



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

BAHSES MEMORANDUM

January 27, 1993

TO: Allen Piniol, NTFAP, Operations Manager

FR: Lee Y. Woo, Executive Director

RE: FINANCIAL INFORMATION

Due to the action taken by the NTFAP to cancel the M&M contract I need the following information immediately to develop agency plan and report to the BAHSES Board of Directors.

1. Status of all grants as of December 31, 1992.
2. How much is BAHSES charged per month for office equipment used of equipment in NTFAP office.
3. How many bills have been submitted for payment that are outstanding and the age of the outstanding billings?
4. Status of BAHSES Reserve Funds and when they will be given to BAHSES. This is a second request.

cc: Reggie Williams

511120/712035



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



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

November 23, 1992

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

Dear Reggie:



Bay Area HIV Support and Education Services (BAHSES) is pleased to participate as a member of the Gay Men of Color Consortium (GMOCC) for the purpose of providing better services to the gay and bisexual men of color within the city of San Francisco. More specifically, in regards to the upcoming bidding process for the Ryan White (CARE) funds, we wish to offer our continuing support for the Early Advocacy and Care for HIV Program.

It is our understanding as one of the five community-based HIV agencies that comprise the consortium that BAHSES will be responsible for providing consultation regarding the African-American component of the EACH Program.

Specifically, BAHSES agrees to the following tasks and responsibilities:

- To provide one agency representative to serve on the GMOCC Management Team which is responsible for program planning, staff supervision and regular evaluations of the EACH Program.
- To provide consultation in the design and implementation of the community-based workshop and other service provision.
- To promote early intervention services provided by EACH through joint outreach, recruitment and advertising.
- To provide mutual referrals for clients who need to access early intervention services.

We believe that the continuation of a community-based HIV early intervention outreach program which focuses on treatment advocacy and service coordination is vital towards health promotion and empowerment of gay and bisexual men of color.

Currently, we are funded by SFDPH, Center for Disease Control and Ryan White CARE Funds to provide education and prevention and support services focused on African American gay and bisexual men and people of all colors. An HIV early intervention component continues to be sorely needed by our constituency.

We look forward to our continued work together as partners and as a member of the Gay Men of Color Consortium.

Sincerely,

Lee Y. Woo
Executive Director

222005/511120/114015/511020



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

BAHSES MEMORANDUM



BAHSES
TO SERVE OUR COMMUNITIES

DATE: January 18, 1993

TO: Reggie Williams

FR: Lee Y. Woo *nb from LYW*

RE: EDUCATION PLAN FROM 1/93 - 6/93

As a result of recent Staff Retreats, an Education Committee was formed. The Education Committee includes Education and Support Services staff.

The attached are detailed minutes from their meeting on January 15, 1993.

Please note we:

- Reviewed where Education is now in its efforts to meet contracted deliverables.
- Discussed how we reached the deliverables - our history
- Established a definite plan of action to meet remaining deliverables complete with dates for each activity until 6/93.
- In addition to former outreach plans, determined new strategies which should help our efforts.

Please see me with any questions. Committee members are available as a resource to keep the process on-track.

cc.

Mike Brunetti
Michael Sullivan
Jelousy Jiggetts
Shurland Aird

Enclosures

LYW/ALL

BAHSES/Clerical '93, #3

511120/712035/512010/512090



IMPLEMENTATION PLAN

MEN WHO HAVE SEX WITH MEN

1/15/93

1. Deliverables from the perspective of what has been done and what needs to be done: (by 6/93)

1A. Workshops

<u>Target/People</u>	<u>Now</u>	<u>Remaining</u>
12/144	5/45	7/99

1B. Special Safer Sex Sessions

4/400	1/110	3/290
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1C. HIT Tables

12/360	8/172	4/188
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1D. Rap City Productions

3/450	0/0	3/450
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1E. Safer Sex Video Party

2/60	0/0	2/60
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1F. Bar Zaps

10/600	9/233	1/367
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2. How have these numbers been reached (History)?

Workshops = Community forums, focused meetings (Black Men's Caucus), Black Gay/Lesbian Conference.

Strategies = flyers, bars, agency offices, word of mouth.

Special Safer Sex Session = Identified bar

Strategies = Flyers, distributed at multiple events, BWMT newsletter, word of mouth, play-up of community celebrity/leaders, phone solicitation.

HIT Tables = Bars, clubs, discos, community events, street fairs, house parties

Strategies = Announcements at events, invitation/request for games at booths

3. Six month plan of action to meet deliverables and strategies to reach the needed deliverables.

Deliverables	Jan	Feb	Mar	Apr	May	June
Workshops	2 [#]	1	2	1	1	1
Safer Sex	1	2*	0	1	0	1
HIT Tables	4	0	2	1	1	0
Rap City	0	0	0	1	0	0
Video	1	1	0	0	0	0
Bar Zaps	3	4	4	4	4	4

#One workshop will be done to train new facilitators.

*Feb. 11th Black History Month event and 2/13 - 2/14 Red Rubber Ball Weekend.

CALENDAR TO SUPPORT SIX MONTH PLAN OF ACTION

JANUARY 1993

January	1	HIT Table at Black Eyed Pea Party BWMT
	6	Relapse meeting
	8	HIT Table and Fund Raiser at Eagle Creek
	12	Relapse Workshop "Taking Your Workshop to the Bedroom"
	13	Attending Coalition for Healthy Sex meeting
	15	Planning meeting for Relapse Special Event
	16	HIT Table at 180 Dolores #7
	21	Bar Zap at Eagle Creek
	22	SWAT Play shop - Jealousy
	23	SWAT Play shop Training - Jealousy

January	24	SWAT Play shop Training - Jelousy
	25	Bar Zap at the Stud
	28	HIT Table at Eagle Creek
	29	HIT Table at Davies Hosp. at 10 a.m.
	30	Sex Club Monitor Training 12:00 PM to 5:00 PM
	30	HIT Table at Church & Market St.

FEBRUARY 1993

4	HIT Table at the Box
8	Bar Zap at the Stud
9	SWAT Workshop at EROS
11	Tenderloin AIDS Service Providers Meeting
12	Black Gay/Lesbian Leadership Forum
13	HIT Table at 18th and Castro
13	100% Safe Sex weekend (Outreach to different bars in San Francisco, Part of the Relapse team)
14	100% Safe Sex Weekend continues
18	HIT Table at Box
18	Bar Zap at the Pendulum
18	Bar Zap at Uncle Bert's
19	Safe Sex Session
20	Eagle Creek (Special Event)
22	Bar Zap at Stud
25	Bar Zap at Pendulum

MARCH 1993

4	Uncle Bert's or Peter Pan Bar Zap
8	Bar Zap at the Stud
10	Bar Zap at the Pendulum
10	Bar Zap at the Eagle Creek
11	HIT Table at the Box
13	Community workshop with BWMT-SF
18	HIT Table at Eagle Creek
24	SWAT Workshop

April 1993

3	HIT Table (18th & Castro)
8	Bar Zap at Pendulum
8	Bar Zap at Uncle Bert's
11	Sexy Lingerie Party at Headquarters.
15	Bar Zap at Eagle Creek
22	Bar Zap at the Box
25	Rap City Production
29	Bar Zap at Peter Pan

May 1993

4	SWAT Workshop at Glide
6	Bar Zap at the Box
12	HIT Table (Polk & Post)
13	Bar Zap at Pendulum
13	Bar Zap at Uncle Bert's
20	Bar Zap at Peter Pan
27	Bar Zap at the Eagle Creek

June 1993

7	Bar Zap at the Stud
10	Bar Zap at the Eagle Creek
17	Bar Zap at the Pendulum
22	Bar Zap at Jack Hammer
24	Safer Sex at Eros
27	HIT Table at Gay Pride

3B. Strategies to support a plan of act of external sources.

1. Go to heterosexual bars which have a "black" night or are known to be mixed (sexual preference), i.e. Kennel Club, La Bahia, etc.
2. Promote our events with African American ASOs by generating specific lists of those agencies who serve African American men.
3. Promote our events with other organizations who are known to serve African American men.
4. Personally visit and/or network with agencies/organizations from #2 & #3 above.
5. Utilize all resources available to promote events within 30 days minimum of planned event, e.g. BAHSES newsletter, other agency newsletter(s). Consider selling advertisement space to different programmed events in newsletters-not just ours.
6. Expand agency mailing list of individuals who may be interested in attending events, workshops. For example, mailing lists at HIT Tables, then as event approaches, call and/or mail flyers.
7. Announcement letter (BROTHERS) to market services (ensure all agency services are included). Utilize newsletter, volunteer mailing lists and staff database.
8. Expand HIT Table time to include early afternoon/evenings (Happy Hour, Lunch events).
9. Take lead in outreach to Polk Gulch and Tenderloin bars. Try Bar Zaps early in the day as well.
10. Dovetail our outreach during times and events we know are going on, i.e. Leather nights, Friday night beer busts, etc.
11. Continue concept of "Volunteer Day" at BAHSES as one way to seek out more volunteers.

3C. Strategies to support plan of action internally at BAHSES:

1. Offer SWAT Workshop to Support Service groups on a regular basis.
2. Order and maintain culturally appropriate brochures, HIV information, films (shorts).
3. Support Services to be informed and may attend Education events to provide a secondary tier of personnel at events.
4. Conduct weekly staff meetings for all staff to keep communication open, current, accurate.
5. Devote sufficient time for staff to continue to plan, and implement above.

May 7, 1992

TO: Bill Bess

FR: Arni Lovitt

RE: NOTES: PROJECT INFORM, APRIL 1992, "HOPE, FOLLY, OR FRAUD?"



Because, presently, AIDS is an incurable disease, an underground has developed. There are basically two types. One is the community based buyer's clubs offering treatments and medications not yet available but appear promising. The other looks quite similar but offers a "cure of the week." Assessing such magical "cures" is difficult. For each there is a group of sincere, true believers. Hopefully, some authoritative unbiased agency will look into these treatments. The problem has grown out of control. Not a week goes by that Project Inform does not hear from someone with a complaint. Many assume if a practitioner has not been shut down that he/she is legitimate. Issues are complex, and regulatory resources are spread very thin. The best guideline to protect oneself is whether something sounds rational or not.

The following evidence should be questioned with the introduction of each new treatment:

1. Individual case reports backed only with a personal testimony.

The power of the mind and the placebo effect is very real. Also, anyone who has dealt with the AIDS virus knows that patients have periods of improvement. The patient does not consistently deteriorate. One of these periods of improvement may coincidentally occur after a new treatment.

Controlled clinical studies are the only known means for accurately separating the results of treatment from the general ups and downs of HIV infection.

2. Even though the treatment does not do what is claimed it might do something.

Some therapies containing vitamins, herbs or food supplements may remedy deficiencies in some patients, while having no special anti HIV effect. Most practitioners believe fervently in their product. There are few outright con artists; it is their competence that is questioned not their sincerity.

3. Misinformation of reports of studies in developing countries.

It is not the fault of doctors in these regions. It is possible that good studies can be done, but all too often studies are done in uncontrolled conditions. White middle class entrepreneurs have been more concerned about promoting products than evaluating them. The track record of developing countries has not been good.

Listed below are some warning signs for questionable treatments or practitioners:

1. Anybody charging exorbitant and unjustifiable prices for a treatment.
2. Any treatment claimed to work equally well for multiple major diseases.

3. Anybody claiming an HIV cure but whose area of specialization is far removed from AIDS, is suspect.
4. Any practitioner keeping secrets about the treatment being offered is suspect.
5. Anybody offering a treatment that required travel to foreign countries is suspect.
6. Anybody who cites article in obscure publications or research done in obscure institutions is suspect.

Probably the most important thing to keep in mind is not to lose your common sense. The saddest and most dangerous thing about cures of the week, however, is not the money they extract from dying people; it is the harm they do to people who could benefit from more mainstream treatments but who let their health run out pursuing fly by night cures.

ALL

#3 BAHSES/ALL

cc: Lee Y. Woo
Shurland Aird

511120/511175

Project Inform, April 1992, "Hope, Folly, and Fraud?"

PERSONAL PROFILE OF THE FRAUDULENT PRACTITIONER

- • Usually male, middle-aged, in 2nd or 3rd career, sometimes charismatic.
- • History of failure or rejection previous roles.
- • Claims suppression because of unconventional view, which threaten "BIG BUSINESS" medicine.
- • Claims to solve what everyone else missed.
- • Keeps poor records; claims he is too busy saving patients to collect data.
- • Claims medical establishment is out to get him.
- • Superficial knowledge of the disease he treats.
- • Attacks the integrity of all who question him.
- • May or may not be "true believer."

Project Inform, April 1992, "Hope, Folly, and Fraud?"

Warning Signs of Fraud

- • Products claimed to be a "cure," or said to render patients "HIV negative."
- • Promotion as "MIRACULOUS," "FOOLPROOF," "SECRET," or "SUPPRESSED."
- • Non-specific, vague claims to "boost the immune system."
- • Products coming from little known doctors or "researchers" from distant countries (whose credibility can not be verified).
- • Claims of support from obscure foreign universities, laboratories, or journals.
- • Claims that a product also works for other diseases such as cancer.
- • High unexplained, unwarranted costs.
- • Promotion based solely on personal testimonials and second-hand reports, while clinical trials that will happen "any day now" never materialize.

Based loosely on guidelines from the
California AIDS Fraud Task Force



625 O'Farrell Street
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January 20, 1993

Michael Young
907 Bosworth Street, #3
San Francisco, CA 94131

Dear Michael:

Thank you for your generous gift of condoms. As you know, we are constantly distributing condoms in our Outreach/Education Program and the cost can be exhaustive. Your donation will be of great help in this endeavor. Thanks again.

Sincerely,

Shurland H. Aird
Shurland Aird
Program Assistant-Education/Outreach

SHA/ALL

BAHSES/Clerical '93, #3

511120/222010



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BAHSES
TO SERVE OUR COMMUNITIES

BAHSES MEMORANDUM

January 18, 1993

TO: All BAHSES Staff

FR: Mike Brunetti *mb*

RE: BAHSES TRAINING FOR NEW EMPLOYEES

Thank you for the input to our committee's first draft of a training and new employee orientation checklist. Your suggestions have been incorporated into the draft and it appears we have a beginning document.

Please review prior to our next staff meeting. If you have any further changes, we can make them and begin using immediately.

Thanks again.

