and project requirements.

Any assistance you can provide in this matter will be greatly appreciated.

Sincerely,



Lee Y. Woo
Executive Director

cc: BOD

222005/513080/533080



BAY AREA HIV SUPPORT AND EDUCATION SERVICES
A PROJECT OF BLACK AND WHITE MEN TOGETHER/MEN OF ALL COLORS TOGETHER



Bay Area HIV Support and Education Services (BAHSES)

Board of Directors

June 2, 1992

Phyllis Jean Jackson
BOD President
Glide AIDS Project



John Reviczky
BOD Vice President



Patricia Wall
BOD Provisional Secretary



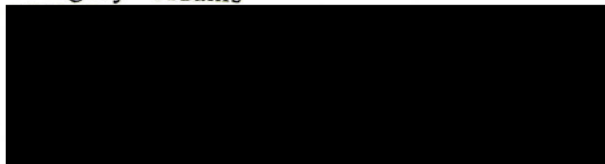
Fran Bartlett
BOD Treasurer



Steve Takemura
BOD Co-Chairs



Gregory Adams



Raymond Combs



Arni Lovitt
Admin Assistant/BAHSES



Lee Y. Woo
Ex-Officio



117050





625 O'Farrell Street
San Francisco, CA 94109
415.749-6714/FAX 415.749-6706



BAHSES
TO SERVE OUR COMMUNITIES

February 10, 1993

TO WHOM IT MAY CONCERN:

On behalf of the Board of Directors and agency staff, it is with regret we inform you that as of February 28, 1993, the Bay Area HIV Support and Education Services (BAHSES) will no longer provide HIV/AIDS services.

We want to thank the communities we have served, our clients, staff, volunteers and other AIDS service providers for their generous support during the years BAHSES has served the community.

Sincerely,

Phyllis Jean Jackson
President, Board of Directors

PJJ/ALL

#1/BAHSES/ALL

117035/511120

cc: Reggie Williams
AIDS Office



BAY AREA HIV SUPPORT AND EDUCATION SERVICES
A PROJECT OF BLACK AND WHITE MEN TOGETHER/MEN OF ALL COLORS TOGETHER