

JAMES M. FOSTER

*Paul Volberding
to respond 8/9/88*

MEMO: 14 July 1988

TO: Paul Volberding, John Zeigler, David Werdergar,
Phil Lee, George Rutherford, Merv Silverman, Merle
Sande

FROM: Jim Foster

SUBJECT: 6th International Conference on AIDS

1. While attending the Fourth International Conference on AIDS in Stockholm I obtained a copy of the First Announcement of the 6th International Conference to be held in San Francisco from July 20-24, 1990.

2. I would like to share with you some concerns I have about the announcement and to make some suggestions about the Conference itself.

3. While recognizing that the Conference is primarily a medical and scientific gathering, still I was dismayed that there were so few recognizable gay and AIDS activist names on the initial call to the conference. I realize that this was simply the first in what will be many announcements of the conference. It is, however, a matter which needs to be dealt with quickly because of the political implications of the omission.

The Conference is scheduled for the same week as the 1990 celebration of Gay Pride Week. In other words there will be 15,000 AIDS researchers and scientists gathered at Moscone Center and the Marriott Hotel and approximately 250,000 thousand gay people outside. In order to avoid serious confrontations, I strongly suggest that you begin the process of planning by including recognizable gay and AIDS activist leadership as soon as possible.

3. Although the Stockholm Conference was an improvement over the Washington Conference of the previous year, I found it very confusing. I think it is important to remember that many people will attend the San Francisco Conference who have a very personal stake in hearing what is discussed. It would have been helpful if the Conference Organizers in Stockholm held a press conference immediately afterwards to announce what they believed to be the major findings of the Conference and to discuss what seemed promising or didn't seem promising, what there was consensus on and what there wasn't consensus on rather than leaving it up to individual reporters to report on poster sessions, plenary sessions or interviews with individual physicians or scientists.

4. I have attached several articles from local gay publications about the Stockholm Conference. I apologize if you have already seen them, but I feel that they reflect many of the feelings about the Conference and show us some of the pitfalls to avoid. They should be taken very seriously in light of the fact that the 1990 Conference will take place in San Francisco and both the planning for the Conference as well as the Conference itself will come under enormous scrutiny. It is a very great opportunity for us all.

5. There are several other suggestions I have that would be more appropriate to discuss later in the planning process. I will be out of San Francisco from July 20 until July 31 and again from 19 August until October 1. I am however, very interested in hearing your response. My phone number is [REDACTED] [REDACTED]

7 December 1988

Angie Lewis, R.N., M.S.
HIV Specialty Coordinator
UCSF School of Nursing

Dear Ms. Lewis:

I would like to respond to your letter of 15 December regarding nursing issues for the 1990 International AIDS Conference that John Ziegler and I are chairing. As you can obviously guess, the planning for such a meeting is very complex. We need to respond to a variety of pressures in structuring the meeting. Our chief goal is to solidify the position this meeting has assumed as the premier opportunity for the exchange of AIDS research information among the many international collaborators in this field. A second primary responsibility is to insure the inclusion of issues relevant to AIDS researchers from Europe and the developing countries as well as well as from the United States. These two primary goals should, we hope, result in the meeting of maximum impact in continuing the progress towards conquering this epidemic. Along with this challenge, however, comes some limitations. The international research conference is not well suited to extensive discussions of the medical management of patients with HIV disease. That type of conference has been done repeatedly, and while it is also critically important to provide information for patient management to health care providers, we don't think the International Conference is the ideal forum. That is not to suggest that clinical aspects of AIDS will be ignored in the 1990 meeting. On the contrary, we hope to increase the inclusion of information but will restrict it as much as possible to research reports of the many clinical trials and clinical epidemiology studies of HIV disease now in progress, many of which will be sufficiently mature in 1990 to publicize and discuss. In this area, we would of course expect to encourage reports from nurses engaged in AIDS research and to provide opportunities for these research reports as well as those developed and presented by physicians.

A similar approach will, we expect, be followed in those areas regarding systems of care and professional educational activities. Again, we don't think the international conference would be the most appropriate place for the many community based organizations conducting AIDS service programs to discuss their own approaches because this would be of primary relevance only to attendees from the country or region where these organizations exist. Again, however, these critical efforts will not be ignored. We will strive to include reports that evaluate the outcome of patient service and educational programs. Here for example, we would fully anticipate reports to discuss effects on utilization of resources and cost of care. I will stress again that we would fully anticipate that many of the organizations that are organized primarily by nurses would find it possible to have their work accepted for presentation at the international conference. At the

same time, they will not, for the most part, be encouraged to simply discuss the structure of their program but will be expected to have developed a research strategy that evaluates the outcome of the program.

In both of the above areas--health care management for HIV disease and health care delivery systems--we believe that keeping a focus on the research will make the discussions maximally relevant to health care providers across the world. In this way we would hope that the many programs providing successful services to a variety of patient populations of HIV disease in the United States and in other countries could communicate effectively with one another.

Another area of the international conference where we expect to address some of the concerns you have raised is in the display area for community based organizations and educational and prevention outreach programs. A large space in the meeting areas of the Marriott Hotel, the convention headquarters, will be reserved for use by these organizations. The areas are large and attractive ones and are also currently planned to be the registration site for all the conference attendees. Thus, it will be one of the first experiences the conference attendees have of the meeting. Booths in this area will be available for nominal set-up fees on a first come, first served basis, but we would anticipate having substantially more space for this than was available at the Stockholm meeting.

The final area of concern that you raised in your letter was in the selection of plenary speakers and chairs of various sessions. This is an area where our plans are at a very preliminary stage. We will be able to increase the number of plenary speakers because we plan to have two simultaneous plenary sessions. In this we would hope to provide state of the art review lectures of research in areas broadly relevant to the diverse professionals attending this large conference. Again, our effort will be to keep these presentations focused on important new research findings of relevance to the broad international community involved in this work. I am certain that the many contributions made by the nursing profession in the field of AIDS will be considered for inclusion.