MB/ALL

#2 BAHSES/Memo

511120



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

CHECK OFF LIST FOR NEW EMPLOYEE ORIENTATION

Administration

- Accounting/Billing
- Policy and Procedure Manual (PPM)
- Time sheets
- Filing
- Computer software programs
- Staff Confidentiality
- System hardware

Office Policies

- General courtesy to staff and clients
- Phone technique
- Office Security
- Client Confidentiality
- Housekeeping
- General Supplies
- Office coverage and Attendance
- Routing Slips/Information
- Tour of office
- Recycling of paper, bottles, cans
- Equipment usage and reporting
- Volunteers (non-paid staff)
- Emergencies and staff security

Program - New Employee

- Agency history
- Grant requirements
- Job responsibilities (What is done, when and how)
- Awareness of all grants
- Awareness of services BAHSES provides
- Awareness of communities we serve
- Which staff member is targeted to specific grants/communities
- Program reports
- Quarterly Program Plan (QPP)
- Billing/Invoice
- Budget where applicable to new employee's program
- Resources (Other Agencies)
- Networking with other agencies
- Routine meetings inside office and with other agencies
- Specific supplies for employee's program
- Internal network specifics
- Cross training with other programs of BAHSES
- Fund raising procedures
- Agency and community meetings

Personnel Benefits (In place)

- Insurance plans - medical, dental, life
- Leaves, e.g. sick, vacation, floating holidays, etc.
- Use of employee services offered by agency
- Performance evaluations
- Overtime



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BAHSES

TO SERVE OUR COMMUNITIES

BAHSES MEMORANDUM

January 8, 1993

TO: All BAHSES Staff

FR: Training Committee

RE: FIRST DRAFT CHECKLIST - BAHSES TRAINING FOR NEW EMPLOYEES

Attached is the first draft of a training and new orientation checklist. The committee perceives each person will be given a checklist of this nature. When he/she begins working at BAHSES, this will ensure everyone obtains the same information. Even though no manual will be developed, verbally providing required information should help the new staff person and his/her supervisor in the training process.

Checklists are not complete and may require revisions. Having a checklist system allows easy revisions.

Staff are being asked to review and add items we may have missed. Please add your comments on the sheet and return to MIKE BRUNETTI by January 15, 1992.

Thanks for your input.

MB/ALL

#2 BAHSES/Memo

511120



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

CHECK OFF LIST FOR NEW EMPLOYEE ORIENTATION

Administration

- Accounting/Billing
- Policy and Procedure Manual (PPM)
- Time sheets
- Filing
- Computer software programs
- Staff Confidentiality

Office Policies

- General courtesy to staff and clients
- Phone
- Office Security
- Client Confidentiality
- Housekeeping
- General Supplies
- Office coverage and Attendance
- Routing Slips/Information
- Tour of office

Program - New Employee

- Job responsibilities (What is done, when and how)
- Awareness of all grants
- Awareness of services BAHSES provides
- Awareness of communities we serve
- Which staff member is targeted to specific grants/communities
- Program reports
- Quarterly Program Plan (QPP)
- Billing/Invoice
- Budget where applicable to new employee's program
- Resources (Other Agencies)
- Networking with other agencies
- Routine meetings inside office and with other agencies
- Specific supplies for employee's program
- Internal network specifics
- Cross training with other programs of BAHSES

Personnel Benefits (In place)

- Medical
- Dental
- Life
- Etc.



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BAHSES MEMORANDUM

December 23, 1992

TO: See Distribution

FR:  Lee Y. Woo, Executive Director

RE: OFFICE CLOSURE

The BAHSES office will be observe holiday schedule by closing at 1:00 p.m. on December 24th and 31st.

DISTRIBUTION: BAHSES Staff
 NTFAP
 EACH
 GCHP
 AIAI
 CURAS
 Hamilton Association

511120



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

December 21, 1992

David Rompa
Project Coordinator
Medical College of Wisconsin
8701 Watertown Plank Road
Milwaukee, Wisconsin 53226

Dear David:

I apologize for the delay in responding to your letter, but it was inappropriately filed and just found. I am wondering at this time of what assistance I can be to you or if your plan has been already implemented and our input would no longer be relevant. Could you respond with a more specific list of your needs? Again, my apologies for such a slow delay in responding to you.

Feel free to call us if you have any question. Our number is 415/749-6714.

Sincerely,

Shurland H. Aird
Program Assistant-Education

SHA/ALL

#1/BAHSES/ALL

511120

BAHSES -BWMT/MACT Policy and Procedure Manual

cc: NTFAP
Hamilton Association

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

BY: Executive Director
REVISED: December 21, 1992
PPM: 322035 BAHSES Staff Roster



Department of Psychiatry and
Mental Health Sciences
Community Health Behavior Program

August 21, 1992

Director
BAHSES
625 O'Farrell Street
San Francisco, CA 94109

Dear Director:

Recently I saw the July 1992 edition of Relapse Network News. In that tape I had a chance to learn a little more about your program. You are doing some interesting programs with gay and bisexual men of color.

I am a project coordinator at the Community Health Behavior Program of the Medical College of Wisconsin. I am currently working on a research project focused on relapse prevention with gay and bisexual men. The study will attempt to have 40% of the 600 men from the African American community. I would appreciate it if you could send me copies of culturally specific brochures you use, program outlines and any suggestions you may have to offer.

I look forward to receiving this information from you. Thanks for your assistance.

Sincerely,


David Rompa
Project Coordinator

/tap

December 17, 1992

TO: BWMT/SFBA Newsletter Editor

FR: Lee Y. Woo

RE: CALVIN LOWRY INTERVIEW DECEMBER NEWSLETTER

I would like to point out to the readers of the December 1992 newsletter which stated that I was force pushing for the ~~the~~ chapter to change its name from BWMT/SFBA to the point I would resign from the chapter. This is one man's opinion and does not have all of his facts. History has proven that this is incorrect information. Somethings need to be taken with a grain of salt.

NEWLETTER ITEM

BAHSES is look^{ing} for chapter members who are interested in becoming volunteers. While our focus is not totally directed to the Chapter, we have a series of grants targeting Gay and Bi African American men and Gay and Bisexual men in general. There will be time when the volunteer will be working with the membership in areas of HIV/AIDS education and other related issues. This can range from one on one discussions to conducting a Sex With A Twist playshops or or manning a HIV Information Table (HIT) in the Castro or in other parts of San Francisco Bay Area. If you are interested in community work, please give me a call - Lee Woo - 415-749-6714



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



BAHSES
TO SERVE OUR COMMUNITIES

December 10, 1992

Ms. Judith L. Weld
RFP and Monitoring Coordinator
San Francisco Department of Public Health
25 Van Ness 5th Floor
San Francisco, CA 94102

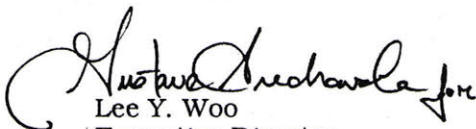
Dear Judith:

I have attached the revised copy of BAHSES Board of Director's Bylaws according to the monitoring report of September 8, 1992 for the Prevention Education.

This is to confirm our meeting of December 29, 1992 at 1:30 to discuss how we become contractor of services in San Francisco County.

If you have any questions, please feel free to contact me.

Sincerely,


Lee Y. Woo
Executive Director

Encl:

cc: Shurland Aird
Board of Directors w/encl

222005/511120



BAY AREA HIV SUPPORT AND EDUCATION SERVICES
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625 O'Farrell Street
San Francisco, CA 94109
415.749-6714/FAX 415.749-6706

December 9, 1992

Jerry Pritchett
Manager
The Steamworks-Berkeley
210 Fifth Street
Berkeley, CA 94710



BAHSES
TO SERVE OUR COMMUNITIES

Dear Jerry:

Thanks for taking time out of your busy schedule to meet with me on December 3rd. I enjoyed our conversation regarding some of your plans and ideas.

I would like to confirm BAHSES HIV Information Tables:

Dec 15 - 7:00 - 9:00 p.m.

Dec 30 - 7:00 - 9:00 p.m.

Jan 13 - 7:00 - 9:00 p.m.

Jan 22 - 7:00 - 9:00 p.m.

I spoke with Juan Rodriguez, Coordinator, Latino Programs, National Task Force on AIDS Prevention regarding the Spanish posters and materials. He would be the one to contact for further information. I have enclosed an ordering form for the poster as well as samples for your review. I have enclosed his business card.

Per your request, I have enclosed job descriptions and salary and job series for your information to help in the preparation of the qualification of the Steamworks Health Director.

Thank you for the two cases of condoms. They will come in handy in our outreach work. If I can be of any service to you in the future, please feel free to contact me.

Sincerely,

Lee Y. Woo
Executive Director

Encl:

cc: Clarmundo Sullivan

114015/511120



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BAHSES
TO SERVE OUR COMMUNITIES

December 8, 1992

Robert Tillman
P. O. Box 562
Youngstown, Ohio 44501

Dear Robert:

Enclosed you will find the Sex With A Twist (SWAT) cards that you requested. I have sent both the English and Spanish versions so that you may view them. I also enclosed an order form, in case you would like to order them. Thanks for your inquiry. I hope that we can be of assistance to you.

Feel free to call us if you have any question. Our number is 415/749-6714.

Sincerely,

Arnold L. Lovitt
Administrative Assistant

ALL

#1/BAHSES/ALL

511120



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

Robert Tillman
P.O. Box 562
Youngstown, Ohio
44501

Dear Gentlemen,

I just read a newsletter from BWM
San Francisco and it included a write
up on/ by B.A.H.S.E.S. It mentioned the
SWAT (sex with A twist) introduction card
and stated that I can obtain a sample
of SWAT by writing to you. Thank
you very much. Enclosed you'll find a
S.A.S.E.

Sincerely
Robert Tillman

Richard A. Schlosser

December 4, 1992

BAHSES-BWMT/MACT
625 O'Farrell Street
San Francisco CA 94109

Dear friends;

I recently saw a copy of your brochure listing the services you provide in the Bay Area. I am interested in seeing if I can find a way to volunteer that will serve a vital need in the community and fit in with my present responsibilities.

I am a gay man with experience in everything from non-profit administration, to organizing AIDS service organizations (in Ohio in 1983-1984) to being a lobbyist, activist, AIDS educator, speaker, emotional support volunteer, and computer support to writing and desktop publishing. I have not been able to volunteer my services in the last couple of years for personal reasons. I have really grown to miss doing so and would like to get back into it if I can. The problem is that I work two jobs and am the single parent of two small children which doesn't leave me with much time or energy.

I have discovered, in the organizations with whom I have worked in the last few years, that I tend to get excited about and continue to participate when I can find a niche where I feel I am really contributing something. When I feel I am not really needed or not really contributing, I tend to lose interest.

I have always had respect for the work you do and am interested in seeing if there may be some area where I can volunteer a limited amount of time. I currently have a lover who is a man of color who is in pretty bad shape due to complications related to AIDS. I've read your brochure and have experience in most of the areas you list under "What we do." If you have a special need in one of these areas, I would be willing to discuss getting involved. Perhaps you have a mailing that describes volunteer opportunities available or you could have someone knowledgeable about the needs and programs call. My biggest concern is to not make a time commitment I cannot keep up with. With other organizations, I sometimes accomplish this by providing services I can do on my own time (setting up databases, computer work, writing, research, publishing, etc.).

I look forward to hearing from you. Thanks!



Rick Schlosser





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



BAHSES
TO SERVE OUR COMMUNITIES

November 25, 1992

Ernest Oliver
West Bay Development Center
1399 Mc Allister Street
San Francisco, CA 94115

Dear Ernest Oliver:

I am writing to request information on your Community Center. We are an HIV organization and are in need of a place to hold trainings, conferences and special meeting. These events would not be held as weekly events, but rather, as the need would arise to augment our own facilities for special events. Do you have any materials explaining costs, size of rooms and any specific requirements/rules that you would expect from us as an agency? Please send all information to the address listed in the letterhead. We are looking forward to doing business with you.

Feel free to call us if you have any question. Our number is 415/749-6714.

Sincerely,

Shurland H. Aird
Shurland H. Aird
Program Coordinator-Education

SHA/ALL

#1/BAHSES/ALL

511120



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



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



November 20, 1992

The Management Center
OPPORTUNITY NOCs
944 Market Street, Suite 700
San Francisco CA 94102

Dear Sir/Ms.:

Enclosed you will find the statement dated November 2, 1992, payment for said statement, and a copy of the add we placed in your last issue. As you will note, the amount of the payment is twice what is expected. This is because we would like you to place the same ad again in your next issue. Thank you for your assistance.

Feel free to call us if you have any questions. Our number is 415/749-6714.

Sincerely,

Shurland H. Aird
Shurland H. Aird
Program Coordinator-Education

SHA/ALL

#1/BAHSES/ALL

511120



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

The Management Center
OPPORTUNITY NOCs
944 Market Street Suite 700
San Francisco, CA 94102
Telephone 415/362-9735

STATEMENT

Page 1

STATEMENT DATE	ACCOUNT NO.
11/02/92	BAHS01

STATEMENT DATE	ACCOUNT NO.
11/02/92	BAHS01

BAY AREA HIV SUPPORT AND EDUCATION
SERVICES
625 O'FARREL STREET
SAN FRANCISCO, CA 94109

PLEASE DETACH AND RETURN
THIS PORTION WITH YOUR PAYMENT

DATE PAID _____ CHECK NO. _____ AMOUNT _____

AMOUNT
ENCLOSED \$ _____

TRANSACTION DATE	INVOICE NO.	DESCRIPTION	AMOUNT	BALANCE
10/07/92	616	1 AD: PROGRAM COORD.	30.00	30.00
THIS IS THE ONLY BILL YOU WILL RECEIVE! PLEASE PAY FROM THIS STATEMENT. THANK YOU FOR USING OPPORTUNITY NOCS.				
Current	Over 30	Over 60	Over 90	Over 120
30.00	0.00	0.00	0.00	0.00
TOTAL				30.00

INVOICE NO.	AMOUNT DUE
616	30.00
CHECK IN THE "✓" COLUMN THOSE ITEMS BEING PAID	
TOTAL AMOUNT DUE	
30.00	

NATIONAL TASK FORCE
ON AIDS PREVENTION
631 O'FARRELL STREET
SAN FRANCISCO, CA 94109

1349

PAY
TO THE
ORDER OF PRYOR RESOURCES, INC.

10/30 19 92

90-3750/1211

\$ 99.00

NINETY-NINE & 00/100

DOLLARS



FIRST
COMMERCIAL
BANK (415) 661-7070
PARKSIDE BRANCH
1000 TARAVAL ST., SAN FRANCISCO, CA 94116

FOR BAHSES

Regina Williams
Allen Smith

⑈001349⑈ ⑆121137506⑆ 0004024212⑈



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



Program Coordinator - Education

Implement safer sex program for San Francisco
gay/bisexual African-American men and youth.

1-3 years AIDS education experience preferred.
Resume and cover letter detailing experience
with targeted HIV education programs to:
BAHSES, 625 O'Farrell Street, San Francisco,
CA 94109



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



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



BAHSES MEMORANDUM

November 13, 1992

TO: All BAHSES Staff

FR: Lee Y. Woo

RE: AGENCY INFORMATION DATA BASE

Arni Lovitt has designed a data base to collect information on two of our forms.

-Confidential Survey Form 511095

-BAHSES-BWMT/MACT Activities Report Form 511040

The data base will automatically track information and assist in generating totals that are needed for funding and future grants.

In the mail units area, two slots have been marked for you to place your forms. Original copies will be turned in for this purpose and after keyed will be filed.

Previous forms will be collected at a later date and keyed.

Attachment

LYW/ALL

#2 BAHSES/Memo

511120



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

Confidential Survey



Survey #

#1 What is your gender?

