

.BAHSES-BWMT/MACT INTER OFFICE MEMORANDUM

6/3/91

TO: All Facilitators

FR: Alvictor Bradford

RE: Support Group Meeting

To better understand the support group meetings. I will be attending all three meetings, on 6/10, 6/11 and 6/13. Would you please inform your members as to my attendance in order to prepare then for an additional person.

I will be there just to observe and at our next facilitators meeting we will discuss each group.

cc: Kevin Brooks
Lee Woo

514000



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



March 9, 1992

To: Support Group Facilitators

From: Mike Brunetti, Support Services Consultant

Subject: Facilitator Meeting

On Thursday, March 19, 1992 from 6:30 to 8:00 p.m.
there will be a facilitator meeting to review some
points of interest.

The meeting will START at 6:30 and will END by 8:00.
Please be prompt.

Points to be discussed will be:

- o Time records
- o Payments twice per month
- o Activities Sheet completion
- o New group(s) beginning and availability
of facilitators
- o Facilitator recruitment
- o Up-date of current groups.

Feel free to call me with any questions before our meeting.

cc: Lee Woo
Administrative Staff

523005



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

FACILITATOR MEETING AGENDA
March 19, 1992

- 1.) Introductions
- 2.) Announcements
 - Facilitator/Status of Support Groups
 - Support Services
 - a.) Current mailing and phone list of facilitators
 - b.) April 23rd Social
 - c.) May 2nd facilitator training
 - d.) April 2nd - new group forming
 - e.) 28 agencies solicited for new group members and volunteers also informing of activities, drop-in group and other services
 - f.) Advertising in ASPA and Bay Times
 - g.) HIV negative group in brainstorming stage.
- 3.) Payment methods/requirements
 - Time sheet
 - Activities Report
 - Twice monthly billing means two checks a month !
- 4.) Facilitator availability
 - Gus will co-facilitate with Joe on Tuesday's Drop-in
 - Jelousy confirmed for Thursday's 5/2 new group - co-facilitator?
 - Preston facilitating Wed. at Peter Claver Community - co-facilitator?
- 5.) Module I beginning with 5/2 group will run for 5 weeks with a 1 week break then move on to the next 5 weeks. (Trying it!)
- 6.) Anything else?

523005

BAHSES MEMORANDUM

To: Volunteer Support Group Facilitators

From: Mike Brunetti

Subject: Minutes of the April 6, 1992 Facilitator Meeting

Date: April 7, 1992

Attended: Sylvester Paige, Bruce Menapace, Tom Schroeder, Thomas Hajjar, Lee Woo.

Informed Mike about absence from meeting: Preston Nicholson, Gus Arechavala, Mohamed Ragab (THANK YOU FOR THAT COURTESY!)

1. Meeting began at 6:35 p.m.
2. Brief review of current groups.
 - o Tuesday Bruce is attempting to bring his group to a meeting of closure. Attendance has dropped off.
 - o Thursday Mike announced a group of 6 began on Thursday.
 - o Tuesday Drop-in facilitator not in attendance and Wednesday facilitator at Peter Claver Community in hospital; therefore, no reports given.
3. Security issues were discussed. Thefts have been occurring during the day and evening. Lee is sending a memo to remind all of us who are here in the evening to close everything up and lock the office tightly.
4. Mike announced the search for a liscensed Clinical Supervisor is underway. Although only a small amount of monies is available for this person, he will be able to provide input into the revisions of the program and offer support to facilitators. Any facilitator knowing such a person should call Mike with his name and number.

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5. As announced in the agenda sent to all facilitators, the primary focus of the meeting was to take a look at ourselves as facilitators, content of the program and ways we could improve. Mike reported he had hoped for this meeting to be an informational one wherein he could gather data to present to the Clinical Supervisor as a starting point of discussion.

With so few facilitators in attendance, the information gathered was appreciated but may not be complete. Past and current facilitators who are so motivated are invited to contribute to this evaluation of ourselves and the program which will ultimately benefit the client. Knowing the human ways, it is hoped anyone with criticisms as well as positive input will inform us of their opinions NOW and not wait. We are sincerely seeking input to improve.