Clearly, we are at an early point in our formulation of this meeting. While various committees are being organized, it is certainly not too late for us to work to increase the specific representation of nurses in this planning process. We welcome as much input as you are able to give us. Our next step is to identify a program director and conference manager for the meeting. We hope to accomplish this in the next couple of weeks. After that the formation of the committees and some of the critical decisions about the structure of the meeting itself will occur. We will get in touch with you shortly to solicit your involvement. Thanks again for your very thoughtful letter. I do hope that you realize that your advice is welcome.

Sincerely,

Paul A. Volberding, M.D.
Co-Chair
6th International Conference on AIDS

John Z. Ziegler, M.D.
Co-Chair
6th International Conference on AIDS

cc: B. Woodruff

1 APR, 1989

Dear John,

I thought I'd summarize the points of our conversation yesterday for the record.

1)The meeting with United Airlines went well. I think they gave us a good contract and seem eager for the visibility our Conference will provide them. We can almost certainly get an advance of some of the complementary tickets for our use in getting the Conference organized (Melissa's trips etc.). Also, Ask Mr. Foster seems quite professional and willing to help in a number of areas. For example, they are willing to get UCSF AIDS investigators in reduced rates to the Montreal meeting.

2)I appreciate the addition of Barbara Woodruff to the local organizing committee. She will continue to be a real asset.

3)Jim Hill seems sincerely interested in trying to get our meeting some Federal support. We should have Bob get forms for an R-13 Conference grant and apply for this as a vehicle for PHS money. Jim will send a form to me in case UCSF C&G doesn't have any.

4)I didn't mean to be quite so blunt about my reaction to using the ACRC as a site for any conference profits (if we should be so lucky). Obviously, the ongoing viability of the ACRC is critical for the AIDS Clinic at SFGH and I don't want to see us lose these State funds we have all worked so hard to get. I guess my real desire is to discuss with you some way that these funds might bolster the strength of CFAR as well as ACRC as I do hope to see CFAR as an important University-wide research facilitator. I'm sure that we can easily resolve this. It would, I think, be good to discuss this before the Mission statement is printed. My reaction was in part generated by my mother's medical crisis that day which seems to have been resolved.

Thanks,
Paul



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SANTA BARBARA • SANTA CRUZ

AIDS CLINICAL RESEARCH CENTER

John L. Ziegler, M.D., Director
VAMC 141
4150 Clement Street
San Francisco, CA 94121
(415) 221-4810 ext. 3876

April 4, 1989

To: Bob Wachter, Bill O'Connor
Fr: John Ziegler
Re: Various Topics

1. We shall meet Thursday, 8:30 am at Millberry Union Cafe. Agenda to include:
 - a. Program office: staff, space, governance, duties, responsibilities, support.
 - b. CFA: status, publication, time-line, cost estimate, resolution of problems (registration fee, etc.). Update of keywords. I would like to see the latest draft of Part II (Bill's portion) of the CFA at our meeting.
 - c. Budget: We will need to review revenues that might be generated from various registration scenarios, especially if we decide to adjust the fee schedule. To do this we should review the Stockholm and Montreal data on proportions of early - middle - late registrants. We also need a current cost projection for Dean Littlejohn (see memo).
 - d. Courtesy Contract: We should be in the final stages on this document with your comments on: 1) cover letter; 2) agreement; 3) scope of services; 4) appendices. I have worked on #1 and #3.
 - e. Staff: Secretary and Media Protocol Representative. I will try to interview Dave Van Gorden Wednesday afternoon.
 - f. Print stationery.
 - g. Update on Lucasfilm.
 - h. Update on travel (AME. United).
 - i. Other items on your list.
 2. We can review and set priorities, tasks, and who does what!
- cc: Barbara Woodruff
Paul Volberding

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AIDS CLINICAL RESEARCH CENTER

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VAMC 141
4150 Clement Street
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(415) 221-4810 ext. 3676

April 7, 1989

To: Bob, Bill, Paul, Barbara
FR: John Ziegler
RE: Summary of Discussion 4/6/89, 8:30 - 10:30 am

1. Governance.

- a. Staff. We agreed that the goal of the Program Office is to become administratively self-sufficient and autonomous. To this end we agreed that two additional staff members be hired: 1) temporary clerk-typist for routine clerical duties, ASAP, with full-time clerk to be sought and hired; 2) assemble PD and hire full-time AA to assist in administrative matters relating to University procedure (e.g. procurement, personnel actions, accounting). Bill will be responsible for PD's, and Doug will process personnel actions until AA is on board.
- b. Space. As the Program Office expands, new space will be necessary. Suggestions were: CED; CAPS office; new City AIDS office. We will continue discussions along lines of moving offices after Montreal meeting.
- c. Communications. Bob is the "point-man" for all Program Office actions. He will be responsible for designation of tasks to: Bill (administration, event); himself (program); shared work (Bob and Bill); media (Communications Director - TBH); track chairs; etc. Bob will decide on distributions of memos and correspondence. He will continue to use the "what happened" memo format for internal communications and will develop newsletter for general Conference news for Dean, committees, co-sponsors.
- d. An updated Conference governance proposal draft was given out by John for responses due 4/10.

2. Discussions of Courtesy contract and budget. Bill and John will work on this Friday, 4/7 and possibly Monday, 4/10. Barbara will work the "Sole Source Justification Letter" and the JZ "Cover Letter" (currently with Joe Cowan). By mid-week (4/12) we should have a reasonable draft of the Courtesy contract package containing:

Cover Letter (JZ, BW)
Agreement (JZ, BW, BOC)
Scope of Services (Appendix A -- BOC)
Time-lines (Appendix B -- BOC, BW)
Courtesy Fee Schedule (Appendix C -- BOC)
Conference Budget (revised, Appendix D -- JZ, BOC)
Letter of Sole Source Justification (BW)
University Procedures (Appendix E)

Page Two - Summary

The plan is to assemble this package for Chuck Smukler's review. After approval, it will be sent to Courtesy through purchasing.

3. Bill and John will also work on the Business Proposal (see 1D above) for submission to Dean Littlejohn on week of 4/10. The Dean's office needs an advance payment schedule to gauge budget allocations for the Conference prior to revenues.