A Male ☐

A Female ☐

A Transgender ☐

#2 What is your ethnicity?

B African ☐

B Asian ☐

B Latino a ☐

B Native ☐

B European ☐

B Other ☐

#3 Who are your primary sexual partners?

C Men ☐

C Women ☐

C Men and Women ☐

C Men Women ☐

C Transgender ☐

#4 What ethnicity are primary sexual partners?

D African ☐

D Asian ☐

D Latino a ☐

D Native ☐

D European ☐

D Other ☐

#5 What is your age?

Under Eighteen ☐

Nineteen ☐

Thirties ☐

Forties ☐

Fifty ☐

#6 Have you been tested for the HIV virus?

F Yes ☐

F No ☐

#7 How would you rate your knowledge of HIV?

High ☐

Medium ☐

Low ☐

#8 Are you aware of and are you practicing safer sex with your partner(s)?

H Yes ☐

H No ☐

#9 Does substance use/abuse influence your sexual behaviors?

J Yes ☐

J No ☐

J NA ☐

#10 I/we practice safer sex:

Never ☐

One Fourth ☐

Half ☐

Three Quarters ☐

All ☐

Location

Building Organization

Address

City State Zip

Event Date



BAHSES BWMT/MACT ACTIVITIES REPORT



BAHSES

ACTIVITIES:

Date of Event

BAHSES

Workshops ☐
 Training ☐
 Speaking Engagement ☐
 Panel Discussion ☐

Informational Booth ☐
 Planning Meeting ☐
 Partnership Building ☐

Chapter Meeting ☐
 Support Group Meeting ☐
 Bar Zap ☐
 Special Events ☐

SUMMARY

POPULATION SERVED:

	GAY MALE	BISEX. MALE	HET. MALE	LES- BIAN	BISEX. FEMALE	HET. FEMALE	TS	TV	UN- KNOWN	TOTAL
ASIAN PACIFIC	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
AFR AMERICAN	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
NATIVE AMERICAN	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
LATINO A	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
EURO AMERICAN	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
OTHER	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
TOTAL	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐

Grand Total

STAFF:

Coordinator
 Facilitator

EVENT:

Location

Address:

DIVISION: BR ☐ BW ☐ BE ☐ BN ☐ BS ☐

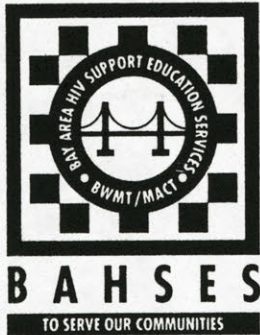
DEPARTMENT:

Educational ☐ Support Services ☐ Partnership Collab ☐ Other Div ☐
 Total TV



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

November 9, 1992



Ms. Lina Rusty
Vice President, Client Relations
Lee Hecht Harrison
2121 N. California Blvd
Walnut Creek, CA 94596

Dear Ms. Rusty:

Enjoyed talking with you at the Center's Businessman's Day on Friday.

I have taken the liberty of enclosing BAHSES' newsletters and information on the organization and review. If you have any questions, please feel free to contact me.

See you around the Center.

Sincerely,

L. Y. Woo
Executive Director

114015/511120



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



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

November 6, 1992



Mr. Joe Hawkins
The Black Men's Xchange (BMX)
P. O. Box 32005
Oakland, CA 94604

Dear Mr. Hawkins:

Thank you for the faxed invitation to attend your third year anniversary received this date.

I have been supportive of the work of BMX and wish it every success in its endeavors in the African American community. However, I have a concern that this is not a sincere invitation from a peer community organization. We have tried to extend the hand of unity and have had less than positive responses. Recently at one of our events at Belli's, I witnessed a person who stated they were from BMX and created a scene with our volunteers. His issue was that we are a San Francisco based organization coming to Oakland just for the money. If there is a problem with what BAHSES is doing in the East Bay, then there are appropriate ways of expressing concerns, starting with the agency Executive Director first.

To set the record straight, BAHSES has been working in the East Bay since 1988 providing education services without funding. Currently we have moved funds from San Francisco to support our activities in Oakland. I have a personal commitment to the East Bay as a resident and BAHSES has a commitment as a community based organization providing services where needed.

We are still interested in working with BMX, not on turf issues but meeting the needs of the community that is at risk. I believe that this collaboration or partnership is possible if all parties are open and above board about their concerns and issues.

If you are interested in meeting, please let me know and hopefully we can create better services for those in need.

Sincerely,

L. Y. Woo
Executive Director

cc: Cleo Manago, AMASSI

114015/511120



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

November 4, 1992

Bay Area HIV Support/Education
625 O'Farrell Street
San Francisco, California, 94109

Dear Sir/Ms.:

I would like to obtain information about the resources your network provides. Information such as a mission statement, how to go about receiving aid and/or information offered by your network, and the requirements for obtaining the information already mentioned.

I will be at the address listed below for the next 4 months, then I shall return to my home in San Francisco. I look forward to hearing from you in the near future.

Thank you for your time and cooperation. I appreciate it.

Regards,

A handwritten signature in blue ink, appearing to read 'Jeffrey LaTenser', with a stylized flourish at the end.

Jeffrey LaTenser
11754 SE Beckman
Milwaukee, Oregon 97222

XX

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

October 30, 1992

Ms Lisa Krieger
% San Francisco Examiner
P.O. Box 7260
San Francisco, CA 94110

Dear Ms. Krieger:

Per your request on this date, please find enclosed information on Bay Area HIV Support and Education Services of Black and White Men Together/ Men of All Colors Together for your review and files.

The information on the left side of the folder contains the changes that we are adding to our new brochure.

If you have any questions, please feel free to give me a call.

Sincerely,



Lee Y. Woo
Executive Director

Encl

511120/114020



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



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

October 21, 1992

Ms. C. R. (Carol) Hopkins
Pacific Bell
2600 Camino Ramon, Room 4E850D
San Ramon, CA 94583



Dear Ms. Hopkins:

It was a pleasure meeting you at Pacific Bell's United Way Kickoff event. I thank you for considering Bay Area HIV Support and Education Services (BAHSES) as one of the agencies to participate in this event.

I commend you on your commitment to dealing with HIV/AIDS by allowing us to spend time at your work site and sharing information. We wish you success in the United Way drive.

If I or BAHSES can be of any service to you or your company, please don't hesitate to give me a call.

Sincerely,

L. Y. Woo
Executive Director

511120/114005



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



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



October 30, 1992

Dwayne Briscoe
P. O. Box 3533
Louieville, KY 40201

Dear Dwayne,

Enjoyed our conversation and wish you luck on your HIV/AIDS program. I will keep you posted on our trainings and if you are attending the 1993 Convention in Chicago, I would be happy to spend some time with you regarding your project.

I have enclosed a ordering blank , our newsletter and agency items for your review and information.

If you have any questions, please feel free to contact me.

In brotherhood,

Lee Y. Woo
Executive Director

Encl

742040/742010/746040/746010/511120



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



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

BAHSES MEMORANDUM



BAHSES
TO SERVE OUR COMMUNITIES

February 16, 1993

TO: Alexander Hamilton Building Manager

FR: ~~Lee Y. Wong~~ Executive Director

RE: TERMINATION OF RENTAL AT 625 O'FARRELL

On March 1, 1993, Bay Area HIV Support and Education Services (BAHSES) will no longer occupy the office located at 625 O'Farrell. The National Task Force on AIDS Prevention will take over the office and continue to pay the rent.

If you have any questions, please feel free to contact me.

cc: Board of Directors
Reggie Williams
Allen Piniol

243005/511120/432015/712035



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



February 16, 1993

Metromedia Communication
Custom Service Department
100 NE Loop #410 Suite 400
San Antonio, TX 78216

Account No.: 4229501

Dear Sir/Madam:

On March 1, 1993, Bay Area HIV Support and Education Services (BAHSES) will no longer use your communication services. The agency will be closing; however, the National Task Force on AIDS Prevention will take over the service and lines.

If you have any questions, please feel free to contact me.

Sincerely,

Lee Y. Woo
Executive Director

cc: Board of Directors
Reggie Williams
Allen Piniol

243005/511120/437025/712035



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

BLACK AND WHITE MEN TOGETHER AND MEN OF ALL COLORS TOGETHER
AIDS TASK FORCE
P. O. Box 811
Oakland, CA 94604

July 26, 1990

TO: Sylvester Paige, Co-Chair-Education
FR: Lee Y. Woo, Co-Chair-Program Coordinator
RE: BWMT/MACT AIDS TASK FORCE'S REPRESENTATIVE TO THE GAY MEN OF
COLOR CONSORTIUM MANAGEMENT TEAM

This is to confirm your selection to be the BWMT/MACT AIDS Task Force's representative to the Gay Men of Color Consortium Management Team to deal with the African-American issues.

In this position, you will represent the interest of both BWMT/SFBA and MACT-GBA chapters on AIDS issues as it impacts on the African-American community in the Bay Area.

cc:

Co-Chairs, BWMT/MACT AIDS Task Force
Chair, BWMT/SFBA
Chair, MACT-GBA
Board of Directors, BWMT/MACT AIDS Task Force

FN: 531040

**Bay Area HIV Support and Education Services
of
Black and White Men Together/Men of All Colors Together**
625 O'Farrell St
San Francisco, CA 94619

January 29, 1991

Fred Wright
625 O'Farrell St.
San Francisco, Ca 94109

Dear Fred,

Thank You for your interest in our organizations HIV Support Program. Your contribution as a Support Group Facilitator will serve as an invaluable experience for all who are involved.

Enclosed you will find a copy of the recruitment flyer containing the specifics of the training. But I would like to reiterate some of the more important parts. You will be asked to attend the entire weekend starting on February 22, 1991 and ending February 24, 1991. We are also asking that you confirm with Kevin Brooks by February 8, 1991 at 749-6714.

If you have any other questions or problems concerning the training please feel free to contact me at the above number.

Looking to hear from you soon.....

Brothers in The Struggle

Kevin G. Brooks

Kevin G. Brooks
Program Coordinator, Support Services

The Intaller

Kevin - I ready when you are 2/1/91

April 1991

WANTED VOLUNTEER GROUP FACILITATORS

**Bay Area HIV Support and Education Services
of
Black & White Men Together/Men of All Colors Together
BAHSES of BWMT/MACT**

in conjunction with

The AIDS Health Project's **Positives Being Positive** program
are presenting a weekend training, **February 22, 23, and 24, 1991**
for volunteer facilitators for HIV positive support groups.

Goal of the Training:

The main goal is to prepare volunteers to facilitate support groups (see description below) for HIV positive people.

Description and Goal of the Support Groups:

These groups will typically meet on a weekly basis, in group members homes or apartments. The main purpose of the groups is to provide a place for people with HIV to exchange information and to offer support to one another.

Format of the Weekend Training:

The training will address the following areas:

- Basic information about HIV/AIDS
- Emotional issues associated with being HIV positive
- Basic group facilitation skills
- Handling difficult situations that come up in group
- Crises intervention skills
- Community services and resources

Some of the training will involve presentations and exercises guided by the trainers. There will be a heavy emphasis on group participation, including discussion, role-plays, and sharing of experiences.

Participants are asked to be present for the entire weekend schedule. The schedule is:

- Friday, February 22, 7:00 p.m. to 9:30 p.m. (Check in is 6:30-7:00 p.m.)
- Saturday, February 23, 9:30 a.m. to 5:30 p.m. (Coffee/Tea Available 9:00-9:30 a.m.)
- Sunday, February 24, 9:30 a.m. to 4:00 p.m. (Coffee/Tea Available 9:00-9:30 a.m.)

Participants are not required to have previous experience as a counselor or group facilitator.

For More Information, call:
Kevin Brooks (BAHSES): 749-6714



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



May 3, 1991

Timothy G. Dodson
Andersen Consulting
424 Church Street, Ste. 1100
Nashville, TN 37219

Dear Tim:

I am corresponding to you with the following pamphlets, logos, newsletters, special events, and other materials as you indicated. I must further explain that I have included information pertaining to BAHSES-BWMT/MACT in the paper clip. All other material is either affiliates or referring and referred to agencies closely associated with Bay Area HIV Support and Education Services (BAHSES-BWMT/MACT). I do not know if they will also be of help to you.

Furthermore, we are an organization which has existed for six years but recently underwent a name change. We were known as BWMT AIDS Task Force, which is the pamphlet that I have included. Our new pamphlet has not arrived from the printing company (with correct name and updated info.), so thus we do not have it included with this material. When it arrives I will send one to you.

Also included is a return address label for you to forward materials collected from other agencies around the country. It would be good to know what is happening around the country, especially since San Francisco has been the leader in disseminating information to other agencies across the nation. It would be nice to see the outcome.

Thank you for your time and consideration with this project. We here at BAHSES-BWMT/MACT wish only the best of success to you and all those involved with the social, political, educational, and medical involvement for the fight against the HIV/AIDS virus.

Sincerely,

Lee Y. Woo
Regional Director

511120



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



July 22, 1991

Mark Vieira
4244 Omega Avenue
Castro Valley, CA 94564-4637

Dear Mark,

After reading your letter of July 16, 1991, I agree we have communication problems with in the organization, of which you should not have been part of.

I appreciate your time and effort that you invested in the Film Festival and hope it was not a total negative experience for you. The projector from John Tyler was given to you and was not based on your participation in this event. If you do not wish to keep it you may return it or donate it to another organization.

Again, thank you and your friend, Rick for your time.

Sincerely,

A handwritten signature in black ink, appearing to be 'Lee Y. Woo', written over a circular stamp.

Lee Y. Woo
Executive Director

cc: Calvin Lowery
Peter Eggenberger

511120



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

BAHSES MEMORANDUM

October 16, 1991

TO: Douglas Yaranon, NCG Contractor

FR: Lee Y. Woo, Executive Director

RE: WORKPLAN

I have selected Kevin Brooks, Program Director - Support Services to be BAHSES' cultural awareness consultant.

Kevin will cover topics of cultural concerns, communication style and community norms from an African American perspective for the cultural awareness presentation.

I have attached his resume for your information.

