

BAHSES MEMORANDUM

TO: Rodney Barrett
Kevin Brooks
Reggie Williams
Lee Woo

FR: Shurland Aird

DATE: 12/10/91

RE: MINUTES FROM BAHSES/EAGLE CREEK MEETING

- I. Bar Zaps: It was decided that Bar Zaps will happen on an ongoing basis. The Coordinator will let Rodney know in advance about Bar Zaps.
 - II. Six posters will be delivered to the Eagle Creek and two posters will be hung over lights. A small sign will be placed below posters stating that posters are available for purchase. A routine rotation of hanging posters will be done.
 - III. BAHSES is going to help in promoting the Eagle Creek. It will help with the shows, raffles, and prizes (T-shirts, Lube, and Women Safe Sex Packets).
 - IV. A Black Gay and Lesbian leadership conference is to be held. In February, Rodney will help to promote the conference. A HIT table is to be set up to give information about the conference and HIV.
 - V. Several ideas were presented:
 1. To host a community fair with the Eagle Creek.
 2. A cookbook to be compiled of recipes from customers.
- Reggie, Kevin, and Shurland are to make contact about a brainstorm session.
- VI. The following suggestions were made in order to inform and involve people of upcoming events:
 1. A calendar of events is to be placed in the BWMT and BAHSES /NTFAP Newsletter.
 2. Announcements are to be made at the Eagle Creek to inform patrons.
 3. A scholarship for the conference is to be established.
 - a. Rodney will help in the selection of possible candidates.
 4. For promotional purposes, an audio tape about the conference will be made by Anthony.
 - VII. The best times for the bar are Saturday night, Sunday afternoon, and after work (Monday through Friday).
 - VIII. Reggie asked Rodney to consider sitting on BAHSES' Board of Directors. Lee is to follow up with a letter of request.

Shurland Aird
Program Coordinator-Education
BAHSES

BAHSES-BWMT/MACT
EDUCATION DEPARTMENT MINUTES

January 16, 1992

ANNOUNCEMENTS

Teresa Brown Scott was introduced as the new Program Assistant-Education/Support Services/Outreach for the East Bay.

The current BAHSES Newsletter was distributed to all present.

The East Bay office was discussed. Still looking for space to set up operations there.

OLD BUSINESS

Shurland asked that all volunteers renew their commitment to facilitate workshops, bar zaps and HIT tables. He suggested that they rotate or alternate duties to avoid burnout.

Facilitators were reminded to fill out their time sheets so the office would have an accurate account of their time. They were reminded that volunteering 50 hours would entitle them for BWMT membership, and 25 hours would entitle them to a T-shirt.

NEW BUSINESS

A new Memo of Understanding (MOU) has been drawn up between BAHSES and Steam Works. It has been signed by both parties. The understanding was discussed. Shurland also mentioned that Steam Works has donated more condoms to us, as well as a monetary donation added to the grant.

Two grants were discussed - Office of Minority Health (OMH) and the Ryan White HIV Care grant which will be used for support services (namely transportation) in the East Bay.

SWAT (Sex With a Twist) activities. Several Bar Zaps will be planned for the year, as well as HHH workshops. Volunteers were asked to commit to the ones scheduled. They were also asked to spread the word regarding upcoming Safer Sex trainings. There will be an HHH Workshop on January 24, 1992 at 631 O'Farrell, 2nd Floor. On January 25, 1992 training for facilitators will be held from 11 - 5, and January 26, 1992 from 11 - 4.

Jealousy will talk to the manager/owner of Motherlode, a bar located at Larkin & Post, San Francisco, regarding doing Bar Zaps and Safer Sex workshops there. A Bar Zap is tentatively scheduled for February 7, 1992, which is a few days before National Condom Week.

BAHSES Athletic Club was also discussed. It was suggested that the facilitators go bowling. Jealousy suggested going skating and will follow up on that.

The Education Department meetings are scheduled for the 3rd Thursday of each month. The next meeting will be held February 20, 1992.

The meeting was adjourned at 8:00 p.m.

IN ATTENDANCE:

Shurland Aird
Michael Sullivan
Teresa Brown Scott
Jealousy
Tom Schroeder
Michael Robinson

BAHSES-BWMT/MACT

Agenda
(Education Department)
(1/16/92)
(625 O'Farrell ST.)

I. Announcements

Teresa Brown Scott.
BAHSES NEWSLETTER
BAHSES East Bay Office

II. Old Business

Renewed commitments
Time Sheets
BWMT/SFBA Membership-50 Hrs.
T-Shirt -25 Hrs.