**6TH INTERNATIONAL CONFERENCE ON AIDS
LOCAL ORGANIZING OFFICE**

SFGH, WARD 95, ROOM 514, B1505, 415/550-0880

Date: 7 April 1989
From: William O'Connor
Conference Manager
To: Bob
Re: Meeting with Naheed Bashir & Carol Kummer
of UCSF Publications

To highlight two points:

1. Naheed's assurance that the we would be able to have 20,000 copies of the Call for Abstracts in Montreal by 17 May 1989, if we have final copy to Publications by next Friday, 14 April.
2. After our meeting with them, I feel confident we will have a quality piece.

I will call Cummings today to give him their phone number and I will be in touch with Keith Braxton of Reprographics to bring him up to date and get his needs met.

cc: J. Ziegler
P. Volberding

MEMO

FROM: Paul Volberding *PV.*
TO: John Ziegler
DATE: 8 APR, 1989
REGARDING: 1990/ Various items

1) I have been trying to contact Larry Bush with no success. I'll try again first thing Monday morning. Obviously we are getting stalled by them. I think if we can't get a clear read by Monday p.m. we should drop the City as an official co-sponsor. Whether or not we list the D.P.H. should still be discussed.

2) I attended a Mayor's task force meeting on Thursday. Jim Foster is actively campaigning to use the 1990 conference as a tool to force the U.S. government to repeal the Immigration testing restrictions given the recent case. Why is not clear but he says it is "inappropriate" for the Conference to be held in S.F. until the law is changed. I was willing to ignore the whole thing but noticed a comment in the paper that sounded as though the source could be Larry Bush that suggested the same thing. We might get our community contacts out there to make sure they don't try to take this too far. I'm probably overreacting but we don't need to see our efforts (and the University's money) used for political goals that may not be that directly connected to the meeting.

3) I thought the meeting we had with Bob, Bill and Barbara went reasonably well. To restate the obvious, I'm happy to have Barbara and the other staff at SFGH help the conference out. There has to be an understood limit to this support, of course. Staff at lower classification levels who are unlikely to have much less personal reward from the conference and who are already more than fully employed will not be eager to do too much more.

I am committed to continue to provide space for the initial staff needed for the conference. I also expect to provide the same level of administrative support to this group that I provide to the other units of the AIDS Program. Examples of this level of assistance include the following: processing and routing of completed personnel forms, advice on setting up ledgers and in appropriate completion of University purchasing forms, and overall advice on University administrative rules and regulations. What I don't expect other staff to do includes typing out forms, writing job descriptions, delivering mail, making routine phone calls or arranging conference calls.

I expect that the staff for 1990 will need to be expanded immediately. Hiring administrative staff to enable Bill to function at an accelerating pace is crucial. This cannot be delayed until the Montreal meeting as Bill seemed to suggest. A temporary clerical person will help (Bob is filling out the form with Barbara's assistance) but I feel he needs an AA3 and a secretary quickly. I am, as I stated at our meeting, concerned with the cost of the conference staff and you and I need to watch this closely as I'm not certain Bob and Bill still understand the respect we have for Dick Littlejohn and company.

I realize that the conference staff will eventually outgrow the space I can free up for them. This will probably happen in about 6 months. I do think it's critical for them to remain at SFGH until then, or at least until they have clearly gained all the UC administrative expertise we need them to have if we're to maintain (or obtain) a healthy distance from the day to day minutia of the conference. When the conference office can be moved, I have no strong feelings about where it should go. CAPS has obvious advantages but we may be able to get a good deal from Rutherford or the C.E.D.

4) I'm having lunch with Lee Smith on Tuesday. This was arranged in connection with Dennis Hartzell who has primed me on the types of contributions Levi's usually feels most comfortable with. I'll raise the meeting portfolio idea with them but more try to just get them thinking about the conference in general at this point. I also did talk to Ted Cooper, the CEO at Upjohn, and gave Dennis the best contacts there to see this week. And, I began to discuss the conference with Burroughs-Wellcome. If this moves ahead, I'll keep you posted along with Greenspan and Dennis.

April 17, 1989

To: Dean Richard Littlejohn

FR: John L. Ziegler, MD, and Paul A. Volberding, MD, Co-Chairs of the 6th International Conference on AIDS, San Francisco, June 20-24, 1990

RE: Conference Business Proposal

1. The scope and magnitude of a four-day world conference on AIDS requires careful advance planning, organization and management. We have approached this task by identifying three interrelated processes: **logistics; program; and local administration.**
2. Conference **logistics** are largely the responsibility of the **Conference Secretariat** in conjunction with a local staff Conference Manager. We are in the final stages of negotiating a contract with Courtesy Associates, the same organization that ran the 3rd International Conference on AIDS in Washington, D.C. The contract and scope of services with Courtesy Associates are shown in Appendix A. The principal tasks of Courtesy Associates will be:
 - o Conference advance and on-site registration (receipt of revenues, processing of registration and exhibitor fees, mailing conference materials to registrants, processing auxiliary materials)
 - o Abstract processing and coordination
 - o Program communications (triage of telephone inquiries and correspondence)
 - o Ad hoc consultation on Conference logistics
 - o On-site staffing
 - o Post conference activities
3. **Program Planning** is largely the responsibility of local committees under the general direction of the Co-Chairs and a staff Program Director. Appendix B shows the committee membership, objectives, responsibilities and products. The Conference co-chairmen are responsible for the overall organization, planning and conduct of the Conference through the agency of the Conference staff, contractors, and committees.

Advisory oversight of the Conference program and content is provided by a **Steering Committee**, composed of two representatives from each of the co-sponsoring organizations. This committee will meet on at least two occasions prior to the Conference to review and comment on the scientific program as it evolves. Because its membership is world-wide, meetings will be held ad hoc with different members at different times. Conference calls and mail or fax communications will be arranged for discussion of critical issues (such as final selection of speakers, program emphasis, and policy issues).

The conduct of Conference planning, organization, coordination, and policies is the responsibility of the **Local Organizing Committee**. This committee comprises the chairs of specialty committees, and other local faculty involved in the Conference. It is led by the Conference co-chairs, and will meet monthly until September, 1989, biweekly until January, 1990, then weekly or more frequently until the Conference (June 20-24, 1990).