Attachment

cc: Kevin Brooks
Reggie Williams

324060/511120



BAHSES
TO SERVE OUR COMMUNITIES



Kevin G. Brooks
495 48th St
Oakland, CA 94609
(510) 653-1966

Work Experience:

- 10/89 - Present Bay Area HIV Support and Education Services
625 O'Farrell St
San Francisco, CA 94109
Position: Program Director/Support Services
Duties: Facilitation of Hot, Horny, and Healthy safer sex
playshops and HIV support groups. Outreach to establishments Gay
men of color patronize. Program development, design and
implementation of HIV Survival Support Program (a support
program for people living with AIDS). Program development,
design, and implementation of organization's Transportation
program. Public speaking representing the African American
community (one of four panelist for people of color panel at Shanti).
Consulting on issues pertinent to those infected with the HIV virus.
Operation of McIntosh Apple PC and IBM compatible PC using
Microsoft Word 4.0, Microsoft Works 3.0, Adulus Pagemaker 4.0,
and PFS 3.0.
- 9/88 - 10/89 UC Berkeley Radio Station - KALX 90.7 FM
2311 Bowditch St
Berkeley, CA
Position: Producer, Engineer, Interviewer
Duties: Operation of console mixing board for environmental
show by maintaining volume levels of interviewer and guests.
Patching of incoming calls over the air. Recording and Editing of
programs on Tascam reel to reel tape recorder. Producer of 13 week
program on AIDS services for people of color in the East Bay (The
Color of AIDS) from 6/89 - 8/89. Researched and Developed
questions for guests. Interviewed guests. Engineered, Recorded, and
Edited programs. Program was nominated for the California Medical
Association's 1989 Awards for Media Excellence.
- 11/82 - 1/88 California State Automobile Association
100 Van Ness Avenue Bldg 1/Flr 6
San Francisco, CA
Supervisor: Mrs Dorothy McHugh
Position: Computer Programmer
Duties: Analyzing, Designing, Coding, Testing, and
Implementation of programs for Membership application.
File Types: BDAM, VSAM, ISAM, and Variable length
records (blocked and unblocked)
Software: Capex Optimizer, (CRCS) Carrier Route Coding
System, (ZAP 2) Zip Code Attachment Program, (PFS) Page
Formating Service, Panvelet, Report Writer, IDCAMS, IEFBR14,
IEBCOPY, IEBGENER, OSDITTO, OS/VS, VS1, VS2, MVS,
CMS.

Hardware: IBM - 370, 3380, 3033, 3090.

Education: VSAM Concepts, CICS Concepts and Facilities (command Level).

1/81 - 6/81

Highland General Hospital

1411 East 31st St

Oakland, CA

Supervisor: Job secured through Kelly Temp Services

Position: Clerk

Duties: Assembled and filed Medical Charts, Discharge Summaries, and Operation Reports. Answered telephones and assisted with patient information.

12/76 - 12/80

UNITED STATES NAVY, USS Trenton LPD - 14

Position: 3rd Class Petty Officer - Radioman (RM3)

Duties: Maintained logs and files of all incoming and outgoing messages. Operated and performed maintenance on teletypes, transmitters, receivers, couplers, and antenna. Supervised eight seamen.

Education:

(AIDS Related):

2/2/90 - 2/11/90

Emotional Support Volunteer Training-
AIDS Project of the East Bay

4/17/90

Managing in the 90's: Managing Cultural Diversity-
AIDS Office (SPDPH), AIDS Service Providers, TASMA

4/18/90 - 4/19/90

Program Management: A Multicultural Approach-
Multicultural Training Resource Center

4/27/90 - 4/29/90

Weekend Training for Volunteer Group Facilitator-
AIDS Health Project, BWMT/MACT AIDS Task Force

(Other):

9/88 - 3/89

Laney College, Oakland, CA
Course in Radio Broadcasting Technics.

2/82 - 8/82

Computer Learning Center, San Francisco, CA

Certificate in Computer Programming

Course of study in Cobol, Assembler, RPG-2, and Advanced JCL. Worked with ISAM, VSAM, BDAM, and sequential files. Created various types of systems using editing. Table searches, and file maintenance procedures. JCL involved utility programs, instream procedures, default values, symbolic parameters, over-ride statements, and referbacks. Also worked with VM/CMS, OS/VS, VS1, DOS/VSE, and Power. All applications were implemented on an IBM 370/138.

4/81 - 12/81

College of Alameda, Alameda, CA

Major: Business **Minor:** Merchandising

Honors: Deans List Fall Quarter 1981

References:

Available upon request.

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



October 23, 1991

BAHSES
TO SERVE OUR COMMUNITIES

Mr. Michael E. Shaw
Health Education Coordinator
Alameda County Health Agency Care Services
HIV/AIDS Services Division
499 - 5th Street
Oakland, CA 94607

Dear Michael,

This letter is a follow-up to our conversation of October 22, 1991 regarding Bay Area HIV Support and Education Services (BAHSES) in Alameda County and the East Bay. First I want to state, I found our conversation very positive and look forward to a collaborative relationship with you and your office.

You indicated at our meeting you would like a formal letter of introduction to BAHSES, its history and its plans for the East Bay. I have attached a history of the agency and a brief overview of current Bay Area activities.

Literature about BAHSES for you and your staff is also enclosed.

If you have any questions, please feel free to contact me.

Sincerely,

Lee Y. Woo
Executive Director

Enclosures

cc: Kevin Brooks
Shurland Aird
Mike Brunetti
Clarmundo "Michael" Sullivan

114035/511120



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



November 5, 1991

Glen Lezama
Vice President, Manager
Union Bank
Bayview Office 1-163
3801 Third Street
P.O. Box 880808
San Francisco, CA 94188-0808

Dear Glen:

It was a pleasure to meet you and discuss our agency's profile, direction, goals and needs. Your experiences with other community-based agencies helped in that we did not have to explain what we are all about before telling you who we are.

The information you requested is enclosed. Should you have any further questions, please call.

We look forward to working with you.

Sincerely,

Lee Y. Woo
Executive Director

413000/511050/511120

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



November 22, 1991

Ms. Kelly Castor
1611 Telegraph Avenue Suite 1500
Oakland, CA 94612

RE: Lease Proposal - 1411 Fruitvale Ave, Suite 300, Oakland, CA 94601

Dear Ms. Castor:

I apologize for the delay in responding to your letter of August 19, 1991, regarding the above property.

I reviewed the proposal, and the following modifications are requested:

- Term 36 month initial term with first option on space when it becomes available in the building at \$.60 per square feet.
- Rental rate and other charges:
 1. Initial Terms - Free rent for months 1 and 2
 2. CPI increase tabled for the initial term of the lease. Reasonable increase within renewed lease. Or, the CPI increases can be donated as a way to assist the agency establish itself.
 3. Thirty days (30) termination - Since rent funds are based on grants we need to be able to terminate lease in a short time.
 4. Define the process of upgrading the premise.

Thank you for your patience, and if you have any questions, please feel free to contact me at: (415) 749-6714.

Sincerely,

Lee Y. Woo
Executive Director

243005/432025/511120/531020



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BAHSES
TO SERVE OUR COMMUNITIES

January 7, 1991²

Mr. Ken Allen
NABWMT Treasurer
4753 North Broadway, Suite 1200
Chicago, IL 60640-4907

RE: SAN FRANCISCO NA MAIL BOX.

Dear Ken,

This letter is a follow up to our conversation of December 6, 1991 regarding closing the NA mail Box in San Francisco.

I spoke to the people at the P.O. Plus of the closing of the box. They stated that we would have to notify any one that we receive mail our new address. The local post office will not forward the mail. However, for a fee they would forward the NA mail to the Chicago address in the interim. You have to have a deposit and they will then subtract the cost of each mailing. I would recommend you contact them direct if you are interested.

P.O. Plus
584 Castro Street
San Francisco, CA 94114-2588

(415) 864-5888

Fax # (415) 621-5592

Until a decision is made, I need to know how to handle the mail. Should the entire contents of the box be shipped to a central address so change of address forms can be completed. Or? Please let me know as soon as possible.

Sincerely,

Lee Y. Woo
Executive Director

cc: Reggie Williams, NTFAP
Michael Lisowsky, Corresponding Secretary

511120/711010



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

U. S. POSTAL SERVICE MAIL THEFT AND VANDALISM COMPLAINT		1. POST OFFICE, INCLUDING STATION OR UNIT AND ZIP CODE	
2. NAME OF COMPLAINANT, IF ADDRESSEE <i>Bay Area HIV Support & Education Services</i>		<i>Station "O" 1414 Van Ness 94109</i>	
2a. ADDRESS (Include Zip Code) <i>San Francisco, CA 94109 Att: Mike Brunetti</i>		APT. NO.	TELEPHONE NUMBER HOME: BUSINESS: <i>749-6714</i>
3. NAME OF COMPLAINANT, IF OTHER THAN ADDRESSEE		TELEPHONE NUMBER HOME: BUSINESS:	
3a. ADDRESS (Include Zip Code)		APT. NO.	BUSINESS:
4. NATURE OF COMPLAINT ☐ THEFT OF MAIL ☐ MAILBOX FORCED ☐ TAMPERING ☐ RIFLING ☐ DAMAGE ☐ FIRE IN BOX ☒ OTHER (Describe) <i>Rec'd Hate Mail (see copy attached)</i> DATE <i>12/6/91</i> HOUR			
5. CONTENTS OF MAIL STOLEN ☐ CORRESPONDENCE ☐ CURRENCY ☐ CHECK ☐ STATEMENT ☐ OTHER (Describe)			
6. TYPE OF BUILDING ☐ APT. HOUSE ☐ FAMILIES ☐ PRIVATE HOME ☐ FAMILIES ☐ DUPLEX ☐ ROOMING HOUSE ☒ OFFICE ☐ OTHER (Describe)			
7. TYPE OF RECEPTACLE ☐ DOOR SLOT ☐ APARTMENT ☐ APPROVED PANEL ☐ RURAL TYPE ☐ COLLECTION ☐ LOCKED? YES ☒ DESK SERVICE ☐ OLD STYLE ☐ RESIDENCE ☐ RELAY ☐ COMBINATION ☐ NO			
8. PARTICULARS OF STOLEN CHECK	AMOUNT \$		
	☐ U.S. TREASURY ☐ OTHER GOVERNMENT ☐ PRIVATE OR COMMERCIAL		
	SENDER'S NAME AND ADDRESS		
	PAYEE		
	CHECK NO.	DATE	DRAWER
MAKER OF CHECK		BANK ON WHICH DRAWN	
9. PURPOSE FOR WHICH CHECK ISSUED			
CLAIM NO.		SOCIAL SECURITY NO.	
10. IF CHECK OR MONEY ORDER WAS CASHED, OBTAIN PARTICULARS (Date, place, person accepting it, etc.)			
11. SUSPECTS (Name, address, physical description, car description, and license no.) <i>Copy of mail attached. Clearly states name, address, city & zip of sender of Hate mail.</i>			
12. WERE POLICE NOTIFIED? ☐ YES ☒ NO (If "No," instruct complainant to do so.)			
13. REMARKS (Continue on reverse, if necessary) <i>When I called to obtain complaint form I described the situation. This form (theft) was sent. If not appropriate</i>			
14. DATE OF COMPLAINT <i>12/9/91</i>		15. COMPLAINT RECEIVED BY (Signature) <i>W. Brunetti</i>	

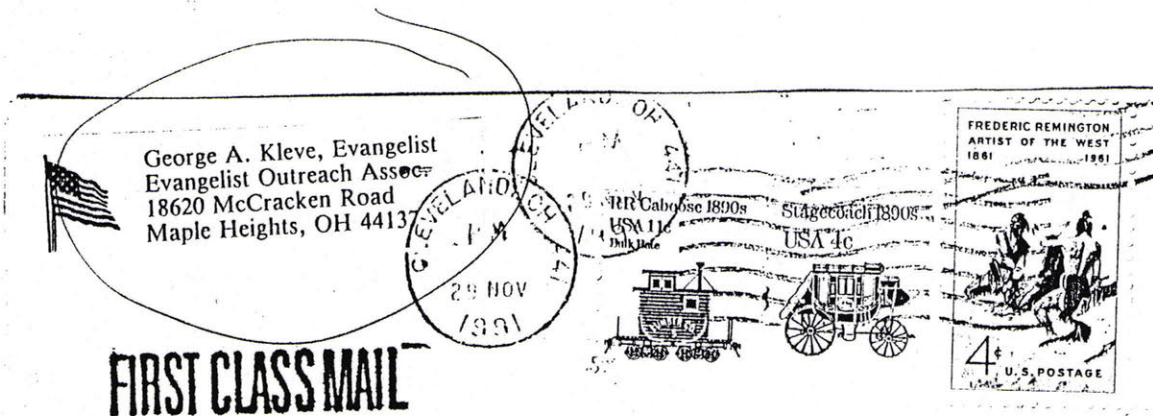
DECEMBER 1991

SUBJECT: SPECIAL NOTICE TO ALL NEO-NAZI GROUPS: CONCERNING
CIA DIRECTIVE: 378 GAY-PINKO: KILLING-OFF THE GAY MEN.

GOD'S HOLY WAR ON THE QUEERS!!! REASON FROM NAHUM O.T. 3:13
"BEHOLD THEY PEOPLE IN THE MIDST OF THEE ARE WOMEN; THE GATE OF
THY LAND SHALL BE SET WIDE OPEN UNTO THINE ENEMIES [= 's COMMIES
COMING HERE]; THE FIRE SHALL DEVOUR THEY BARS." [TRANSLATED
OUR COUNTRY WILL BE CURSED IF WE DON'T COME DOWN ON THE
SODOMITES!]

FROM PROPAGANDA MINISTRY OF PRESIDENT BUSH'S
NEW [NEO-NAZI] WORLD ORDER...SEIG HEIL!
(CAN BE COPIED)

 **PRIORITY MAIL**



GAY MULTIRACIAL ORG + ALL QUEERS!!!
584 CASTRO ST #140
SAN FRANCISCO CA 94114

IMPORTANT



January 7, 1992

Mr. Devre Jackson
Publisher
Alternative Magazine
1283 S. La Brea Avenue #235
Los Angeles, CA 90019

Dear Devre:

Please accept this check as final payment for our advertisement. If the Each Program does not run an ad in the February issue, please run ours for the second time.

If you have any questions, please feel free to call me at (415) 749-6714.

Kevin G. Brooks
Program Director/Support Services

511120/515065/513090/512090

625 O'FARRELL STREET
SAN FRANCISCO, CA 94109
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P.O. BOX 811, OAKLAND, CA 94604

January 17, 1992

James Curran
Director of AIDS
Centers for Disease Control
1600 Clifton Road N.E.
26 Executive Park
Atlanta, GA 30333



Dear Mr. Curran,

While I think the expansion of the CDC's AIDS Surveillance Definition to include people who have a T-cell count of 200 or less is an improvement and will benefit many, I'm writing to strongly urge you to include in the expanded list of criteria those infections specific to women.

T-cell monitoring, as you know, is not accessible to all those who are HIV infected in the United States. And, as you also know, very little information is known about how T-cell counts vary in women and men, and about the incidence of HIV-related disease and T-cell levels in women. Doctors and other health care providers unfamiliar with the manifestations of HIV/AIDS in women would be unlikely to order T-cell counts without some suspicion that the patient was HIV infected or showed evidence of another AIDS defining disease. Doctors will continue to treat women's chronic gynecological infections without realizing and treating the underlying HIV.

The criteria of T-cell count will assist some people who need an AIDS diagnosis to access services previously denied them, and will give researchers, service providers, elected officials and others a more accurate idea of the scope of the AIDS epidemic in the United States. However, not including disabling, life-threatening, women-specific infections in the definition will insure maintenance of the status quo.

That is: women will remain undercounted, underserved, underresearched, undertreated, misdiagnosed, and will continue to be given short shrift by the federal government's health agencies mandated to track, respond to and eradicate this terrible disease.