III. New Business

Memo Of Understanding (MOU) SteamWorks
OMH Grant(Organization of Minority Health
The SWAT Team .
Safer Sex Training.
BAHSES Athletic Club

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512005

RELAPSE NETWORK MEETING

February 21, 1992

Members Present:

Shurland Aird	BAHSES	749-6714
Michael Sullivan	BAHSES	749-6714
Chuck Frutchey	SFAF	864-5855, Ext. 2048
Wayne Blankenship	SFAF	864-5855, Ext. 2547
Dan Wohlfeiler	Stop AIDS	621-7177
Tommy Huie	Stop AIDS	621-7177

Members Not Present:

Ed Diaz	UCSF/AHP	476-6443
Mike Shriver	18th Street Services	
Representative	CURAS	

Announcements:

1. BAHSES will be having a "Safer Sex Facilitator Training" March 14 from 10a.m.-5p.m. and continued on March 15 from 11a.m.to 4p.m. at 631 O'Farrell Street, 2nd floor.. This training covers AIDS 101, relapse issues, safer sex, and how to negotiate safer sex practices. If interested please call 749-6714.
2. Shurland Aird of BAHSES presented a workshop at the 5th Annual National Black Gay and Lesbian Leadership Conference entitled, "Taking Your Workshop to Your Bedroom." This well attended workshop included relapse issues and excellent feedback was given.
3. Wayne of SFAF suggested BAHSES participate in a 3-5 minute film to educate educators on relapse issues for the National Relapse Prevention Network Conference in July 1992 at LAX.
3. CURAS has gone over their contract with Chuck. Starting in March, CURAS will be sending a representative to our Relapse Network meetings.
4. Wayne of SFAF announced that we should stop by Cliff's Variety Store on 18th and Castro and view their window video project entitled, "Gay SAVE (Storefront AIDS Videotape Education)." The video promotes maintenance of safe sex and will be shown until March 15.

Agenda:

1. AIRES of Seattle.

A. Wayne said AIRES of Seattle, a national research project that provides 1-800 anonymous phone support groups, is considering starting services in San Francisco and would like us to provide them with relapse materials, marketing skills, and referrals and would like to provide us with a proposal. Chuck feels that this would be a great opportunity to break off from our "contract oriented focus" and start inviting others to our meetings for collaborations, ideas, feedback, and suggestions. Michael feels this particular group is a potential asset because they can provide us with material and ideas on how to reach those "anonymous" clients who wish not to be visible. Also, after AIRES attracts and helps their clients, there would be the possibility that AIRES can refer them to us for additional services which would meet deliverables. There is also the possibility of adding a phone line of theirs with the SFAF hotline. We may also be able to add our 100% logo on their local advertisements. A decision was made to invite them and Wayne will contact them.

2. Relapse Network Focus for 1992-1993

A. Chuck suggested that in renewing our Relapse contracts we should consider integrating and collaborating our efforts instead of individual projects of each organization; a unified campaign.. We should consider what our main objectives, agenda, and focus are for the next contract period and how we can work together to maximize the moderate funds available.. We should concentrate on a "specific direction." Dan suggests that each agency provide a list of their services that are relevant to relapse or maintenance of safer sex. This information is for internal use (Relapse Network members) to be considered for the AIDS hotline later. Those who wish to participate in renewing their contract will be expected to participate and cooperate fully. We will meet March 27 from 2p.m. to 4p.m. at the SFAF, 5th floor to discuss

3. "100% Covered Day" Items and Planning

A. Dan presented his research and presented a tentative budget for "100% Covered" items. Wayne and Chuck have agreed to create a budget for the event.. Chuck suggests purchasing postcards to advertise the event and running 100% ads two weeks before the event. Our next focus needs to be on advertising and media coverage. A tentative date for the event is June 9 (California primary is June 2). A meeting is scheduled for March 13 at 1p.m. to 3p.m. to discuss further planning.

Next Meetings are as follows:

1. 100% Covered Day Planning Meeting March 13 at SFAF, 6th floor, from 1-3p.m.
2. Relapse Network Agenda Planning Meeting March 27 at SFAF, 6th floor, from 2-4p.m.

Michael Sullivan
Minute Taker

Chuck Frutchey
Minute Editor

Regional Education Department Staff Meeting
August 14, 1992
4:00 - 6:00 p.m

Agenda

1. Announcements

a. Program Independent vs interdependent

All BAHSES programs are interdependent. There are no independent operations at this time.

b. Areas of responsibilities.