The scientific program will consist of four thematic tracks: A) Basic Science; B) Clinical Science; C) Epidemiology and Prevention; and D) Social Science and Health-care Policy. Four **Specialty Track Committees** will address the programmatic aspects of each track. Briefly, the committee tasks will be to: prepare guidelines and categories for abstract submission; provide a list of international scientific reviewers for abstracts; select preliminary list of plenary speakers, workshop and roundtable chairs; advise on program emphasis and space planning; and select abstracts (after reviews) for oral or poster presentation.

Three additional committees will manage other specific tasks related to the Conference. These are: **Media and Public Relations Committee, Exhibits and Fund Raising Committee, and International Visitors Committee.** Details of the membership and responsibilities of these committees are found in Appendix B.

4. The **administrative aspects** of the Conference will be accomplished by the creation of a UCSF Conference Staff, located at Ward 95 of the San Francisco General Hospital. Office and filing space (200 square feet) and communications hardware (computer, FAX, telephones) are identified for this purpose. The Conference staff were hired between January and March, 1989.

The position descriptions, duties, and responsibilities of the **Conference staff** are described in Appendix C, and salaries are included in the Conference budget (Appendix D).

Briefly, the **Program Director** (Dr. Robert Wachter) is responsible for overall coordination of conference tasks. The major responsibility of the Program Director is to organize and plan the scientific program, working closely with the Track and Organizing Committees to assure the objective of a balanced, high quality program. He will be responsible for committee meetings, adherence to time-lines and assigned tasks, liaison with the Conference Secretariat, and attention to local arrangements.

The Program Director will publish periodically a Conference Newsletter to be distributed to all major participants. The incumbent will also be responsible for supervision of the Conference Manager in the conduct of all business matters including: negotiating subcontracts (in conjunction with the Secretariat); monitoring the budget; payment of all invoices; liaison with the University business office; and integration of program with conference logistics.

The Program Director will be assisted by the **Conference Manager** (Mr. William O'Connor), who has been hired at the senior administrative analyst level (see position description, Appendix C). Briefly, the Conference Manager will oversee the coordination of all conference logistic matters including site planning, travel, housing, social events, fund-raising, training and supervision of conference on-site staff. He will also act on behalf of the University for all business and administrative tasks related to the Conference. These include preparing, bidding, and negotiating subcontracts, identifying and resolving legal, liability, security and insurance issues, and monitoring the conference budget and cash-flow.

Because of the anticipated extensive international media coverage and high public visibility of the AIDS Conference, we will hire a Director of Communications and an Associate Director for Press and Community Relations to attend to press matters and communications (see position descriptions, Appendix C). These positions will most likely be consultant contracts.

The magnitude of administrative tasks will exceed the time available from the Conference Manager and will necessitate hiring an Administrative Assistant III. This individual will be responsible for coordination of all personnel, accounting, conformance of contracts and procedures to University regulations, and liaison with the AIDS Activities Division (see below).

In addition to the Administrative Assistant III, a clerk-typist will be required to manage telephone answering, triage, correspondence, filing, duplicating, and processing of paperwork.

We recommend that the 6th International Conference on AIDS be placed administratively under the umbrella of the AIDS Activities Division, SFGH. Barbara Woodruff, Senior Administrative Analyst, and her staff will assist in coordination and processing of appointments, merits, and will take responsibility for fiscal and administrative activities. Space for the Conference staff is provided at present on Ward 95, SFGH. As the staff expands, it may be necessary to relocate in a larger facility, to be determined.

5. **Legal Matters.** The magnitude and complexity of the Conference will involve certain liabilities on the parts of the sponsors. Mr. Joe Cowan, UCSF legal counsel, will serve as legal advisor to the Conference.
6. **Budget and Financial Matters.** Conference secretariat services were solicited in the Fall of 1987. Five conference planning groups submitted proposals for managing the 6th International Conference on AIDS:
 - o Courtesy Associates
 - o Krebs Convention Management Services
 - o Tally Associates
 - o Riser/Almeida, Inc.
 - o Complete Conference

Proposals were reviewed and each group was interviewed by Paul Volberding, John Ziegler, Roberta Gonzales-Wilson and Suzi Hedberg.

Courtesy Associates was selected because of their established record having been in the conference business for more than 40 years. The following points also contributed significantly:

- o Experience in managing over 2,500 conferences across the country, most notably the management of the III International Conference on AIDS in Washington, D.C.
- o Dr. George J. Galasso, Chairman of the Organizing Committee for this Conference gave Courtesy a resounding positive reference ranging from their organizational capabilities to the competency and flexibility of their staff.
- o All abstract processing and conference registration programs from the III International Conference on AIDS can be easily modified to meet the 1990 needs.

A Conference account/fund has been established and includes both revenue and expense accounts. These will serve as the master accounts for the Conference. Additional accounts can be created, i.e., 4350XX to track Courtesy charges as deemed necessary. Further, to maximize the output from the UCSF Accounting Office, in addition to standard ledger runs, special reports can be tailor-made to ease the record keeping burden of the Program Office.

The Program Director and the Conference Manager are responsible for monitoring of financial status in line with Conference Budget, Scope of Services and Time-line.

Systems are in place to ensure that: 1) all income is reconciled appropriately; 2) funds are utilized properly and are not over- or under-spent; and 3) accounts can be closed within a reasonable time frame after completion of the Conference. Monitoring will include forecast and management of personnel expenses, purchases (including subcontractors' purchases), subcontracts, and consulting agreements. These systems, reviewed by Internal Audit, are used in the AIDS Activities Division and can be easily modified to meet the needs of the Conference.

Cashiering activities is the area of greatest concern because Courtesy Associates will be handling Regents' revenue. Careful review and development of internal policies complying with UCSF Policy and Procedure, Sections 405, 450 as well as UCSF Campus Instruction to Custodians of Petty Cash Funds is essential. In reality, Courtesy will act as a subcashiering station. We have been advised that the Treasurer's Office will be available to advise and assist with appropriate procedures in regard to banking of registration and exhibitor revenue to comply with the University policy and to maximize interest income in establishing this station.