So far, in the battle against AIDS in this country, women have been denied access to health care, have been ignored in research design, have been considered less important than their reproductive potential, have been treated as vectors of disease, and have been told that their life-threatening, disabling, HIV-related diseases are not AIDS! Women will no longer settle for an inferior research agenda or level of health care. I strongly urge you to expand the definition of AIDS to include those infections specific to women.

Sincerely,

A handwritten signature in cursive script that reads "Teresa Brown Scott". The signature is written in dark ink and is positioned above the printed name.

Teresa Brown Scott
Program Assistant
Education/Outreach



625 O'FARRELL STREET
SAN FRANCISCO, CA 94109
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P.O. BOX 811, OAKLAND, CA 94604



January 21, 1992

California Association of Alcohol and Drug Program Executives,
Inc.

15519 Crenshaw Blvd.
Gardena, CA 90249

Dear Association Members,

I received correspondence from your organization through someone else describing the work that you do and the activities that you are involved in.

I am the Program Assistant - Education/Support Services/Outreach for Bay Area HIV Support and Education Services (BAHSES). We are a non-profit organization, however we are not funded for a drug component in our programs. We do realize the important link between substance abuse and HIV/AIDS.

I am writing to you to ask if we can be added to your mailing list. We have a library of information regarding all aspects of HIV/AIDS, including substance abuse, and would appreciate anything that you can send our way.

Thank you and keep up this very important work.

Sincerely,

Teresa Brown Scott
Program Assistant
Education/Outreach

/tbs



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

625 O'FARRELL STREET
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P.O. BOX 811, OAKLAND, CA 94604



January 24, 1992

Gerald Lenoir
Executive Director
Black Coalition on AIDS of San Francisco
P. O. Box 11908
San Francisco, CA 94103

RE: DISTRIBUTION OF BAHSES' NEWSLETTER

Dear Gerald Lenoir:

Enclosed you will find 50 copies of BAHSES' Newsletter for distribution. Please share these newsletters with your clients. If you have any questions, call at any time. Thank you.

Sincerely,

Lee Y. Woo
Executive Director

SAMPLE
(NUMEROUS COPIES WERE IN
FILE - ADDRESSED TO CEOs
OF BAY AREA AIDS AGENCIES)
BW

511175/511120



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January 24, 1992

Willy Wilkinson
Asian AIDS Project
Lesbians of Color
300 4th Street
San Francisco, CA 94107

Dear Willy,

Per our conversation yesterday, here are the fliers I was telling you about. The yellow one is for the fundraiser coming up on February 2, 1992. The other one is for the "Women's Night" that we discussed. It was only incorporated the first of January, so it has not taken off yet. The bar is predominantly gay males, however, more and more women of color are showing up. Therefore, men are there on Sunday's at this point until more women start coming.

I appreciate all of your help. If you can post some of these, it will help to get the word out. I spoke with Alane Freund and she will be delighted to participate in the women-specific safer sex workshop segment of the fundraiser.

Again, thank you so much for all of your help. I'm sure I will run into you at some point in the community.

Sincerely,

Teresa Brown Scott
Program Assistant
Education/Outreach

/tbs

Enclosures



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



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P.O. BOX 811, OAKLAND, CA 94604



January 26, 1992

Ms. Carmela Gold
Central YMCA
191 Golden Gate Avenue
San Francisco, CA 94109

Dear Ms. Gold:

I have been informed that YMCA is providing ID Cards for outreach workers.

I would like to request ID Cards for the following staff members;

Lee Y. Woo	Executive Director
Shuland Aird	Program Coordinator-Education
Gustave Arechavala	Administrative Assistant
Arni Lovitt	Administrative Assistant
Michael Sullivan	Program Assistant-Education
Lawrance Denson	Program Coordinator-Support Services
Teresa Brown Scott	Program Assistant-Support Services

If you need additional information, please feel free to call me. Thank you in advance for all your help.

Sincerely

Lee Y. Woo
Executive Director

511120



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

BAHSES MEMORANDUM

DATE: February 11, 1992

TO: See Distribution

FR: Lee Y. Woo

RE: AIDS WEEK/SF EXAMINER

Each week in the Wednesday S. F. Examiner, there is a column of AIDS relevant information. There is both a summation of events of the past week and reports on the latest breakthroughs in research etc. In addition, notices of upcoming events, the search for volunteers for local organizations and an obituary are found here.

In a recent phone conversation, Lisa Kreiger, informed us that she was interested in any information we had to pass on to her. The deadline for Wednesday's issue is 12:00 noon the day before (Tuesday). Articles, announcements, etc. can be FAXed to 415-7770-2525 or mailed to PO Box 7260 AIDS Week, SF Examiner, San Francisco, CA 94110.

If any questions, feel free to ask Arni Lovitt or call Lisa Kreiger at 415-777-7867.

511120/515070



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

BAHSES MEMORANDUM

February 12, 1992

TO: All Staff

FR: Shurland Aird *SA*



RE: REMOVAL OF ALL STAPLES FROM RECYCLED PAPER

Please remove all staples from recycled paper before placing on the pile next to the computer's printer. Stapled recycled paper will ruin the printer, if used.

Also, it would be helpful if everyone took an extra minute to stack recycled papers neatly when adding to the pile. Thank you.

Initials: Michael Sullivan *c.s.*

Larry Denson *LD*

Mike Brunetti *MB*

Shurland Aird *SA*

Teresa Brown Scott

Gus Arechavala *GA*

Arni Lovitt *AL*

Thomas Hajar *TH*

Lee Wee *Lee*

Dave Fredricks *DF*

511120



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



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415-749-6714 FAX 749-6706
P.O. BOX 811, OAKLAND, CA 94604



February 10, 1992

AIDS File
San Francisco General Hospital
Ward 84
995 Potrero Ave.
San Francisco, CA 94110

Dear Sir/Ms.:

Your publication has recently come to our attention. We would very much like to be on your mailing list. Could you please send us the appropriate information, i.e. frequency of publication, cost if any, etc.

Thanks for your assistance. If you have any questions please feel free to call.

Sincerely,

Arnold L. Lovitt
Administrative Assistant

cc: Lee Y. Woo, Executive Director

114015/522080

(SAMPLE LETTER
SENT TO VARIOUS
AGENCIES - BW)



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



February 10, 1992

AIDS Treatment News
P. O. Box 411256
San Francisco, CA 94141

Dear Sir/Ms:

Your publication has recently come to our attention. We would very much like to be on your mailing list. Could you please send us the appropriate information, i.e. frequency of publication, cost if any, etc.

Thanks for your assistance. If you have any questions please feel free to call.

Sincerely,

Arnold L. Lovitt
Administrative Assistant

cc: Lee Y. Woo, Executive Director

114015/522080



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



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P.O. BOX 811, OAKLAND, CA 94604

BAHSES MEMORANDUM

DATE: February 11, 1992

TO: See Distribution

FR: Lee Y. Woo

RE: AIDS WEEK/SF EXAMINER



Each week in the Wednesday S. F. Examiner, there is a column of AIDS relevant information. There is both a summation of events of the past week and reports on the latest breakthroughs in research etc. In addition, notices of upcoming events, the search for volunteers for local organizations and an obituary are found here.

In a recent phone conversation, Lisa Kreiger, informed us that she was interested in any information we had to pass on to her. The deadline for Wednesday's issue is 12:00 noon the day before (Tuesday). Articles, announcements, etc. can be FAXed to 415-7770-2525 or mailed to PO Box 7260 AIDS Week, SF Examiner, San Francisco, CA 94110.

If any questions, feel free to ask Arni Lovitt or call Lisa Kreiger at 415-777-7867.

Dist:
Tom Hajjar
Larry Denson.
Shunland Aind.
Teresa Brown Scott

511120/515070



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



625 O'FARRELL STREET
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P.O. BOX 811, OAKLAND, CA 94604

FEBRUARY 14, 1992

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

Dear Mr. Williams,

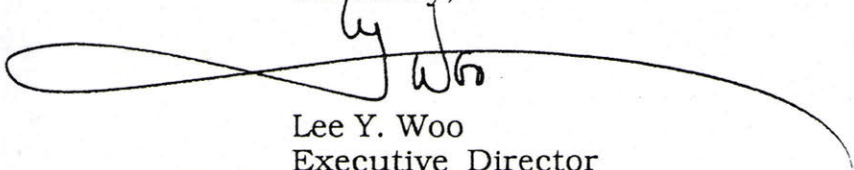
Bay Area HIV Support and Education Services of BWMT/MACT (BAHSES) extends to the National Task Force on AIDS Prevention (NTFAP) its full support in requesting funding from the Centers for Disease Control for the Third Annual Gay Men of Color AIDS Institute to be held in 1992.

The National Task Force on AIDS Prevention has been at the forefront of providing HIV/AIDS education and services for gay and bisexual men of color. Within the philosophy and ideology of striving for multicultural unity without a loss of cultural diversity, NTFAP has been successful in reaching men of color throughout the nation and effectively impacting their knowledge, attitudes and behaviors regarding HIV/AIDS.

NTFAP is well known and respected for its leadership and partnership with diverse racial/ethnic organizations with HIV/AIDS national and local organizations and with progressive agencies addressing health and survival issues of gay men of color. The most recent Gay Men Of Color AIDS Institute held in Los Angeles, and the previous one in San Francisco were well organized and structured in a manner which enabled all participants to raise difficult questions and receive thought provoking answers.

BAHSES is happy to support the ongoing collaborative efforts of NTFAP with national and local community-based organizations- especially in this venture for the Third Annual Gay Men of Color AIDS Institute for 1992. We are very proud of your work and wish you success in obtaining funding from the Centers for Disease Control.

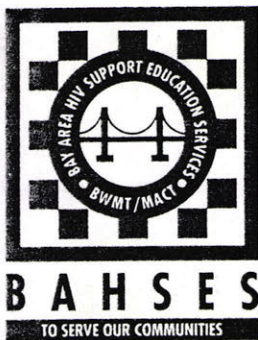
Sincerely,


Lee Y. Woo
Executive Director

5/11/20/5/11/015/11/4015 @MOC



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





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P.O. BOX 811, OAKLAND, CA 94604



BAHSES
TO SERVE OUR COMMUNITIES

March 6, 1992

Deborah L. Johnson
The Motivational Institute
7960 B. Sequel Dr. #131
Aptos, CA 95003

Dear Deborah,

A short note to thank you for your time and patience during the retreat. I always enjoy seeing you do your work. I have enclosed articles that you might enjoy.

Looking forward seeing you again.

Sincerely,

Lee Y. Woo
Executive Director

LYW/GRA

Enclosure

114015/511120



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

March 10, 1992

BAHSES & Dave Fredricks
625 O'Farrel St.
San Francisco, Ca 94109
United States of America

FACT

Natee Teerarojjanapongs, Director
98/22 M. 2. Soi. Meesuk Vibhawadee-Ramgsit Rd.
Tungsonghong Donmaung BKK 10210
THAILAND

Dear Natee:

I am sorry that it has taken me so long to get back to you, but with what I have enclosed in this box you will be happy to receive it I feel it will help you in your cause very much!

Take a look at it before you show all your workers in the office and if more is needed then get back to me and will see what we can do from this end.

One thing here that we are not able to do at this moment is give a monetary donation because we are in need of funds also. Certain agencies have cut funding and it is hard to get available funds to support the work here

I have enclosed with the help of various people in this office, the pamphlets and the safe sex kits and the comic books that you will find the knowledge and the needed information to help your organization go far in your works. Please, and, I stress please keep in touch and tell me how things are going with your group and one thing if you could send me a photo of you and your FACT group members. I would like to see what your group looks like. It helps me to get to know better also. I will do the same in the future also.

In Friendship

David A. Fredricks

51120



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



March 19, 1992

MARK DASH
Health Education Director
The Steamworks
2107 Fourth Street
Berkeley, California 94710

Dear Mark,

I would like to take this opportunity to extend our appreciation to you and The Steamworks for your generous donation of a box of Latex Gloves for use in our Safer Sex Handout Kits.

Again, thank you for all of your help and your deep commitment to the Community.

Sincerely,

Lee Y. Woo
Executive Director

cc: Shurland Aird
Thomas Hajjar

114015/436060/511120



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



625 O'FARRELL STREET
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P.O. BOX 811, OAKLAND, CA 94604

March 21, 1992

Ms. Nan Boyd
c/o Gay and Lesbian Historical Society Northern California
P. O. Box 424280
San Francisco, CA 94142

Dear Nan,

Thank you for your letter and information. I will use this letter to act as a coverletter for your news release to the following agencies:

1. Black and White Men Together/San Francisco Bay Area (BWMT/SFBA)
2. Gay Asian Pacific Alliance (GAPA)
3. Community United in Response to AIDS/SIDA (CURAS)
4. National Association of Black and White Men Together Newsletter (NABWMT)
5. American Indian AIDS Institute (AIAI)
6. Pacific Center, Berkeley

The aforementioned organizations have the potential of getting this information out to the people of color to ensure their respective histories can be collected. If I can think of any other organization, I will forward a copy of the release to them.

I contacted the people we discussed during our meeting and found out they were not in San Francisco during the time period of the 50s and 60s.

If I can be of any service to you or the Gay and Lesbian Historical Society in the future, please feel free to contact me.

Sincerely,

Lee Y. Woo

Encl:

cc: Newsletter Editor, BWMT/SFBA
Newsletter Editor, GAPA
Newsletter Editor, NABWMT
Newsletter Editor, CURAS
Newsletter Editor, AIAI
Newsletter Editor, Pacific Center

211035/511120/516035



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

Were you living in San Francisco before 1970? The Gay and Lesbian Historical Society of Northern California is sponsoring an ORAL HISTORY PROJECT focussing on the lives of lesbians, bisexuals, and gay men who were living in San Francisco or the Bay Area in the 1950s and 60s. Oral history is a way to reclaim undocumented histories; it is a new and important part of our archival efforts. We are particularly interested in recording the stories of people of color. Interested? Want more information? Contact N. Boyd at 415-626-0980 or write c/o GLHSNC, P.O.Box 424280, SF, CA 94142.



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March 21, 1992

Ms. Pat Christen
Executive Director
The San Francisco AIDS Foundation
25 Van Ness Avenue
San Francisco, CA 94102

Dear Pat:

Thank you for having BAHSES Staff attend your volunteer orientation on March 14, 1992. Thomas and I enjoyed the opportunity of presenting the overview of our organization and on volunteers needs. Please extend my personal thanks to your staff for a well run presentation.

We would be interested in attending future volunteer orientations. Again, thanks for considering us.

Sincerely,

Lee Y. Woo
Executive Director

LYW:GRA

cc: Thomas Hajjar

511120/114005





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



March 24, 1992

Reverend Glenda Hope Chairperson
Tenderloin AIDS Network
135 Golden Gate Ave, 3rd Floor
San Francisco, CA 94102

RE: DISTRIBUTION OF BAHSES' NEWSLETTER

Dear Glenda:

Recently we have been sending you our newsletter and have requested that you distribute it among your clients. We are appreciative of your help and hope that we may continue this service. If for any reason, you would like to discontinue or altar this system, please let us know. Enclosed you will find 100 copies of this months newsletter for distribution.