Some of the ideas/ input are listed for your review:

- o An issue of how far do we, as facilitators go to keep people in the group, was discussed. (Sylvester related an incident wherein a group member was suicidal and after many attempts at telephoning the group was concerned enough that Sylvester went to the persons' home just to see if he was O.K.) While Mike and Lee agreed that was an unusual situation, our limit as facilitators is to telephone, leave a message and allow the client to return our call(s).
- o It was reported to a facilitator the group "lacked strength" the client was not getting the needed support.
- o Two facilitators mentioned they had heard comments of there were not enough people in the group.
- o All acknowledged there are support groupies who may just be going from group to group to get the "perfect" combination of their needs met and comfort.
- o BAHSES' location was mentioned as something which creates discomfort, particularly leaving at night.
- o Dissimilar ages was an issue mentioned.

- o Commitment to 25 weeks up front (before the group members even know each other) seems scary. Mike told everyone he is experimenting with the new group on Thursday by only asking them to commit to 10 weeks with a one week break after the fifth. Toward the end of the 10 weeks, he will then ask if the group wishes to go onto Module II.
- o Pre-qualification of support group members was also discussed as a possible way to ensure clients are willing to make the commitment to the program.
- o Sylvester mentioned the need for facilitators to receive HIV treatment and other relevant information, e.g. training. Mike assured the group it was his responsibility to keep the group informed about such things and that he would do so.
- o A suggestion of allowing people to "share their stories more" was made as a way to build bonding among group members.
- o We as facilitators need to be flexible and not remain on the topic only or meet if several group members are going to be out of town. Skip a week!
- o Do more socials together - go with the group to events.
- o Focus on bonding, particularly in Module I.. Facilitators truly can create the environment for bonding to happen.
- o Get mini-evaluations during the modules.
- o Give choices for topics to be discussed.
- o Facilitators need to be warm, especially during the first few weeks since distance by the facilitator creates distance within the group. First impressions count.
- o Facilitator training needs to address the above item. The training done with AIDS Health Project takes a stand that we are to be detached.

- o Follow-up with facilitators and vice versa if plans change, e.g. speakers do not show after the facilitator has communicated to the group a speaker is/was coming.
- o Since some see support groups as a way to develop relationships, the quarterly socials may be a way to stabilize groups. (Reminder of the 4/23/92 social in which only 1 person has called with his reservation)
- o Survey the group members *during* the program about what is liked/needs change.
- o Do a telephone evaluation of groups that haven't succeeded.
- o Play up the multicultural/multiracial aspect of the group.

These are the key points of discussion. Again, any comments from those who were not in attendance are appreciated.

6. The meeting ended at 7:55 p.m.

BAHSES MEMORANDUM

To: Support Group Facilitators

From: Mike Brunetti

Subject: Facilitator Meeting Minutes 4/19/92

Date: 4/20/92

Thank you for attending last evening's meeting. I look forward to working with all of you. The meeting minutes are outlined below. This information is being mailed to those in attendance as well as those who were unable to attend. (For those who were unable to attend last evening, please note the next meeting dates - we would welcome your input)

Please call me with any questions or needs you have. It's clear to me we are going forward and anything you need, particularly if it benefits the client, is of concern to me.

1.) Introductions

The meeting began at 6:30 p.m. In attendance were Mohamed Ragab; Preston Nicholson; Carlton "Jelousy" Jiggetts; Bruce Menapace and Tom Schroeder.

2.) Announcements

a.) Status of current groups - Tuesday Drop-in. Joe Hanrahan has left. Gus Arechavala has taken Joe's place. However, we need co-facilitators to support Gus and any clients. Mohamad suggested a schedule of rotation among facilitators. Mohamad will co-facilitate with Gus 4/24/92. Any facilitators wishing to help out should telephone Mike on Monday to confirm.

- Tuesday Group. Bruce reported there are 3 people left from the original 10. The group is continuing.

- Wednesday Group. Closing/Graduation exercises occurred 4/18/92 since the group completed both Modules.

- Peter Claver. Preston reports the group has 4 members and has been meeting for 6 months. They will continue. A co-facilitator is needed. Mike will ask Sylvester Paige if he is available soon.