7. **Mission and Policy Statement.** Appendix E contains the major policies adopted thus far by the Steering and Organizing Committees. These include a statement on distribution of "profit" after the conclusion of the Conference.

1 May 1989

UPDATE

To: Paul Volberding
John Ziegler
Bob Wachter
Bill O'Connor

- Contract monitoring
- Reporting responsibilities
- Fiscal responsibility GAAP
budgets, cash flow, grants, contracts

From: Barbara Woodruff

This is to summarize my understanding of the meeting which took place on Monday, 24 April 1989 regarding 1990 activities.

1. The 1990 staff will initiate all requests for supplies, equipment and travel by completing and directing a request for order form to the AIDS Business Office (see Attachment A).
2. The 1990 staff will initiate all requests for staff (with the exception of the Account Assistant II) by preparing a good working draft of job description and appropriate personnel questionnaire as necessary. These should be directed to Tom Lupoli. Tom will prepare as final document(s) and process through Personnel. He will direct applications to Bill. Bill will be responsible for setting up interviews and when a candidate is identified, Bill will contact Tom Lupoli regarding choice. Note: Position cannot be offered or salary promised until Tom clears the proposed hire through Personnel. Tom will notify Bill when position has cleared (usually same day) and position can be formally offered by Bill.
3. Consultant Agreements will be prepared by Bill and processed through AIDS Activities. The Agreements should be directed through Tom Lupoli.
4. AIDS Activities will be responsible for setting up computerized Personnel, Purchasing and Accounting systems to track and project all 6th International Conference on AIDS expenses in line with University regulations. Quarterly reports will be provided to key conference staff (see Attachment B).
5. Bill or his designate will be responsible for forwarding all packing slips, timesheets, performance evaluations etc. in a timely fashion to AIDS Activities Business Office.
6. Barbara will oversee all functions referenced above. In addition, she will work with Conference principals to finalize the Courtesy Agreement language and the Cash Flow (Income and Expenses) for Dean's Office.
7. As soon as possible, I would like to receive all existing documents, i.e. purchase orders, packing slips etc. from Bill to set systems in motion.

BW/sl
cc: Tom Lupoli

AIDS ACTIVITIES DIVISION - Request for Order

Request Date _____

Vendor _____

Requested by _____

Address _____

Date Desired _____

Approval ☐

Telephone _____

Notes: _____

					Office Use Only	
Quant.	Unit of Issue	Catalog Number	Description of Item	Approx. Price	Unit Price	Total

Date Ordered _____

Tax _____

Placed by _____

Shipping/Handling _____

Order Clerk _____

Total _____

Expected Delivery _____

DATE INV. APPROVED _____

PO # _____

DATE INV. LEDGERED _____

Dept. # _____

FINAL AMOUNT _____

Keyed ☐

Affix Dept. # Here: _____

AIDS ACTIVITIES DIVISION - Request for Order

Request Date _____

Requested by _____

Date Desired _____

Approval ☐

UPDATE

Vendor _____

Address _____

Contract Monitoring
Reporting responsibilities
Fiscal Responsibility GAAP
budgets, cash flow, grants, contracts

Telephone _____

Notes: _____

Office Use Only

Quant.	Unit of Issue	Catalog Number	Description of Item	Approx. Price	Unit Price	Total

Date Ordered _____

Tax _____

Placed by _____

Shipping/Handling _____

Order Clerk _____

Total _____

Expected Delivery _____

DATE INV. APPROVED _____

PO # _____

DATE INV. LEDGERED _____

Dept. # _____

FINAL AMOUNT _____

Keyed ☐

Affix Dept. # Here: _____

AIDS ACTIVITIES DIVISION
BUDGET STATUS REPORT
DATE: 01-Feb-89

TO: PAUL VOLBERDING, M.D.

FROM: GILDA RABOY

RE: Account No: 434963-64240
Account Name: INT'L AIDS CONFERENCE
Fiscal Period: 7/1/88 - OPEN
(✓) is OVERDRAWN (\$20,749.93) as of 1/27/89
() has a CREDIT BALANCE as of

SUB ACCOUNT CATEGORY	APPROPRIATION TO DATE	LEDGERED EXPENDITURES THRU 12/31/88	ADDITIONAL OUTSTANDING ENCUMBRANCES	CUMULATIVE TOTAL EXPENDITURES	TRANSFERS	% SPENT	ESTIMATED BALANCE
ACADEMIC							
SALARIES	\$0.00	\$0.00	\$0.00	\$0.00		0%	\$0.00
STAFF, MAP & A & P							
SALARIES	\$0.00	\$0.00	\$19,387.00	\$19,387.00		0%	(\$19,387.00)
BENEFITS	\$0.00	\$0.00	\$5,503.00	\$5,503.00		0%	(\$5,503.00)
SUPPLIES/LAB	\$40,000.00	\$28,859.93	\$0.00	\$28,859.93		72%	\$11,140.07
OTHER	\$0.00	\$0.00	\$0.00	\$0.00		0%	\$0.00
EQUIPMENT	\$0.00	\$0.00	\$7,000.00	\$7,000.00		0%	(\$7,000.00)
TRAVEL	\$0.00	\$0.00	\$0.00	\$0.00		0%	\$0.00
TOTALS	\$40,000.00	\$28,859.93	\$31,890.00	\$60,749.93	\$0.00	152%	(\$20,749.93)

COMMENTS: Personnel:

(\$1,250/mo.) Wachter 2/1/89-6/30/89
1.0000% TBE Sr. Ad. An. 3/1/89-6/30/89
.2500% TBE AA II 3/1/89-6/30/89

* Courtesy Associates invoices 3/31/88 - 10/6/88

CC: BARBARA WOODRUFF
030

31 July 1989

MEMORANDUM:

TO: Bob
Bill
John ✓
Paul

FROM: Barbara

RE: Exemption from competitive bidding process

Because of the concern regarding the anticipated lengthy process of competitive bidding I made some preliminary telephone contacts to see if there was some way to obtain "special status" for the Conference whereby we would not have to abide by the standard Purchasing regulations. I spoke to Mike Bergdorf, (Head of Material Management), Joe Cowan (University Counsel) and Don Cuthrell (Principal Buyer). The consensus among that group seemed to be that the University is bound by State law to do competitive bidding. Additionally, the items required for the conference are categorized as "common goods and services." This means that it becomes relatively impossible to argue for a specific vendor as a truly sole source vendor.