Sincerely,

Arnold L. Lovitt
Administrative Assistant

Thanks for sending these. I have put them out and about in th community, but you should probably drop us from the mailing list. The Tenderloin AIDS Resrouce Center (187 Golden Gate) is our creation and is the best outlet for this information.

- 431.7476

Incidentally: "altar" is perhaps appropriate for me, but "alter" would be better.

511175/511120

Thanks,

Michael DeMarco
Executive Director



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
TO SERVE OUR COMMUNITIES

April 3, 1992

Chuck Frutchey
Education Director
San Francisco AIDS Foundation
PO Box 426182
San Francisco, CA 94142-6182
~~FAX: 552-1583~~

Dear Chuck:

I am writing to express my support for the San Francisco AIDS Foundation's proposal to the CDC. Your plan to provide Prevention Case Management Services in San Francisco is an exciting one.

Many individuals have difficulty with the tasks involved in AIDS Prevention. We have all seen people who slip back to unsafe sex or drug use, fail to follow-up on medical care, or experience significant depression or other emotions that inhibit taking positive action. We wish that more people like this who need BAHSES could access our agency's services.

We look forward to working with you on this project.

Sincerely,

~~A. L. for~~ Lee Y. Woo
Executive Director

511120 / 222005

#1/BAHSES/ALL



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



SAN FRANCISCO AIDS FOUNDATION P.O. BOX 426182, SAN FRANCISCO, CALIFORNIA 94142-6182

April 3, 1992

Lee Woo
BAHSES
625 O'Farrell
San Francisco, CA 94109
FAX: 749-6706

Dear Lee:

The San Francisco AIDS Foundation is submitting a grant proposal to the CDC for Prevention Case Management Services, a new approach to prevention and early care education.

Through a comprehensive prevention case management program, we plan to provide an extra level of assistance for those individuals having problems with sexual relapse, enable those who are newly diagnosed as HIV positive to more readily get the information they need to understand the advantages of early care, and to offer a confidential and supportive approach to those who have difficulty accessing existing services such as those your agency offers.

As one of our primary referral agencies, we would appreciate a letter indicating your support of the concept, stressing that this particular approach is needed, would be extremely useful as a tool for quick and helpful access into prevention support and early care for HIV, and that you would welcome referrals from this program.

In order to save some time, I have enclosed a draft letter of support that could serve as a format. If you have any questions, please phone me at the Foundation, extension 2048.

We are getting close to the deadline, so I must ask for your response no later than next Wednesday, April 8th. If more convenient, you can FAX the letter to me at 552-1583 (I apologize for my delay).

Thank you for your support. We think that this approach can be an extremely beneficial tool for a large group of individuals, and look forward to working with you on this.

Sincerely,

Chuck Frutchey
Education Director



625 O'FARRELL STREET
 SAN FRANCISCO, CA 94109
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 P.O. BOX 811, OAKLAND, CA 94604

BAHSES MEMORANDUM

April 7, 1992

TO: See Distribution

FR: Lee Y. Woo

RE: ONE ON ONE MONTHLY MEETING SCHEDULE



Michael Sullivan	2nd	Wednesday	1:00 - 2:00 P. M.
Mike Brunetti	1st & 3rd	Thursday	1:00 - 2:00 P. M.
Shurland Aird	1st & 3rd	Wednesday	1:00 - 2:00 P. M.
Thomas Hajjar	2nd & 4th	Tuesday	1:00 - 2:00 P. M.
Gus Arechavala	3rd	Wednesday	10:00 A. M.
Arni Lovitt	2nd	Thursday	10:00 A. M.
Randy Miller	1st	Thursday	10:00 A. M.

Distribution:

Michael Sullivan
 Mike Brunetti
 Shurland Aird
 Thomas Hajjar
 Gus Arechavala
 Arni Lovitt
 Randy Miller

114015 (EACH)/ 324060/511120





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BAHSES
TO SERVE OUR COMMUNITIES

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



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P.O. BOX 811, OAKLAND, CA 94604



BAHSES
TO SERVE OUR COMMUNITIES

April 13, 1992

Heathar Ellis
333 Valencia St, Room 222
San Francisco, CA 94103

Dear Heather:

Enclosed you will find the flyers and brochures that were promised you.

Shurland wanted me to tell you that the SWAT Training on the weekend in May is very informal, so come in some comfortable clothing. Also, there will be some breakfast items and snacks for coffee break. See you there!

If I have not sent all the information you requested or something is unclear, feel free to call us.

Sincerely,

Arnold L. Lovitt
Administrative Assistant
(for Shurland Aird)

511120

#1/BAHSES/ALL



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

April 17, 1992

Mr. Welmin Militante
Filipinos for Affirmative Action
310 8th Street, Suite 308
Oakland, CA 94607

Dear Welmin:

On behalf of BAHSES, I am pleased to support "Latex A-Go-Go," a special event on safer sex. Through this program, co-sponsored by Asian Health Services and La Clinica de la Raza, you will be providing HIV education for gay and bisexual men in the East Bay in an entertaining and culturally appropriate fashion.

Each of the sponsoring agencies have been involved in HIV/AIDS prevention education among Asian and Latino youth, gay and bisexual men, as well as the general community in Alameda County. Your services have always been provided by bi-cultural/bi-lingual staff, and I have confidence that "Latex A Go-Go" will be provided in a similar manner.

Having personally worked with the sponsoring agencies, I have been impressed with the consistent and professional manner in which you provide services. I wish you much success in this endeavor.

Sincerely,

Lee Y. Woo
Executive Director

511120

#1/BAHSES/ALL

Section 3 - Support Services

- 000 General
- 005 Meeting/Minutes
- 010 Program/Planning
- 015 Facilitator Certification
- 020 Contracts/Memorandum of Understanding
- 025 Schedules
- 030 Training
- 035 Facilitator Roster
- 040 Reports
- 045 Workshop
- 050 Evaluation Program
- 055 Consent Form
- 060 Brochure
- 065 Evaluation
- 070 Supplies
- 075 Tele-care
- 080 Support Groups
- 085 Intervention
- 090 Advertising/Ads
- 095 Correspondence/Memo
- 100 Transportation
- 105 Certificates

Section 4 - Media/Events

- 000 General
- 005 Meeting/Minutes
- 010 Program/Planning
- 015 Facilitator Certification
- 020 Contracts/Memorandum of Understanding
- 025 Schedules
- 030 Training
- 035 Facilitator Roster
- 040 Reports
- 045 Evaluation Program
- 050 Evaluation
- 055 Supplies
- 060 Correspondence/Memo

Chapter 5 - NORTH BAY OPERATIONS

Section 1 - Operations

- 000 General
- 005 Meeting/Minutes
- 010 Program/Planning
- 015 Administration/Personnel
- 020 Contracts/Memorandum of Understanding
- 025 Schedules
- 030 Training
- 035 Training/Quality Assurance
- 040 Reports
- 045 Evaluation Program
- 050 Support Staff
- 055 Finance
- 060 Evaluations
- 065 Health Information
- 070 Resume
- 075 BAHSES-BWMT/MACT Stationary/Logo
- 080 Advertising/Ads

- SAMPLE SUPPORT LETTER -

April 22, 1992

Mr. Welmin Militante
Filipinos for Affirmative Action
310 8th Street Suite 308
Oakland, CA 94607

Dear Mr. Militante

On behalf of (your agency), I am pleased to support "Latex A-Go-Go," a special event on safer sex. Through this program, co-sponsored by Asian Health Services and La Clinica de la Raza, you will be providing HIV education for gay and bisexual men in the East Bay in an entertaining and culturally appropriate fashion.

Each of the sponsoring agencies are have been involved in HIV/AIDS prevention education among Asian and Latino youth, gay and bisexual men, as well as the general community in Alameda County. Your services have always been provided by bi-cultural/bi-lingual staff, and I have confidence that "Latex A Go-Go" will be provided in a similar manner.

Having personally worked with the sponsoring agencies, I have been impressed with the consistent and professional manner in which you provide services. I wish you much success in this endeavor.

Sincerely,



ASIAN HEALTH SERVICES

April 16, 1992

Mr Lee Woo
Executive Director
BAHSES
625 O'Farrell Street
San Francisco, CA 94109

Dear Lee,

Filipinos for Affirmative Action, Asian Health Services and La Clinica de la Raza are collaborating to stage "Latex A Go-Go", a night of entertainment and education for gay and bisexual men. The event will take place on Thursday, May 7, 1992 at 9:00 PM at the Bench & Bar in Oakland. Modeled after the successful Rubber Club, sponsored by the Asian AIDS Project in San Francisco, "Latex A Go-Go" will be the first HIV education cabaret show in the East Bay. The event is being funded by Alameda County HIV/AIDS Services Division, the State of CA - Office of AIDS and through private donations.

We are requesting your support in this endeavor by writing a letter of endorsement on our behalf. Since this program is the first of its kind being offered in Alameda County, our funding sources have requested such letters from fellow organizations such as yours. A sample letter is attached for your reference. A response by May 1, 1992 would be appreciated.

If you have any questions, please do not hesitate to call me at (510) 444-2437, or Welmin Militante at (510) 487-8552.

Thanks for your continued support and cooperation.

Sincerely,

Kevin Fong
HIV/AIDS Program Manager

Hope all is well!



625 O'FARRELL STREET
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P.O. BOX 811, OAKLAND, CA 94604



BAHSES MEMORANDUM

April 21, 1992

TO: Bill Bess
BAHSES Newsletter Editor

FR: Arnold Lovitt
Administrative Assistant

RE: ARTICLE CONCERNING HIV DENTAL CARE

It has come to my attention that there has been some confusion concerning the phone number to access the Dental C.A.R.E. program at the University of Pacific. Upon further investigation, the phone number in the article is correct, but has a phone message machine attached. I have been assured that it is working and that all messages are answered. Heike Loyd, a senior year dental student, has told me that making an appointment is unnecessary. Anyone interested in this program, need only come into the clinic at 2155 Webster, Monday through Friday at 9 AM or 1 PM as a "walk in." The staff will be able to help them at this time. Is it possible to get this clarification in your next issue?

Give me a call if there is any further need for clarity. Thanks.

cc: Lee Y. Woo
Executive Director

114015/511175/511120



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



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P.O. BOX 811, OAKLAND, CA 94604



May 7, 1992

Gus Wong
P. O. Box 5681
Berkeley, CA 94705-0681

Dear Gus,

Sorry for the delay in receiving this information. The contact person for the agency's support group program is Mike Brunetti and he can be reached at the number listed.

When I receive your volunteer application, I will forward it to him so he can contact you.

Thank you for considering BAHSES to sharing your expertise and assistance.

Sincerely,

Lee Y. Woo
Executive Director

cc: Mike Brunetti

513095/511120



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May 7, 1992

TO: Bill Bess

FR: *Arni Lovitt*
Arni Lovitt

RE: NEWSLETTER ARTICLE

This is for your information and use:

African American Community Alert

On April 29, 1992, Project Inform had their monthly update. The following information was passed on to the HIV Community:

There is a medical scam directed toward African American HIV persons through the Nation of Islam. A company called Immune X (not to be confused with a company originating in Oregon) which is seated off the coast of Australia but not from Australia is responsible. This company has charged as much as \$1,500 per monthly treatment of oral alpha interferon (Kemron). Two years ago, the same company was accused of fraud pertaining to issuance of the drug, dextran sulfate. This drug was originated in Kenya, and because of this, some leaders in the African American community have accused European Americans of having a bias against the drug. The Nation of Islam is slowly becoming aware of the problem and informing its people. The speaker at the PI Update said that one good side effect of this scam was: "The African American community is getting united in providing treatment to it own people."

ALL

#3 BAHSES/ALL

cc: Lee Y. Woo

511120/511175





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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



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P.O. BOX 811, OAKLAND, CA 94604



June 1, 1992

Alise Spenser
West Side AIDS Project
153 Oak Street
San Francisco, CA 94117

Dear Alise:

As you requested, enclosed you will find the form to be filled for taxi vouchers. Please take/send Paratransit Broker form to the clients doctor and have him/her fill out both the front and back. The Satisfaction sheet your client will fill out **after** he/she have used the taxi voucher for two weeks and returns to our office for a refill of vouchers. The rest of the forms must be filled out by the client or a friend and brought to our office on the first visit. Whereupon we will issue the first two week supply of taxi vouchers.

Please call me at 415/749-6714 if you have any questions.

Sincerely,

Arnold L. Lovitt
Administrative Assistant

ALL

#1 BAHSES

513100/511120



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



May 19, 1992

Ms. Henri Norris, Esq.
Program Coordinator
The Support Center
70 Tenth Street Suite 201
San Francisco, CA 94103

Dear Henri:

I am taking this opportunity to express my thanks to you and your staff, especially Happy, for all your help and support.

The classes made available by The Support Center and with Happy's assistance, BAHSES staff has been able to take advantage of the various low cost educational programs that we would not be able to afford. The classes and information have been and continue to be utilized by the agency staff to increase effectiveness at all levels.

Thanks for being there.

Sincerely:

LY WOO
Executive Director

cc: Rich Smith, Executive Director, The Support Center

LYW/DAF

Fredricks #1

511120



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



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P.O. BOX 811, OAKLAND, CA 94604



June 22, 1992

Irene Johnson
Room 110
Discount Card Program
949 Presidio Ave.
San Francisco, CA 94115

Dear Irene:

I would like to request additional Discount Card Program brochures with the application forms included. We have approximately seventy five clients who are on bus tokens and taxi vouchers who would be eligible for your program. Although their bus tokens are free through the Ryan White Care Foundation, they receive barely enough tokens to get to their doctors visits, etc. Your program would give them additional practical support.

Feel free to call us if you have any question.

Thanks for your help.

Sincerely,

Arnold L. Lovitt
Administrative Assistant

ALL

#1/BAHSES/ALL

511120



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

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P.O. BOX 811, OAKLAND, CA 94604

June 22, 1992

To: All Sub-Contractors for Transportation

From: Mike Brunetti

Subject: Changes As of July 1, 1992



The new contract year for transportation services begins July 1, 1992. As of that date, major changes will take place for bus token users and will impact not only the individual client of our agency but clients of your agency who use this system. Taxi scrip users will remain within the same parameters; however, services will be subjected to new eligibility criteria should a sudden surge of taxi scrip requests come about as a result of bus token reductions.

To demonstrate how major these changes are, I have enclosed a copy of the handout we will be distributing to all transportation clients of our agency.

While I do not wish to politicize this issue, I do believe individual clients and/or sub-contracting agencies who are so motivated can take appropriate action by writing to the AIDS Office.

We have been providing this very labor intensive service **without** any staff; we have been complying with the City and County's **paperwork**; we have made a valuable service available to those with demonstrated **need** and we have created **access points** for impacted people throughout the City (THANKS TO YOU!). We have done all of this on very limited dollars. It's a sign of the times and an indicator of what is to come. Co-pay for service seems to be the future!

Feel free to call me with your questions. Obviously, sub-contractors will receive fewer token rolls after July 1, 1992; therefore, I am available to discuss ways we can get your clients served.