To clarify who is responsible for what. The organization programs are divided by programs and geography. BAHSES EAST program personnel are responsible for and coordinating all events in the East Bay operational area. BAHSES WEST program personnel are responsible for and coordinating all events in the West Bay operational area. Regional personnel have regional responsibility for coordinating program(s) between operational areas or they act as liaison.

a. Orientation - August 15, 1992

There will be an orientation in Oakland for all volunteers at 250 E12th Street, Oakland.

b. Job Openings

We currently have three openings

- 1.) Program Coordinator - Support Services - BAHSES WEST
- 2.) Program Assistant - Education/Outreach - (RELAPSE)
BAHSES WEST
- 3.) Program Assistant - Education/Outreach (Job Share - M&M)
BAHSES WEST

c. Handling of donations/funds

All funds must be turned in with BAHSES BWMT/MACT Accounting Form 442000 6/92 within 48 working hour after collection. Cash will be sealed in a envelope and submit with accounting form.

2. Scheduling of events

a. QPP (Quarterly Program Plan)

People need to prepare their QPP and submit them so we do not end up double book events, this includes Support Services.

b. Utilization of agency/program resources

All program resources are property of the Agency and to be utilized by all agency personnel. There are very few exception to this rule such as paper set aside for newsletters. Any funds collected regardless of department or events collecting the funds are agency funds.

3. S.W.A.T. Kits Maintenance

a. Responsibility

b. Protocol

It is the responsibility of all education personnel to maintain the Kits. One day per week will be set aside to work on kits. This work activity will be scheduled in advance to ensure kits will be ready at all times.

Used kits are not to be store in the supply closet, but outside of the room. Completed kits are to be kept in the supply closet.

4. Supplies

a. Definition and ownership

Supplies are not property of any one program

b. Maintaining inventories

It is everyone's responsible to maintain program material inventories.

c. Locating new materials

Clarmundo has located many new materials. Be careful they do not counter what we are saying. Everyone should be collecting material from every conference, colaboration or event attended.

d. Educational aids/supplies funds and purchasing policies

All agancy supplies are paid for by checks from the fiscal agent. Petty cash checks are only issued in cases of emergency or when there is a cash flow problem. This means that people need to plan to order their supplies with enough lead time.

5. Paid and non paid staff

a. Training and Recertification of all facilitators

All staff personnel especially non-paid staff need to be recertified as workshop facilitators. This way they will receive the up to date manuals and changes to the workshop. Training to be scheduled.

b. Active role in program development

All agency personnel have an active role in the development of programs.

c. Commitment

There has to be a commitment to the program and the agency both in participation and sticking to schedules.

d Being current on HIV/AIDS information

All staff personnel need to be current on the events that impact the communities we serve and HIV/AIDS. Information collected can be found in the 560000 and 600000 series. Please take time to investigate these resources. Meanwhile, there are read packets that are circulated in the department, please read them they are very informative on many levels.

6. Educational aids

a. Program Module Charts

We have been contacted by a word processing firm that will be willing to work with us on developing a new module education charts. Tom Schroeder and Lee will develop a draft for everyone to review and make comments.

b. S.W.A.T. Scenarios

Tabled to next meeting.

7. Education Master Plan.

I have not received education master plans from Shurland and Clarmundo. This is different from the QPP. The master plan is a projection of where education is and where it wants to go in the next year to five years.

8. Next meeting

Change of date for next meeting: September 21, 1992 - 6:00 - 8:00 p.m.
BAHSES WEST Office. If you have anything for the agenda get it to me by September 17, 1992.

Prepared by Lee Y. Woo

512005/523005

cc: Mike Brunetti

Regional Education Department Staff Meeting
September 21, 1992
Agenda
6:00 - 8:00 p.m.

1. Announcements
 - a. Job Opening
2. Schedule of Events for 4th Quarter
 - a. October
 - b. November
 - c. December
3. Clarmundo Sullivan's event - 9/26
4. Tri-City Clinic Workshop - 9/25
5. Program Module Charts
6. S.W.A.T. 100s
7. Agency Brochure
8. Old Business
9. Next Meeting

512005/523005

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Prepared by Lee Y. Woo

512005/523005

cc: Mike Brunetti

Regional Education Department Staff Meetings
October 19, 1992
6:00-8:00 pm
Minutes

1. Announcements

a. Job Openings -

Program Coordinator - Education. We are still looking for candidates

2. Program Reports

a. OMH

Madam X has been hired to assist Clarmundo Sullivan with this grant. We have been funded for the second year.

b. Relapse

Shurland Aird will be taking over this grant. He will phase out of the M&M/CDC grant when the new person is hired. The Safer Sex Maintenance workshop is being conducted at the Steamworks at this time.

c. M&M/CDC

We are under third year funding. Just finished our site monitoring and the outcome was that improvement is needed. A program must be directed to African American target group that is culturally and programatically acceptable to the community.