Purchasing was willing to facilitate the bidding process by allowing the Conference to prequalify bidders, waiving the posting of the bids in the Purchasing Office etc. Don Cuthrell said that he felt the process should not take longer than two months to complete. It should be noted that he is retiring some time in September and while they are actively recruiting one can expect some down time as a new person comes on. Don suggested that we move the bids through as soon as possible so that he can at least start them in motion.

In summary, I would like to make it clear that I consider my inquiry as being preliminary--a sort of testing the water. I in no way leaned on anyone so if one of you want to pursue a harder line, please feel free.

**SIXTH INTERNATIONAL CONFERENCE ON AIDS
LOCAL PROGRAM OFFICE**

UCSF, B1505, 415/550-0880, 415/550-0886 (FAX)

Date: 4 August 1989

From: William O'Connor
Conference Manager

To: Michael Bergdorf
Materiel Manager

Re: Our Meeting
8/1/89

I'll outline here our discussion of the anticipated services required to make the conference happen and some of the actions necessary to bring them to completion. Some things have already been done and are listed for the sake of completeness. The 30 November 1989 planning deadline for the completion of all the contractual arrangements necessary was affirmed as we discussed each item.

1. Facilities -

OK. Moscone Center is secured (\$78K) and the SF Marriott has committed all their function space to us at no rental cost;

2. Housing -

blocks secured at 49 hotels and 2 residence halls (UCB and SFSU) at no cost to the conference;

the SF Marriott will set up a master account to accumulate all of the charges we will incur and are happy with a blanket or open P/O (<\$250K) arrangement for payment, some room, tax and allowed incidentals will be billed to this P/O, this is somewhere in the P/O request stage;

is this in budget?

3. Furnishings -

exhibit and poster landscapes and registration and lounge areas are covered by the P/O request (~\$106K) you have and I understand that you have enough information to send it through so that I can meet my publishing deadline for the exhibitor prospectus;

basic seating and staging are provided by the facilities, but P/O's may be required for supplemental furnishings (needs not yet determined, est. \$5k per P/O);

4. Audio and Visual Recording and Broadcasting -

we discussed this very complex area, including basic meeting requirements for sound amplification and image projection, transmission of these to remote locations, audio recording,

visual (video, film, still photography) recording,

translation services,

a host broadcaster,

supplemental services to the media,

production and distribution of key scientific presentations (video), and

production and distribution of conference highlights program (video);

all of which can be under a single provider who then subcontracts for enormous cost savings to us (out-of-pocket may still run in the \$500-750K range);

as I mentioned, there are only two firms in the world that I know of that can handle all aspects of an event of this size and complexity, are familiar with our conference, and only one is in the US;

your opinion was that a sole source justification was therefore possible and that the use of a letter of intent to designate at this time a single distributor of conference content would not jeopardize any subsequent bidding for host broadcaster functions;

we discussed Joe Cowen's involvement in the legal questions of conference content distribution by a single entity and we compared it to a publishing house doing a conference's proceedings;

5. Telecommunications -

message center,
convenience and house phones, and
computer modem, telex and other supplemental services;

all of which we (under Dennis Hartzell's direction) are negotiating with Pac Bell to provide and they'll tell us what, if anything, requires payment;

your opinion was that if Pac Bell provides as a public utility, a Form 5 would be sufficient for payment, but if they provided through their private subsidiaries we might have to use a P/O;

total value may be \$26-30K;

6. Security -

a security specialist and a private firm will have to be contracted,
all may be one P/O (Moscone has list of approved vendors);

the City is very likely to be involved in external perimeter security and traffic control;

you asked if a security specialist were hired by end of November through a consultant agreement could we wait to get a private security firm, and I said yes, but need to get our person as soon as possible to begin planning with City,

total value may run as high as \$150K;

7. Food and Beverage -

Moscone refreshments may require a separate P/O (~\$30K),

Marriott refreshments to master account's P/O (~\$20K),

a welcoming reception which may be covered by an outside organization (~\$350K),

a speakers dinner at a special facility (~\$20K),

a post-conference appreciation function at the Marriott (~\$30K);

8. Publications -

most through UCSF Publications,

Abstracts Volume most likely by Raven Press with costs covered by a gift to UCSF,

Program Book handled the same way,

may need to contract with specialist writers for some of the supplemental publications;

you suggested that the Shering gift in support of the Abstract Volume should stipulate Raven as publisher if that is indeed a condition of the gift;

that the specialist writers might be independent consultants or P/O for special services (needs undetermined);

9. Consultant Staffing Possibilities -

Director of Communications (done),

Community Relations Director (done),

Assistant Program Director (9-10 mos., ~\$24K max.)

Housing Manager (6 mos., ~\$9K max.),

Exhibits Manager (4 mos., ~\$4K max.),

Floor Supervisor (1 mo., ~\$2K max.);

you suggested that a "MAP contract" might be the way to handle at least the assistant program director position and that I should talk to Randy Lopez in Personnel;

10. Travel -

Ask Mr. Foster Travel Service has offered to extend us billing privileges so that we can take care of the travel requirements of the Local Program Office, a service which allows us to have guaranteed reservations without the use of a credit card, allows us the better rates and a way to book on short notice;

this is somewhere in the P/O request stage;

~\$25K max.;

11. Transportation -

covers all aspects of ground transportation, supplemental airport service, shuttle services to and from conference site, limousines;

definitely needs to go out on bid with so many providers in Bay Area; ↙

needs to be completed as soon as possible to lock in favorable rates;

~\$110-120K;

12. Supplemental Services -

food concessions,
childcare,
nursing station staff,
freight handling;

each item will be no more than \$10K.