511120



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June 28, 1992

Ronald Jefferson, Co-Chair
Michael Mc Vey, Co-Chair
Men of All Colors Together/Dallas
P.O. Box 190611
Dallas, TX 75219



BAHSES
TO SERVE OUR COMMUNITIES

Dear Michael and Ronald,

I would like to extend on behalf of the BAHSES staff that attended the 1992 Convention in your city our thanks for all your help, good work, and a great convention.

This was the first time BAHSES came into its own at any of the conventions and the reception was heart warming not only from the convention attendees, but the Convention Planning Committee Co-Chairs Preston and Vincent, were very helpful and supportive. Whenever we needed anything, they did not hesitate in resolving the problem or providing the answer. Our hats are off to all of you, the Planning Committee and all the members of MACT/DALLAS Chapter.

We will see you at Convention 1993 in Chicago.

In brotherhood,

L. Y. Woo
Executive Director

cc: Preston Pulliam
Vincent Henderson

511120/711010/751010/751035



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P.O. BOX 811, OAKLAND, CA 94604



June 28, 1992

John Pugh
3236 Dellwood Drive #1
Cleveland, OH 44118

Dear John,

It was good to see you at the convention. I again offer the support and assistance of BAHSES to the HIV Committee and the National Association of Black and White Men Together Board of Directors on the development of an NA HIV/AIDS program.

I will be working with MACT Chicago to see what options we can come up with that will help the various chapters implement HIV/AIDS support programs in their immediate area. I will keep you posted.

Please find enclosed the information I promised you. I would like your opinion on the enclosed Violence Against People With HIV/AIDS brochure.

Keep in touch and I will keep you updated on what BAHSES and MACT Chicago develop.

Sincerely,


L. Y. Woo

Encl:

cc: Ken Allen, MACT Chicago Cares Project, w/encl

511120/7111010/751035/754140/743040/754040

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June 28, 1992



BAHSES
TO SERVE OUR COMMUNITIES

Bill Walker
The Gay and Lesbian Historical Society
P. O. Box 424280
San Francisco, CA 94142

Dear Bill,

Please find enclosed materials from the annual convention for 1992 held in Dallas, TX to be added to our collection.

Thanks.

Sincerely,

Lee Y. Woo
Executive Director

Encl:

cc: Michael Lisowski, 4337 N. 16th Street, Milwaukee, WI 53209 - w/o encl

511120/754035/711010/711045/114015



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BAHSES
TO SERVE OUR COMMUNITIES

June 28, 1992

Todd Sears
Coordinator
MACT CARES Project
4753 N. Broadway Suite 1200
Chicago, IL 60640-4907

Dear Todd,

It was nice to have the opportunity to meet you at the convention and spend sometime talking about our programs. As a follow-up to our conversation regarding posters and other outreach materials, please let me know what you want or need and I can quote a price.

There is a possibility that I might come to Chicago in October for the NA Board meeting and can spend sometime with you and visiting your operation. I will keep you posted on the visit.

If you need any assistance between now and then, please give me a call. I will be talking with Ken Allen on the 1993 convention HIV/AIDS programing, locating grants and corrdinating our technical services to other chapters.

Take care of yourself.

Sincerely,

Lee Y. Woo
Executive Director

cc: Ken Allen, MACT CARES Project

511120/754040





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



October 6, 1992

Michael Robinson
383 South Van Ness Avenue #7
San Francisco, CA 94110

Dear Michael,

This letter is to confirm our conversation regarding BAHSES participation in the 5th International Conference on Social Work and AIDS, June 23 to June 29, 1993.

We can provide a workshop on "Multicultural approach in working with the African American Gay/Bisexual communities. The workshop can be fleshed out later unless you need the information now.

If you have any questions, please give me a call. Thank you.

Sincerely,

Lee Y. Woo
Executive Director

cc: Mike Brunetti
Dakota Hoffman
Shurland Aird
Clarmundo Sullivan

511120



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

Michael Robinson
(415) 252-7291

September 3, 1992

Mr. Lee Woo
BASHERS
625 O'Farrell Street
San Francisco, CA 94109

Dear Lee:

AIDS '93 The Social Work Response-The 5th International Conference On Social Work And AIDS will be to held at the Sir Francis Drake Hotel on Union Square Wednesday, June 23 - Saturday, June 29, 1993.

I am writing to you to seek your involvement in this years conference because I am aware of the outstanding work that your agency performs with African Americans who are living with AIDS.

At the last conference held in Washington D.C. this past July, there were very few workshops or round table discussions that focused on HIV/AIDS issues that pertained to people of color. I am a member of the African American Social Work AIDS Network caucus. We have identified three areas in need of improvement at this major international social work conference:

- 1) Afrocentric approaches
- 2) Abstract development and research
- 3) Language and communication patterns among African-Americans

We are interested in any areas of concern that your group or organization think should be included. **Community base organization participation is encouraged, you need not be a social worker or a scholar in order to make a presentation.**

I will be attending the next national planning committee meeting here in San Francisco on September 18th. **At this meeting, I plan on presenting a brief statement on each organization who has expressed an interest in the June 93 conference.** Your participation, input, comments and suggestions will ensure a more expansive African American service provider presents. **In addition to this being an excellent opportunity for you to showcase your organization.**

I look forward to work with you on this affair. I am available for any questions you may have. I can be reached at the Consortium 252-7291.

Sincerely,

Michael Robinson

Michael Robinson

**THE SOCIAL WORK AIDS NETWORK (SWAN)
of San Francisco and the Bay Area
Looks Forward to Welcoming You
to San Francisco for**

AIDS
THE '93
SOCIAL WORK
RESPONSE

**THE FIFTH INTERNATIONAL
CONFERENCE ON
SOCIAL WORK AND AIDS**

**TO BE HELD AT
THE SIR FRANCIS DRAKE HOTEL
ON UNION SQUARE
SAN FRANCISCO, CALIFORNIA**

WEDNESDAY, JUNE 23 — SATURDAY, JUNE 26, 1993

**(The Conference will end on Saturday, June 26, and on
Sunday, June 27, the Annual Gay Pride Parade will
be held in San Francisco.)**

**AIDS '93 IS ORGANIZED BY:
BOSTON COLLEGE GRADUATE SCHOOL OF SOCIAL WORK
IN COLLABORATION WITH:
TULANE UNIVERSITY SCHOOL OF SOCIAL WORK
AND
SAN JOSE STATE UNIVERSITY SCHOOL OF SOCIAL WORK**



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

June 28, 1992

Robert Williams, Co-Chair, NABWMT
Al Benvenuti, Co-Chair, NABWMT
4753 N. Broadway Suite 1200
Chicago, IL 60640-4907

Dear Robert and Al,

This letter is confirm my conversation with Robert Williams during the Convention 1992 events regarding BAHSES' availability to provide assistance with the development of an NA Community Based Organization/AIDS Service Organization (CBO/ASO) HIV/AIDS direct services programs for local chapters.

BAHSES in collaboration with MACT CARES Project, HERO with Irwin Rothenburg and the HIV Committee could develop an NA HIV/AIDS program. Currently we are discussing workshops that will be sponsored by the three agencies along with the participation of the National Task Force for AIDS Prevention to supply the educational training components. Shurland Aird, Program Coordinator, has volunteer to represent BAHSES on the HIV Committee. I am willing to work with the NA Board to provide any information that you might need in directing and developing the HIV Committee programs.

BAHSES is willing to provide the technical assistance and with help look for funds to implement the program(s). However, we will need some of the NA resources to help in the locating and developing funds. I will be talking more with Ken regarding finance for this project.

If you are interested, please let me know and I will try to have a proposal for the funds developed for the next Board meeting.

Thank both of you for your dedication and hard work.

Sincerely,



L. Y. Woo
Executive Director

cc: Ken Allen, NABWMT National Office/MACT CARES Project
Reggie Williams, NTFAP
John Pugh, HIV Committee
Paul Cloutier, HIV Committee
Irwin Rothenburg, HERO
Todd Sears, MACT CARES Project
Shurland Aird, BAHSES
BAHSES Board of Directors

511120/711010/711115/511010



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



June 28, 1992

Oliver Morgan, Co-Chair,
Chuck Allen, Board of Directors
BWMT Memphis
P. O. Box 42157
Memphis, TN 38174-2157

Chuck and Oliver,

It was a pleasure for Shurland and myself to meet with the both of you and spend time talking about your HIV/AIDS program in Memphis. The willingness and desire to do the work is very commendable. I am sure your program will be a success because of your dedication and willing to give it 110% of your time.

The items about your program Shurland and I pointed out will require time to get in order. The following recommendations should be in place before starting up the organization and/or taking outside funds:

1. Creation of Mission, goals and strategic program plan. This will provide direction and a road map for all to see. Also why do you/chapter want to do this work.
2. Does chapter have the person person power to do the work and is there a commitment from the Board of Directors to develop ongoing funds. This is part of their charge as member of the Board of Directors
3. Check to see what existing agencies are doing the work and see if a collaboration or partnership { Memorandum of Understanding } can be developed to provide service to your targeted population (Gay/bisexual African American Men)
4. What type of service(s) does your chapter plan to provide and can chapter do it effectively.
5. Would there be any problems with African Americans having BWMT Memphis providing culturally sensitive materials in their communities.
6. See if you have anyone who can take on the project as well identify an alternate as backup.
7. Will the Chapter participate, if so how? Will all members be allowed to work on the project.
8. Develop a realistic program budget that will cover the program operations. The initial budget must include one time start up costs, then a program maintenance budget and a project program and growth budget.

This is not a complete list of things that need to be reviewed. There is a large operations side that includes: finance, administration and management, policies and procedures etc. I have enclosed additional information on management of non-profit finances, budgets and non-profit check list.



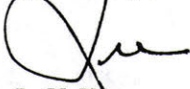
A PROJECT OF BLACK & WHITE MEN TOGETHER / MEN OF ALL COLORS TOGETHER

I can not stress the importance of establishing a solid operational foundation to ensure the success, viability, creditability and longevity of this program. If there is an urgency, the program can be implemented in stages once the homework is done.

As we stated during our meeting, Shurland and I are always available to answer your questions, look at programs, ideas, organization, etc.

Continue the good effort and work and we wish you and the chapter every success in this project.

Sincerely,



L. Y. Woo
Executive Director

Encl:

cc: Shurland Aird

511120/511010/512010/513010/749040/749010/511200



To: All Staff
From: Mike Brunetti
Subject: Assaultive Training Course
Date: June 29, 1992

As most of you are aware, last week an incident occurred which involved a client's verbal abuse of staff. That client is no longer eligible for transportation services and has been dealt with.

The result of this incident has brought to the foreground how important staff security and personal safety is. Therefore, two corrective activities are being undertaken:

- o All clients are required to sign a compliance form which communicates they may be suspended or terminated from program(s) because of their behavior, e.g. verbal/physical abuse; property damage, etc. The form will be reviewed with each client during intake.
- o Staff are to be trained in assaultive training which can assist us all in defusing anger from clients; dealing with assaults, etc.

In order provide staff with training, please set aside July 15, 1992 from 2:00 to 4:00 p.m. to attend a condensed Assaultive Training Course done by Jimmy White. Jimmy usually presents the material in a two-day workshop; however, he has adapted the information into two-hours to accommodate organizations such as ours.

Also, several people from A.I.D.S. will be joining us for the training. It seems A.I.D.S. uses Jimmy often to conduct these sessions due to their client base and location!

Please arrange your schedule to be with us during this important training.

51120/51030



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

BAHSES MEMORANDUM



BAHSES
TO SERVE OUR COMMUNITIES

July 7, 1992

TO: Randy Miller, Program Coordinator, EACH
FR: Lee X. Woo, Executive Director
RE: JOHN BRISBANE WORKING AT BAHSES

I am requesting that John Brisbane, BAHSES' Treatment Advocate, be assigned to spend 50% of his time at BAHSES.

Currently we do not have a working relationship with John Brisbane who is our EACH representative. The transportation service provided by us has caused an increasing need to case manage our clients as well handle general information and referrals. This, coupled with the coordinated need for agency outreach in the African American and Tenderlion communities, would be of great value to our clients.

I would like to have John's transfer to BAHSES Support Services effective August 15, 1992. If you have any questions, please give me a call.

cc: Mike Brunetti, Support Services
John Brisbane
Personnel file

114015/523010/523085/523095/511120



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

July 10, 1992

TO: Lee Y. Woo

FR: Mike Brunetti

RE: Transportation

This will confirm the result of our discussion about transportation criteria.

You, Arni, Gus and myself have agreed to:

1. As of July 9, 1992 we will limit token distribution to 2 tokens per person per week. The tokens are for medical, clinical, lab or pharmacy purposes only.

2. For those who were under the "old" system, we will honor two more weeks of tokens. After their allotment, they will be on MUNI disability pass or may enter 2 tokens per week system. We should be cautious if the "old" system and "new" system clients are here at the same time. And, we should also attempt to enforce 2 tokens to "old" clients if they accept it. For example, an "old" came in today with a friend. When his friend was informed of the "new" system, he was surprised but was the first to say; "Well, I guess I only get 2 tokens the next time." He accepted it with understanding.

3. Paper work will include and be limited to:
New AIDS office survey
Client eligibility form
Client contract for services

4. We will attempt to help people if a true emergency occurs and it can be documented.

If the above meets with everyone's understanding, the "new" system starts immediately.

114015/511175/511120





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

BAHSES MEMORANDUM



July 13, 1992

TO: Board of Directors

FR: Lee Y. Woo, Executive Director

RE: 1992 STAFF AND BOARD CHRISTMAS DINNER

I am requesting board participation in the planning of the 1992 Staff and Board Christmas Dinner. The charge I would hope the Board would take would be the joint planning and fund raising for the Dinner. I will ask volunteers from staff to participate with the board on this project. Last years we had approximately 31 people attend the Christmas Dinner. This would also be a good time to recognize the work done by staff and board members.

I would like to have the committee meet sometime during August 1992. The committee members will establish the actual date.

Please call Gus to let him know you are interested in participating on the committee or let me know at the next board meeting.

cc: Shurland Aird
Mike Brunetti
Gus Arechavala
Arni Lovitt

117035/511120





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



BAHSES
TO SERVE OUR COMMUNITIES

August 3, 1992

Social Security Administration
Office of Public Affairs
Distribution Center
PO Box 17743
Baltimore, MD 21235

Dear Sir:

Recently we requested from your office a brochure, "A Guide to Social Security and SSI Disability For People With HIV Infection, SSA Publication No. 05-10020. We thank you for this excellent resource tool for our clients at this agency. After reading the brochure thoroughly, on the last page, there is mention of another brochure that would also be very helpful, Medicare, Publication No. 05-10043. Could you possibly send us 50 copies? It would be appreciated.

If you have any questions, please feel free to call, 415/749-6714, Monday through Friday, 9 AM - 6 PM Pacific Daylight Time. Thanks again.