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While much discussion covered current support groups, particularly around finding ways to keep co-facilitators for Tuesday's Drop-in, the groups are still meeting.

b.) Support Services activities - Mike reported on planning and activities of support services.

- April 23rd there will be a Social which will bring past and current support group members and facilitators together for the evening. The place is the 2nd floor Conference Room of 631 O'Farrell St from 6:30 to 8:30 p.m. Invitations will be sent out and the BAHSES newsletter is announcing the event in the upcoming issue. The idea is to bring a friend in addition to socializing with "old" friends as a way to familiarize new people with BAHSES thereby increasing service availability.

- May 2nd is a support group facilitator training. The one-day training is a deviation of past 21/2 days in an attempt to condense the training as well attract new facilitators. Further, less role-plays and more interaction will be designed in the revision.

- April 2nd a new support group will begin. Three people thusfar have signed up for the group. Jelousy will facilitate and Tom/Mohamed will call after considering being co-facilitator. (Those who did not attend this meeting but may be interested in facilitating this or other, upcoming groups should call Mike ASAP with this information.) Also, this group will have 5 weeks of Module I with a 1 week break and a return to Module I for the remaining 5 weeks. We're experimenting and want to be open to what we learn.

- Some of the above activities are impacted by the recent mailing to 28 AIDS service organizations to recruit support group members and facilitators. The packet mailed included additional information about transportation services as well as drop-in. It is hoped this type of outreach will help increase service delivery to HIV impacted people.

- Advertising is also being done in ASPA (AIDS Service Providers Association) newsletter and Bay Times.

- Copies of flyers were provided to those in attendance of the above.

- A brainstorming session occurred with Lee and Mike about an HIV negative group. The need is clear. Although funding is not received for this we are targeting such a group to be designed and begun this year. Copies of the brainstorming data was distributed and Mike asked facilitators to give input at the next meeting.

- Mike reported he is seeking a clinical person to assist in re-visiting the support group content and design. It's been in place for over a year and needs to be viewed from a health professional's eye. Again, it's an excellent time to re-think, adjust and/or change whatever needs to be done for second year funding.

c.) Payment/reimbursement

- Mike reports a desire to get time sheets and activities reports on a timely basis since he will be submitting payment requests every two weeks to avoid waiting months to get payment. At some point, it is hoped we will be paid every two weeks !

d.) Next Meetings

- The group decided on Mondays as a "better" meeting night. Therefore, the next meeting will be held at the BAHSES office Monday, April 6th from 6:30 to 8:00 p.m. We also decided a three week interval would be held between meetings and scheduled April 27th then as the meeting date after April 6th. The April 27th meeting will also be held at the BAHSES office from 6:30 to 8:00 p.m. (As people learned this meeting, we will begin and end on time)

The meeting ended at 7:50

March 18, 1992

Support Group Facilitator Mailing List: Please print your name, street address, city and ZIP as well as a telephone number(s) where you can be reached.

*) Mohamed Ragab

635 Clayton Street #4

San Francisco ZIP 94117 PHONE (415) 863-7920

*) Preston Nicholson

230 Eddy Street #414

San Francisco ZIP 94102 PHONE (415) 776-8052

*) Carlton "Jelousy" Jiggetts

936 Mission Street #418

San Francisco ZIP 94103 PHONE (415) 863-5327

*) Bruce Menapace

1700-B Sherman Street

Alameda ZIP 94501 PHONE (510) 814-0449

*) Tom Schroeder

1105 Larkin Street #505

San Francisco ZIP 94109 PHONE (415) 673-7720 X505

*)

ZIP PHONE ()



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



BAHSES MEMORANDUM

July 15, 1992

TO: BAHSES EAST - Education Volunteer

Michael Sullivan
FR: C. Michael. Sullivan, Program Assistant-Education/Outreach

RE: STAFF MEETING

There will be a meeting of education volunteers based in the East Bay. The meeting is scheduled for Saturday, August 1, 1992, 2:00 pm to 3:00 pm at Whispers Bar in Oakland.

We will be discussing the BAHSES EAST education plan for the East Bay for the rest of 1992.