Action in each of these twelve areas will have to move forward more or less simultaneously to stay within the time constraints. Your perspective encouraged me. I've begun to think we might make it with your assistance.

cc: J. Ziegler
P. Volberding
B. Wachter
B. Woodruff
J. Cowen
D. Hartzell
D. Cuthrell

SIXTH INTERNATIONAL CONFERENCE ON AIDS
LOCAL ORGANIZING OFFICE

UCSF, B1505, 415/550-0880, 415/550-0886 (FAX)

Date: 16 August 1989

From: William O'Connor
Conference Manager

To: Paul Volberding, John Ziegler

Re: Staffing, Space and Equipment Needs for the Sixth International Conference on AIDS

Reviewed & Admin Group

8/18/89

JL
PV
Boz
BW
RW
PAM

The following is an outline of the anticipated staffing, space, and equipment required for the Conference. Present staff positions and space and equipment presently in use are listed for the sake of completeness. We will also make extensive use of temps through the length of the conference for occasional clerical jobs: mailings, data entry, etc.

STAFF

Presently on Staff:

- Program Director
 - full time salaried through at least August 1990
- Conference Manager
 - full time salaried through at least August 1990
- Conference Assistant (AA I)
 - full time salaried through at least August 1990
- Conference Accountant (AA II)
 - full time salaried through at least August 1990
- Community Relations Consultant
 - Dana Van Gorder
 - until 30 June 1990
- Communications Consultant
 - James Bunn, Bunn Communications, Inc.
 - until 30 June 1990
- Conference Secretariat (Purchase Order)
 - Courtesy Associates, Inc, Washington DC
 - through December 1990 at the most
- Conference Travel Officer (gratis)
 - Charles Keegan, Ask Mr. Foster Travel
 - until 30 June 1990
- Conference Decorator (Purchase Order)
 - Greyhound Expo, SSF
 - until 30 June 1990

Boz

BILL

PAM ↑

EMILY

✓

✓

✓

✓

✓

SPACE AND EQUIPMENT

Space and Equipment Presently in Use:

- 300 square feet in room 514, Ward 95, SFGH
- room 504, Ward 95, SFGH
- 2 desks with chairs
- 3 computers, 1 printer
- 7 file drawers
- 1 worktable, 3 chairs
- 6 telephones
- fax machine

Required 1 September 1989:

- Conference Secretary (Secretary II)
 - full time salaried through at least July 1990
 - just posted

Reception
Office managers

BILL - PAM

PAM

Required 1 September 1989:

- add remaining space in room 514, Ward 95, SFGH
- will house Secretary II and Dana Van Gorder
- need no extra furniture, if desks in room 514 are available for use by the Conference

Required 1 November 1989:

Assistant Program Director

- full time salaried through at least August 1990
- reports to Program Director

Program Secretary (Secretary II)

- full time salaried through at least August 1990
- reports to Program Director

Community Relations Consultant Research Assistant

- covered by consultant agreement above
- part time, 6 months
- full time, 2 months (beginning May)
- reports to Community Relations Consultant

Exhibits Manager

- \$2,500/mo.
- part time salaried (~50%), 5-6 months
- full time salaried, 3 months (beginning April)
- reports to Conference Manager

? Lucy F.

agreed
30-45k

IN YES
discussion -
Track needs

IN
Contract

contract
a
consultant

15K

Required 1 November 1989:

- 1,200 square feet
- will house 7 permanent staff with workspace for 8 additional people
- add 5 desks with chairs
- add 6 computers, 4 printers, software and cables
- add 13 file drawers
- add 3 worktables, 17 chairs
- add 6 phones

Prefer cash
as opposed
to benefits
as VC
employees

Required before 30 November 1989:

(confirmed with M. Bergdorf as P/O's or consultant agreements, listed here for completeness)

Security Consultant
Security Firm

Discovers w/ Dave? interview E JBSum. ~ \$130 40K
- UC/SF Police etc.

Audio Visual Firm

Publisher (Abstracts)

Host Broadcaster

Video Feed, CBC 250K

Ground Transportation Firm

Publisher (Proceedings) - RAVEN

Translation Firm (audio) - WHO

Translation Firm (transcriptions) - RAVEN

Publisher (Program)

Freighting Firm

Conference Daily Production - BOMBA

Required 1 February 1990:

Housing Manager

- \$2,500/mo.
- part time salaried (~50%), 3 months
- fulltime salaried, 2 months (beginning May)
- reports to Conference Manager

Communications Consultant Staff

- covered by consultant agreement above
- reports to Communications Consultant

Required 1 April 1990:

Volunteer Manager

- may be a volunteer position or
- \$2,500/mo.
- part time (~50%), 2 months
- full time, 1 month (beginning June)
- reports to Conference Manager

Required 1 February 1990:

- add 600 square feet
- will house Communications Consultant Staff and Housing Manager
- add 2 desks w/chairs

Required 1 March 1990:

- add 3 computers, 3 printers

Required 1 April 1990:

- add 100 square feet
- will house Volunteer Manager
- add 1 desk w/chair

Required 15 April 1990:

- add 1,000 square feet
- will be used for Communications and Abstracts

Amie
Required 1 May 1990:

VIP & Sponsored Travellers Manager
- \$2,500/mo.
- full time salaried, 2 months
- reports to Conference Manager

Sessions Floor Manager
- \$2,500/mo.
- full time salaried, 2 months
- reports to Conference Manager

Required 1 June 1990:

Four Asst. Sessions Floor Managers
- \$2,500/mo.
- 2 poster session managers,
2 oral sessions managers
- full time salaried, 1 month
- report to Conference Manager

Press & Media Center Staff
- undetermined requirements, at
direction of consultant
- possibly volunteer
- reports to Conference Manager
and Community Relations Consultant

Conference On-Site Office Staff
- undetermined requirements, at direction
of Conference Manager
- reports to Conference Manager

Required 19-24 June 1990:

Food Concessions
Childcare
Money Changers
Nursing Station Staff
Casual Labor
Travellers Assistance

(confirmed with M. Bergdorf as P/O's
or consultant agreements,
listed here for completeness)
and