Sincerely,

Arnold L. Lovitt
Administrative Assistant

LYW/ALL

#1/BAHSES/ALL

511120



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



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



August 11, 1992

Laura Cole
Family Survival Project
425 Bush Street Suite 500
San Francisco, CA 94108

Dear Laura:

I would like to request a scholarship to attend your classes on dementia. During the past year my income has decreased dramatically and it would be a burden to pay the \$30.00, even though, I feel that the price is very reasonable. I, myself, or none of my close friends fortunately do not struggle with dementia. However, in my present position I deal with a lot of HIV clients and some have various degrees of dementia. I believe it would be very helpful to attend your seminar. Thanks for your consideration.

Sincerely,

Arnold L. Lovitt
Administrative Assistant

LYW/ALL

#1/BAHSES/ALL

511120



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



August 17, 1992

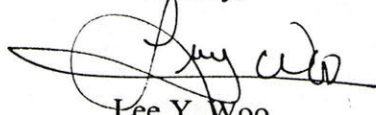
Mr. Lidell Jackson
210 Riverside Dr., 11-H
New York, NY 10025

Dear Lidell,

Sorry for the delay in delivering to you the BAHSES T-shirt you requested. Unfortunately, we do not have your size. I am enclosing instead a BAHSES pin, which I hope you will find as nice to wear as our T-shirt.

I will keep you informed if we happen to receive new shirts. Thank you for your contribution and support for BAHSES.

Sincerely,



Lee Y. Woo
Executive Director

511120



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



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



BAHSES
TO SERVE OUR COMMUNITIES

August 20, 1992

Barbara Rothkrug
Public Health Nurse
Health Center #1
3850 17th Street
San Francisco, CA 94114

Dear Barbara;

I am enclosing a few leaflets concerning our Support Groups. Hopefully they will answer any questions you may have. At present, we are adding a Wed Eve and a Thurs day group. If you have any further questions, please feel free to call me or Mike Brunetti, Program Director-Support Services.

Thank for your inquiry.

Sincerely,

Arnold L. Lovitt
Administrative Assistant

LYW/ALL

#1/BAHSES/ALL

511120/523095



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

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



BAHSES
TO SERVE OUR COMMUNITIES

August 24, 1992

Steve Takemura
129 Terrace St.
San Rafael, CA 94901

Dear Steve:

It's that time again. This is your reminder of the upcoming board meeting scheduled for Tuesday, September 1, 1992, 6:30 PM at 890 Page Street, Apt. #4. **This meeting is a potluck, so bring your favorite dish!**

Enclosed you will find the materials gathered for the July BOD Meeting. If there are more items to be distributed, I will bring them to the meeting.

After a reading the minutes, please notify me of any changes or if there are any additional items to be placed on the agenda for the next meeting. Thank you.

Feel free to call us if you have any question.

Sincerely,

Arnold L. Lovitt
Administrative Assistant

LYW/ALL

#1/BAHSES/ALL

511120/117025



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

Name,Street,City, State Zip,First Name,
Patricia Wall,99 Surrey Street,San Francisco,CA 94121,Pat
Raymond Combs,2942 Hilltop Road,Concord,CA 94520,Ray
Phyllis Jean Jackson,330 Ellis Street,San Francisco,Ca 94102,Jean
John Reviczky,81 Landers #7,San Francisco,CA 94114,John
Gregory Adams,890 Page Street #4,San Francisco,CA
94117,Gregory
Fran Bartlett,714 32nd Avenue,San Francisco,CA 94121,Fran
Steve Takemura,139 Terrace Street,San Rafael,CA 94901,Steve



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



BAHSES
TO SERVE OUR COMMUNITIES

August 25, 1992

Tom Turkily
441 Broderick #1
San Francisco, CA 94117

Dear Tom:

After talking to you on the phone, my Executive Director suggested that I go ahead and send you the forms to be filled in order to volunteer. You will find them attached. It was nice talking to you and I hope we can work out some sort of arrangement.

Have a nice vacation! Give me a call if you have any questions. See you after September.

Sincerely,

Arnold L. Lovitt
Administrative Assistant

LYW/ALL

#1/BAHSES/ALL

511120



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



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



August 25, 1992

Ms. Monica Winn
Administrator
250 East 12th Street
Oakland, CA 94606

Dear Ms. Winn:

I would like to take this opportunity to thank you for the use of your facilities on August 15, 1992. Gary Harmon, resident of the building, was very generous in allowing BAHSES staff to use the meeting room for our volunteer orientation. The location worked out well and gave us a place in the East Bay to have a BAHSES activity.

If we can be of any service to you or your residents, please feel free to call on us.

Sincerely,

Lee Y. Woo
Executive Director

cc: Gary Harmon
Clarmundo Sullivan

511120



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



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



BAHSES MEMORANDUM

September 8, 1992

TO: See Distribution

FR: *LYW* Lee Y. Woo, Executive Director

RE: NEWSLETTER AND CORRESPONDENCE

Effective with this memo, all correspondence addressed to the following can be consolidated:

MACT/GBA, 3135 Courtland Avenue, Oakland, CA 94619

MACT/GBA, P. O. Box 811, Oakland, CA 94604

BAHSES, 3135 Courtland Avenue, Oakland, CA 94619

Lee Y. Woo, 3135 Courtland Avenue, CA 94619

Please send one copy to BAHSES, 625 O'Farrell Street, San Francisco, CA 94609. This should reduce mailing and production cost for the originator and/or chapter.

If you have any questions, please feel free to contact me.

Distribution: NABWMT Office, Chicago
Co-Chairs, BWMT/MACT/PACT Chapter
NTFAP

LYW/ALL

#2 BAHSES/Memo

51120/711010



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



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



BAHSES
TO SERVE OUR COMMUNITIES

September 15, 1992

Elliot J. Prescod
Field Associate
1233 Locust Street, #409
Philadelphia, Pennsylvania 19107

Dear Ed:

Shurland Aird requested that I write you after your conversation. Enclosed you will find a sample of the SWAT Cards that you requested (both in English and Spanish). An order form will be provided if you would like to purchase these cards or other merchandise.

Feel free to call us if you have any question. Our number is 415/749-6714.

Sincerely,

Arnold L. Lovitt
Administrative Assistant

SHA/ALL

#1/BAHSES/ALL

511120



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

September 08, 1992

Ms. Mari E. Sullivan
Public Relations Director
City College of San Francisco
50 Phelan Avenue
San Francisco, CA 94112

Dear Ms. Sullivan

I am requesting the status of funds the Gay Men of Color Consortium and The San Francisco AIDS Foundation raised during your football game last October. To date my agency and other agencies in the consortium have not received distribution of the money raised.

Any assistance you can render in this matter would be greatly appreciated.

Sincerely,

Lee Y. Woo
Executive Director

cc: John Silva, GCHP
Les Hanson, AIAI
Rosamaria Zayas, CURAS
Reggie Williams, NTFAP
Tricia Foster, SFAF

~~411020~~
511120

BAHSES MEMORANDUM



9/15/92

TO: BAHSES Staff

FR: Mike Brunetti

RE: HOLIDAY COMMITTEE MEETING AND STATUS

Today, Shurland, Arni, Gus and I met to discuss our Thursday, December 17, 1992 Holiday Party. This status report serves two purposes: first, to summarize our meeting and second, to provide a feedback instrument for other BAHSES staff. If there is relevant information to you and/or you can provide input, NOW IS THE TIME TO DO SO!!!

The Committee has decided that several questions need definite answers prior to our investigation of restaurants, prices, etc.

- 1.) Who is eligible to attend? Last year, staff, non-paid staff, volunteers and significant others were invited. (Some 30 people) Will that population remain or will there be changes/restrictions?
- 2.) Will the agency pay all costs, as last year, or will there be a co-payment?
- 3.) What are we willing to pay? Last year, we paid some \$30 per person plus wine costs and dessert costs. The Alcatraz provided cheese bar at no cost to us. (Although the dessert was made by Arni, BASHES still paid for ingredients.)
- 4.) Do we want wine? If in a restaurant, we can bring our own but will be charged a corkers fee. Or, we can purchase bottles from the restaurant directly.
- 5.) Will the Gift Exchange be done again this year (maximum \$10/gift)?
- 6.) Do we want a restaurant to cater off-site (here in the BAHSES office) or do we want to go to a restaurant?

The Committee set-up November 15, 1992 as the date invitations *must* go out. Therefore, we need to have all the above answers as well as specifics completed no later than November 1, 1992.

At the September 30, 1992 staff meeting, we hope we can have your final input about preferences, etc. If we have answers then, we'll have the month of October to plan a fabulous party.

Thank you.

511120/514080





September 17, 1992

Paul Cloutier
HIV Committee
801 S. Gramercy Drive, 601
Los Angeles, CA 90005

Dear Paul,

Thank you for your letter dated August 30th regard the HIV Committee.

On behalf of Bay Area HIV Support and Education Services, (BAHSES) we are more than happy to be part of the HIV Committee to provide our experience of being a chapter and community based organization. I feel our experience since 1985 gives us an insight on some of the issues and not necessarily all the answers.

One of our fruastration in working in HIV/AIDS and especially reaching people in our chapters is the denial, AIDSphobia, racism and internal homophobia that exist in our chapters and community. It gets in the way of getting the work done. We would be more effective if the chapter membership saw BAHSES as a resource and not an alien organization.

I do not feel that HIV- members should be excluded from the process. In some cases they are the ones providing the services. The staff at BAHSES reflects a mixture of sero-status individual and it has been a rich ground for mutual education and growth. It has helped having input from different viewpoints in some of the programs that we developed. I request that both HIV + and - serve on the team to obtain different perspectives and ideas.

I would be interested in participating on any committee that addresses these issues and the lowering of the barriers so we can provide needed services to our members.

Keep me posted on future development of the HIV Committee.

In brotherhood

Lee Y. Woo
Excutive Director

cc: Tim Geer, 2065 Haller Street, San Diego, CA 92104

511120/711010/711040/722075



Tim Geer
2065 Haller Street
San Diego, CA 92104
(619) 282-1866

Paul Cloutier
801 S. Gramercy Drive, #601
Los Angeles, CA 90005
(213) 382-3186

August 30, 1992

Dear NABWMT,

On behalf of hiv+ people we wish to thank the National Association of Black and White Men Together for the tremendous amount of love and support shown to us at the convention in Dallas this year. A tremendous depth of compassion was tapped and manifested and felt and appreciated. It was clear that when all is said and done about this organization, we are a group of people who care about each other.

Our challenge is to continue a committee composed of people who live throughout this country. Whether we are or are not successful in that is separate from the fact that our issues are valid and our need for the support of the NABWMT in our struggle to live is real.

We hope that the love shown us at the convention will continue. It gives us courage.

Sincerely,

Paul Cloutier
Co-Chair hiv Committee

Tim Geer
Co-Chair hiv Committee

Paul Cloutier

801 S. Gramercy Drive, #601
Los Angeles, CA 90005
(213) 382-3186

August 30, 1992

Lee Y. Woo
BAHSES-625 O'Farrell Street
San Francisco, CA 94109

Dear Lee Y.,

Enclosed is a copy of the letter just sent to the officers, the board of directors, and the two speakers of the house of delegates of the NABWMT. It is the second of three things I wrote down at our last meeting (Sunday morning in Dallas) as being what we would try to do, to start at least. I apologize that Tim and I have taken so long to follow through on this.

The first thing we were going to do is get our speech printed in the NABWMT newsletter - Dr. John Bush did that.

The enclosed letter is the second.

The third is to write a letter to the chapters soliciting input on chapter-based projects that assist hiv infected people and carry out hiv prevention, and representatives from the chapters to the hiv committee. Tim Geer will compose that letter. Should you wish input into that letter please contact Tim at 2065 Haller Street, San Diego, CA 92104, (619) 282-1866. If you feel the issue of whether the representatives from the chapters need be hiv+ should be addressed in that letter please input to Tim.

Part of me resists getting involved in another committee, resists taking on another task, and fears failure. Another part of me derives strength in my health struggle by getting involved.

I send you lots of love!

Sincerely,

Paul



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



BAHSES
TO SERVE OUR COMMUNITIES

BAHSES MEMORANDUM

October 7, 1992

TO: BAHSES Staff

FR: Mike Brunetti *mb*

RE: Holiday Update

Today Gus, Arni, Shurland and I met to update progress on the December 17, 1992 Holiday event. We agreed to:

- o Contact restaurants identified as potential hosts of the event by telephone to gather information. Arni will call Cafe Majestic; Mike will call Iron Wood Cafe and Oppenheimers; Gus will call Cendrillon. Shurland already contacted Alcatraz and found Steve Fleming was still employed at Alcatraz and will continue working with him as needed. Phone inquiries are to be completed by the next meeting.

- o Review invitations from last year. It was mentioned having the invitation along with the menu, etc. in one package was worth repeating. Arni and Shurland will search for invitations in files.

- o There was concern about inviting 30 people (staff, non-paid staff, significant others) since it was perceived we already have approximately 30 people WITHOUT counting significant others. The committee tallied: 10 staff; 6 Board of Director members; 3 interns/ administrative non-paid staff and 10 active support group facilitators. If everyone were to invite a significant other, that would bring our total to approximately 60 people.

- o To deal with the above item, the committee decided it would need to obtain a hard copy of the employee's list/database in order to be sure we are not over our maximum count. It was suggested that program people submit the names of those to be invited against the criteria of people who have been actively involved with the agency during the past year. Then and only then would we be able to decide the significant other issue.

The holiday committee will meet every week to keep activities on track.
The next meeting is scheduled for Wednesday, October 14th at 3:00 p.m.

511120/511140



BAY AREA HIV SUPPORT AND EDUCATION SERVICES

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

October 19, 1992

Mr. Michael Shaw, Project Director
HIV/AIDS Service Division
499 5th Street
Oakland, CA 94607

Dear Mr. Shaw:

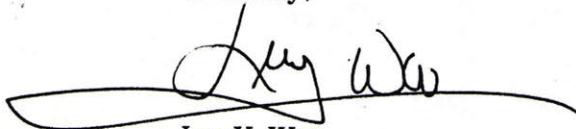
On behalf of Bay Area HIV Support and Education Services of Black and White Men Together/Men of All Colors Together (BAHSES BWMT/MACT), I am writing to strongly support your proposal to conduct a countywide needs assessment, being submitted to the United States Conference of Mayors which will support the strengthening of our local capacity to carry out effective HIV/AIDS prevention programs.

It seems most appropriate for your division to conduct this project, since the HIV/AIDS Services Division is the entity in the Alameda County Health Care Agency with responsibility for the reduction of HIV infection and the coordination and planning of services. The key components, as described in your proposal overview, would clearly identify what our needs are and give us the basis for a solid plan that would effectively address the diverse and changing demographics of Alameda County.

BAHSES will be please to participate in this very vital effort. Our agency is willing to collaborate with the planning process and commit appropriate staff to participate with the implementation of the needs assessment tool. We understand that staff involvement may include being interviewed, assist in identifying community opinion leaders and/or key informants and assist with the interviewing process by being trained to conduct interviews with members of the populations we serve.

BAHSES will commit to share resources and services information in an effort to achieve the objectives of this very critical, timely and innovative proposal. We look forward to continuing our continued productive relationship with the Public Health Department through the HIV/AIDS Services Division. You have our complete support.

Sincerely,



Lee Y. Woo
Executive Director

222005/114035/511120