Please let me if you are not able to attend - call 415-749-6714.

cc: Lee Y. Woo

#2 BAHSES/AL

222005/523005



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

May 3, 1992 Outreach Event - Oakland

<u>NAME</u>	<u>ADDRESS</u>	<u>PHONE</u>
Reggie Williams	631 O'Farrell St., San Francisco 94109	(415) 7496700
Leo Sallie		
& Luis E. Deras	220 East 15th St., #1, Oakland 94606	(510) 268-9062
Kev & Will	272 Euclid Ave, #104, Oakland 94610	
Roger Gooden	297 MacArthur Blvd., #D, Oakland 94610	(510) 893-3934
John Dennis	2921 Modesto Ave, Oakland 94619	(510) 436-4836
Ray Jackson	1684 Decoto Rdl, #54, Union City, CA 94587	
Brad Green	4021 1/2 Brookdale Ave, Oakland 94619	
Leonard Adgerson	234 Escuela, #113, Mountain View 94040	(415) 964-9790
Richard Page	445 Burnett Ave, #302, San Francisco 94131	
Keith Frazier	2808 Carmel St., Oakland 94602	
Ty Blair	4214 Telegraph #3, Oakland 94609	
Will Garner		
& Bob Isom	1452 Grizzly Plead Blvd, Berkeley 94708	(510) 849-0449
Cotrell Ward	1529 Alice St., #402, Oakland 94612	(510) 834-7515
Todd Davis	151 Lakeside, #110, Oakland 94612	(510) 893-4639
Ken Norman		
& David Lozada	492 Staten Ave, #901, Oakland 94610	(510) 268-0658
Chris Coleman	1535 Eddy, #509, San Francisco 94115	(415) 673-6507
Joseph C. Wiltshire	3166 Larchmont Lane, San Pablo 94806	(510) 233-4530
Rickey Smith		
& Terry Coney	475 Merritt Ave, #3, Oakland 94610	(510) 465-2677
Health Boyd Jr.	839 - 45th Ave., #A, San Francisco 94121	(415) 750-1476
Landis Rayford	2932 Millsbrae Ave., Oakland 94605	(510) 638-4239
Randall Caston	404 Arballo Dr., San Francisco 94132	(415) 586-9071
Joseph Savoy	444 Merritt Ave, #202, Oakland 94610	
Ron Hypolite	2808 Carmel St., Oakland 94602	(510) 531-6313 H 291-5454 W
Morris Rhone		
& Ken Forbes	4025 Altamont Ave, Oakland 94605	(510) 568-1514
Samuel J. Hart	366 Staten Ave., #302, Oakland, 94610	H: (510) 763-3441 W: (415) 395-6585
Eric Turner	658 28th St., #45, Oakland, CA 94605	H: (510) 832-SEXX
O'Dell Taylor	375 Grand Ave, #302, Oakland, CA 94610	
& Lawrence Carty		
Tracy Millard	1623 89th Ave., Oakland, CA 94603	
Abbie Rhone	1003 E. 24th St, Oakland, CA 94606	

Send out letters to yellow
Topic Sullivan

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 agency 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



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



BAHSES MEMORANDUM

September 28 1992

FACILITATOR'S MEETING

OPENING ANNOUNCEMENTS

Guest speakers:

Clients with missing forms

Facilitator Update

Training in October

Outreach and corner shots

Group Updates and Check-Ins

Module One re-Visit, Questions, Comments & Criticisms

523005



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

**PETER CLAVER COMMUNITY HOUSE
1340 GOLDEN GATE AVENUE
SAN FRANCISCO, CALIFORNIA**

BAHSES REGULAR WEDNESDAY NIGHT HIV SUPPORT

FACILITATORS: SYLVESTER PAGE & ISAAC OSBORNE WELCOME YOU TO THEIR MONTHLY
SOCIAL ON WEDNESDAY, SEPTEMBER 30TH AT 6:30 P.M.