A. Old Business

1 Schedule of Events for 4th Quarter (1992)

a. October

Oct 28 - Glide Goodlett Event (Support Services to add staff)

b. November

Nov 20-21 - S.W.A.T. Training (631 O'Farrell)(10 am - 5 pm

Trainers: Lee Woo
Shurland Aird
Clarmundo Sullivan

c. December

Dec 12 - HIT Table Training

Trainers: Lee Woo
Clarmundo Sullivan

Dec 20 - OMH Event - La Pena Cultural

Coordinator: Clarmundo Sullivan

2. Schedule of Events for 1st Quarter 1993 (Jan, Feb, Mar)

Due December 1992

3. SWAT 100s

Final will be completed and forwarded for approval

4 SWAT Module Charts

Final will be completed and will go into production

5. Agency Brochure

Final will be completed and will go into production

B. New Business

1. Per Diem Staff work and Requirements

Personnel received pay for their services cannot refuse or states they do not want to do work when directed. If they have not been trained to do the work, then they will be trained or will have OJT. If the person is not willing to do the work, then they will not be paid.

2. Recertification of workshop presenters

All Workshop/Playshop presenters need to be recertified with the November training. It is important that all current facilitators show up for this training.

3. HIT Table Training

This is a new training. It will be for people who want to start slow and work up to being a workshop facilitator. The following will be attending: Jelousy, Madame X, Tom Schroeder, Sylvester Paige, and Marlow Thomas.

C. Working on Kits and outreach materials

It is the responsibility of all program people to keep the kits up. Jelousy has volunteered to coordinate on the project.

D. Facilitator's performance evaluation and certification

All facilitators will be evaluated. Look for your notification in your box.

D. Next meeting date.

November 30, 1992 5pm - 7pm

cc: Support Services

Regional Education Minutes
November 30, 1992
6:00 - 7:30 p.m.

1. Announcements

a. Part Time Personnel responsibilities:

- 1) Overtime - Overtime must be approved first. If not, it becomes volunteer time
- 2) Timesheet - Not being turned on time. To avoid not receiving a check or holding up payroll, must turn in timesheet first work day after payday.
- 3) Schedule - Not receiving works schedules by established deadlines. It is important to get them in.
- 4) Requirements - Part-time personnel are to review the requirements for being part-time.
- 5) Performance Evaluation schedule - Evaluations are being scheduled. All personnel are to be evaluated.

2. Program Reports

- a. Relapse - "Take it to your bedroom" Workshop scheduled for 1/5/93 at Eros.
- b. Brothers Program - Has been implemented for all African American programs (BAHSES WEST and EAST)
- c. Jelousy did outreach at Box and now working on the Stud.
- d. OMH - has event scheduled for Dec 20, 1992.

3. Staff Retreat Dec 4, 1992

- a. As many as possible to attend.

4. Workshops and HIT Tables schedules

- a. There is a form that every workshop and HIT Table to be scheduled on to be entered into a database.

5. Training Schedule for FY 92/93

FY 92/93 training schedule has been developed and distributed

a. Requirement for all staff

- 1) All staff to be retrained. Need to select training date.

b. Trainees assignments

1) We are training people, but nowhere for them to work. It is important not only to train people, but have venues for them to work in. Currently BAHSES West does not have any on-going workshops and HIT tables. Program personnel are to

c. Training Routine

1) It has been suggested that education/outreach volunteers follow a course of training. Start with HIT Tables then to S.W.A.T.

6. Coordination of events and activities between BAHSES WEST and EAST

a. There needs to be better coordination between the WEST and East education operations

7. Steamworks Scheduling

a. Lee will be working with the Steamworks to develop new HIT Table and Workshop Schedules.

8. Next Regional Education meeting is Dec 14, 1992 - 6:00 - 7:30 p.m.

512005/522005

Regional Education Meeting
November 30, 1992
6:00 - 7:30 p.m.

1. Announcements

a. Part Time Personnel responsibilities

- 1) Overtime
- 2) Timesheet
- 3) Schedule
- 4) Requirements
- 5) Performance Evaluation schedule

2. Program Reports

3. Staff Retreat Dec 4, 1992

4. Workshops and HIT Tables schedules

5. Training Schedule for FY 92/93

- a. Requirement for all staff
- b. Trainees assignments
- c. Training Routine

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512005/522005