MENU

GOLDEN FRIED CHICKEN
TURKEY WINGS & DRESSING
MUSTARD GREENS
SCALLOPED POTATOES
PEAS & CARROTS
MACCARONI & CHEESE
DELICIOUS LEMON FROSTED POUND CAKE
COFFEE & MILK

WE ARE ASKING FOR A DONATION OF \$5.00

Mr. Ben Alan, Resident Chairperson
(415) 292-6704 Room
(415) 563-9228 Peter Claver Office

☐ **YES I WILL BE ATTENDING THIS MONTH'S SOCIAL**
☐ **NO I WILL NOT BE ATTENDING THIS MONTH'S SOCIAL**



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



BAHSES MEMORANDUM

October 7, 1992

TO: All Facilitators and Group Members

FR: Dakota Scott-Hoffman

RE: DRUG THERAPY WORKSHOP

Please be aware that John Brisbane from EACH will be facilitating a special group for all BAHSES group members and support group facilitators. I would like to show EACH how much we appreciate this event by having as big a turnout as possible. Please tell as many people as possible about this Workshop and invite as many people as you want.

Please use this as an opportunity to ask some questions about FDA approved drugs, clinical trials and healthy non-toxic therapies.

This event will take place:

Wednesday, October 21, 1992 at 6:30pm.
944 Market Street, Second Floor, in the EACH Office
San Francisco, CA

If you have questions please call John Brisbane, 415-403-3800 or me, 415-749-6714.

code:523005/523095



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

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

October 20, 1992

Randy Barnette
1884 Market Street
San Francisco, CA 94102

Dear Randy :

I would like to request a meeting between you and myself in reference to a "trial outreach project." This project supplies patrons with information about support groups for those affected by HIV. A representative from BAHSES will come to your establishment at a time mutually agreed upon to distribute this information. This whole process would take less than 20 minutes. A follow-up could be done on-site, or, we can suggest to patrons that any interested parties come to our office at their convenience.

I would appreciate an opportunity to discuss this project with you and get this trial program started on November 6, 1992. Then, we would like to get your reaction to the program and end the trial period on December 12, 1992. I will calling in the next few days to hopefully schedule a time to meet and answer any questions you may have. Enclosed, you will find copies of some of the materials we would distribute.

Thanking You in Advance for you Support,

Dakota Scott-Hoffman
Program Coordinator - Support Services

DSH:

barzltr

523005/523095

*This letter was sent to All
Homeless Bars on Page 2.*

L NAME ORGANIZATION

Barnette
New Eagle Creek Saloon

Gilpern
Motherlode

Freeman
Uncle Bert's Place

L NAME ORGANIZATION

Adams
Pendulum

Volone
Polk Gulch Saloon

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



December 8, 1992

Mr. Brett Frederick, Executive Housekeeping Dept.
Hyatt Regency San Francisco
5 Embarcadero Center
San Francisco, CA, 94111

Dear Mr. Frederick:

Thank you very much for your generous contribution to the Bay Area HIV Support and Education Services. Your charitable donation of poinsettias will be greatly appreciated by many persons with HIV disease whom we serve and those who are the clients of other AIDS service agencies in the Tenderlion. On behalf of our staff and the people served in the Tenderlion area, we thank you for making the season just a little brighter.

I would also like to offer a special Thank You to Joe Mc Laughlin; the compassionate landscaper, who has been managing this beautiful holiday gift that your department and the Hyatt Regency San Francisco have made available.

Your contribution is Tax-deductible to the fullest extent of the law.

Sincerely,

Dakota Scott-Hoffman
Program Coordinator - Support Services

DSH:

Hyatthank

523005/523095



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



December 15, 1992

Lee Woo

3135 Courtland Ave

Oakland, CA 94619-2641

Dear Lee:

Hello from the desk of Dakota . This is to inform all the facilitators about the new activities report forms we will be using. These forms will make it easier to compile the data necessary for BAHSES to report as well as make Arni's work a little smoother as he enters the information into his new , improved database. I have attached a copy of the new form for your perusal.

An important reminder to be as complete and as accurate as possible with these reports. Please fill in full names of those present and absent in the appropriate spaces on the back, the date, your name, the event, (ie. Monday night Support Group), and all your comments regarding the event.

Sincerely,

Dakota Scott-Hoffman
Program Coordinator - Support Services

DHS/NW

D Base/Staff

523005/523095



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



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



BAHSES BWMT/MACT ACTIVITIES REPORT



ACTIVITIES: . .

Date of Event

BAHSES

EVALUATION/COMMENT SHEET

SPEAKER/FACILITATOR

PERFORMANCE

EVALUATION

NAME:

NAME:

NAME:

COMMENTS:

ATTENDANCE:

ABSENT MEMBERS:

December 17, 1992

Leon Vacehues
Glide-Goodlett AIDS Project
330 Ellis Street, Room 518
San Francisco, CA, 94102

Dear Leon:

Per our discussion yesterday, this letter is to formally request a co-facilitated support group for the Rafiki House located 1638-40 Kirkwood Avenue. The group will be a part of our current MOU. The current program Director for Rafiki House, Joy Rucker has requested this service for the new year. From the discussion I had with her, the house has a mix of both heterosexual and gay/bisexual African-American men. With this information I thought it might be wonderful to have a peer support group facilitator from each of our organizations work together to start a group in the house, preferable on a week night. Joy herself suggested Wednesday as the night a group can meet. Please contact me as soon as possible to discuss this effort and to schedule time for the two facilitators to meet and set-up their game plan. I can be reached at 415-749-6714 and Joy can be reached at 415-641-0437. Again thank you Leon for your time and consideration of this project.

Sincerely,

Dakota Scott-Hoffman
Program Coordinator - Support Services

DSH:

GGRaf

523005/523095



December 23, 1992

Lee Woo

3135 Courtland Ave

Oakland, CA 94619-2641

Dear Lee:

As promised, this is a letter asking for a call to arms. WE have, in the past, discussed different ideas for fundraising techniques for a support group meeting's activity fund. Here are the minutes from the last Facilitators' Meeting, please take a few minutes to review this document and call me to let me know the amount of time and energy YOU may be able to give to this endeavor. Even if you are not able to give time, your ideas are useful for the rest of us to hear. The next Facilitators' Meeting will be... (Please see enclosed minutes for that information. Thank you.) At this meeting, we will be discussing Module Three and the last half-hour will be devoted to final planning of the fund raising team.

If you are an active facilitator and earned a stipend for Oct. 16 - Nov. 30, your back check is in the office. Please see me. I have yet to receive checks for December. I thank you for your patience.

Sincerely,

Dakota Scott-Hoffman
Program Coordinator - Support Services

DHS/AL

D Base/Staff

523005/523095

*Can we schedule Time
To discuss the minutes
Thank you*



BAHSES SUPPORT GROUP FACILITATORS' MEETING

December 21,1992

Facilitators Present:

Grahame Perry
Sean Wilson
Danielle Cejudo
Sylvester Paige
Mohamed Ragab
Nikki Widiono

BAHSES Staff:

Dakota Scott-Hoffman

Facilitators ~~Members~~ Absent:

Joe Mc Laughlin - Excused
Marcella Holzman - Excused
Michael Young
James Abrams
Allan Kinniard
Ed Schottman - Excused
Tim Downs
Thomas Schroeder - Excused
Sherri Webb
Madame X
Jelousy

Dakota Scott-Hoffman called the meeting to order at 6:30 PM

I. Absence of Facilitators at this meeting.

- A. It was noted that several facilitators were missing at tonight's meeting. Dakota stressed that these meeting were mandatory under the confines of our grants' policies. Anyone, unable to attend should call Dakota in advance of meeting to notify him of their inability to attend.

II. Fundraising

- A. Fundraising specifically for the Support Groups was discussed. This money would be used for outside events and food for meetings and social events. It was felt that this would be particularly nice since most of BAHSES support groups were held in the Tenderloin, an area known to have many with financial restrictions.

1. It was felt that this would be a good time to outreach to the community and tell the neighborhood what BAHSES was all about.
 2. Concern with the use of a banner or other materials should be conducive to the neighborhood (esp. any material that would seem pornographic by some of community).
 3. It was expressed that facilitator involvement was needed to make these events a success. However, everyone needs to examine his/her level of commitment and stand by it. No one needs to commit if for any reason they can not or if they feel uncomfortable. Some people have limited time for such involvement and their commitment to be a facilitator should be appreciated in and of itself.
 4. A separate system for handling the money raised would be set up within the confines and policies of BAHSES.
 5. An invitation to participate by support group members was left up to the discretion of facilitators, since they knew whether group members physically and/or emotionally capable. It may be an avenue for group members to meet others and give them a sense of control/empowerment in their lives.
 6. The amount to be raised was still to be considered, however, \$100 at this time seemed an adequate amount.
- B. A garage sale or combination garage/bake sale seemed the most effective method.
1. Dakota will write a letter that the facilitators may use a proof when asking for donations for the garage sale.
 2. A source of merchandise to be sold at garage sales was discussed. Dakota and Nikki were to seek out donations, but facilitators and support groups members were encouraged to donate and ask among their friends.
 3. At this time, it was felt that no more than one garage/bake sale should be scheduled per month.
- C. Location was discussed. Marcella has offered the space in front of her house for Saturdays. Mohamed felt his place could be available on Sundays.
- D. Other avenues suggested to raise money and expose BAHSES to the community were:
1. Raffle
 2. Social Evening for people with HIV.
 3. Party in someone's home.

- E. It was suggested that a letter with the address and date of event be sent out as a notice. A notice would also be place in BAHSES Newsletter.
- F. All/any ideas will be appreciated.

III. New Activity Reports

- A. The activity report has been altered to give more specific information and to be more easily entered into BAHSES data base.
- B. Under Populations Served there are 4 new entries.
- C. Under Division:

BR = BAHSES Regional event
BW = BAHSES West event
BE = BAHSES East event
BN = BAHSES North event
BS = BAHSES South event

Please enter mark in appropriate box for this event.

- D. Department:
 - 1. Mark box for Support Groups
 - 2. Ignore Total TV entry. This was a computer error and will be corrected/deleted.
- E. It is important that all those attending and absent be written in the last two section on the back page of the report. This makes the report much easier for review and eligibility for transportation vouchers. Please include first and last name of group members.

IV. Timesheets

- A. Can be handed in anytime. Dakota will hand them in on the next 15th or last day of the month to payroll. No checks have been issued for the last two months, but promises have been made that checks will be issued this week.

V. Activity Reports

- A. Please hand in ASAP. Either after the meeting or the next morning.

VI. Weekly Support Group Schedule

- A. Weekly Support Group Schedules has been put in all facilitators' boxes. For those not attending tonight's meeting, a schedule will be mailed with tonight's minutes.

**Next Facilitators' Meeting: Monday, January 25, 1992, 6:30 P.M.,
at 625 O'Farrell Street.**

Meeting was adjourned at: 7:40 PM



BAHSES BWMT/MACT ACTIVITIES REPORT



ACTIVITIES:

Date of Event

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



BAHSES BWMT/MACT ACTIVITIES REPORT



ACTIVITIES:

Date of Event

EVALUATION/COMMENT SHEET

SPEAKER/FACILITATOR

PERFORMANCE

EVALUATION

NAME:

NAME:

NAME:

COMMENTS:

ATTENDANCE:

ABSENT MEMBERS:

MODULE III. Support Group 300

The goal of module III is for group members to maintain and/or continue development of a productive lifestyle. Members will utilize the Buddy System and Facilitators for ongoing support, planning, and crisis resolution.

SESSION I. - Support Group 301

Week 1

TITLE: Follow Up.

Section 1. Explain Module III.

Section 2. Check in with buddy at least once a week.

Section 3. Check in with group leader(s) at least once a month.

Section 4. Attend group reaffirmation and progress meeting every two months.

SESSION II. - Support Group 302

Section 1. Social Events and Activities.

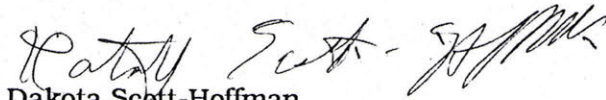
December 30, 1992

Catholic Charities of San Francisco
AIDS/ARC Services Division
Peter Claver Center
1340 Golden Gate
San Francisco, CA 94115
Attn: Julia Dickerson, Ph.D., Program Director

Dear Julia:

Enclose please find flyers to distribute to Peter Claver Community residents to continue support services outside the center. It is regretful that we can no longer have meetings in your facility; however the facilitator for that group have taken a leave of absence. I hope to have a new facilitator for your location after our next training in March 1993. Please contact me if you have any questions.

Sincerely,



Dakota Scott-Hoffman
Program Coordinator - Support Services

DSH:

pccltr

523005/523095