(exact needs for the following are to
be established no later than 1 February 1990):

On-Site Registration Staff
Message Center Staff
Speaker Assistants
Printed Materials Tables Staff
Floor Assistants
Beverage Tables Staff
Hosting Staff

Required 1 May 1990:

- add 700-1,000 square feet
- will be used to house additional staff and for
bulk mailing requirements
- add 2 desks w/chairs
- add 4 worktables

Required 1 June 1990:

- add 1,100 square feet
- need total of 5,000 square feet (may be divided
between Conference Office and a location near
Moscone Center)
- undetermined number of worktables and chairs

Required 30 June 1990:

- decrease to a total of 500-800 square feet
- decrease to desks for 6 w/chairs
- decrease to 6 computers, 3 printers
- decrease to 4 worktables, 6 chairs
- maintain 20 file drawers
- decrease to 6 phones
- maintain fax machine

Admin Mtg. - 8/18/83 : BW, BOZ, RW
RV, JZ, ATM

Time-Line

- ✓ Space
- ✓ Personnel
- ✓ Contracts Country P.O.; AMF - P.O.; Marriott - P.O.; Decor. - Greyhound; ^{P.O.} ^{• Bonn} ^{amend.}
- ✓ Grants
- ✓ * Budget } BW to red-line cash flow
Extra Expenses for Quorum for next meeting ✓
Revenue ?

Bob to Download Tasks:

- ✓ Fund Raising → JB, DH, DVG ✓
- ✓ Communications → CW - JB/DVG ✓
- ✓ Tracks → Chairs + Co-Chairs ✓

Information Flow - Plan to schedule.

- Exec/Admin Mtg. = CS every 2 wks
- Bill to prepare agenda for decisions, changes, plans
- BW to present budget/cash flow update

Space

		on Board	need
		Oct. 15	
	BOZ/DVG will investigate	Oct. 20	1 M.C.
Hulley Space	1) Mission + 3rd ? 20th Harrison	Nov 1	1 L.F.
	2) New Montgomery - use as conference room as pied à terre		1 TBN (exhibits)
	3) 3rd + Howard - Howard Bureau		1 <u>sect</u>
Best on campus	4) CED Lyphomed 3-4000 SF (ask Gubb)	TO JANUARY	
**	5) Laurel Heights - deferred rent?		
	6) PHS - Discuss w/ Larry Stewart (ask Craig Van Dyke First)		

SIXTH INTERNATIONAL CONFERENCE ON AIDS

SAN FRANCISCO, CALIFORNIA USA • 20-24 JUNE 1990

Administrative Meeting Minutes

18 August 1989
10:00am, SFGH Ward 95 Conference Room

In Attendance: William O'Connor
Paul Volberding
Bob Wachter

Barbara Woodruff
Pam Wool
John Ziegler

Staffing

Discussed Bob Wachter's role in the Conference. He will download fundraising responsibilities to John Greenspan (John Ziegler and Paul Volberding can be back-up's). He can also pull back in Communications in deference to Connie Wofsy, but he and Bill will still work with Jim Bunn.

Decided to pursue Bob's Assistant Program Director when Lucy Felicissmo comes in town. Bob and Bill O'Connor will work on a description of the position.

John suggested using groups of volunteers in the Local Program Office for such tasks as bulk mailings (disabled groups, senior citizens, foreign citizens, PWA's, etc.)

Process for Administrative Decision Making

Barbara Woodruff raised the question about information flow and decision-making processes for the Conference. Paul noted that the Conference must have sensitivity about our relationship with the University. Decided to ask Chuck Smukler to participate in administrative meetings every two weeks.

Expenses

Need budget reconciliation for this quarter. Barbara hopes to have updated budget by mid-September.

Space

Space options include: CED, an empty building on Mission & 3rd, 74 New Montgomery, 3rd & Howard. The target for finding new space is mid-September. Dana Van Gorder can focus his energies on this task.

Abstracts

John reviewed a potential plan for the abstracts:

If 6,000 abstracts are submitted:	2,250	rejected
	750	publish only
	3,000	accepted

The 3,000 accepted = 100 oral + 900 posters = 1,000/day

The 900 posters = 100 premiers + 800 landscape

Publications

Discussed having 3 volumes (1 per day) with that day's schedule, a blank page for "My Daily Schedule," and maps in the front. The issue of having a "publish only" category must be discussed by the LOC, as does the division of the index between the 3 volumes.

In addition, the Conference would provide a general Conference information guide (about SF, phones, fax, etc.) and a pocket program.

Grants

PHS can sponsor the Abstract Volume (along with Schering). Bob will write something for PHS to put in the Task Order.

Security

Jim Bunn should be included in the interviewing process for a security consultant. A meeting should be set up between Dana, Jim, Bob, Bill, John and security consultant prospects when Jim is in town. The budget for security needs to be increased. University Security can complement but not take the place of another security firm.

Video

John suggests only plenary sessions be videotaped. The "hot ticket" sessions can be scheduled into the rooms already set up for videotaping from the plenary sessions. Bill needs a model to work from by 30 August 1989. John will talk to Jim and give Bill more information.

International Travel Committee

It is time to call a meeting of Norman Hearst's International Travel Committee. Agenda items to include: organizing plans for a meeting in DC; obtaining lists of international visitors from tracks; establishing contact with international organizations that will sponsor people; contacting IAS, WHO, Montreal, Stockholm, IRC, UNESCO, and NIH. John will call Norman.

Other Business

Copy machines should be made available to Conference participants.

The next Administrative Meeting is scheduled for **Thursday, 14 September 1989** from 10:00am-12:00pm in the SFGH Ward 95 Conference Room.

SIXTH INTERNATIONAL CONFERENCE ON AIDS

San Francisco, California USA • 20-24 June 1990

Barbara 9/18

Administrative Meeting

- USAID 100K IN
- R13 400K exp. Review
- TASK ORDER 200K committed

AGENDA

14 September 1989
10:00am-12:00pm
Ward 95 Conference Room

Clarify Jobs +
Reporting Responsibility

Bob Bill Barbara Lucy

- 1) Process for Administrative Decision Making
- 2) Update on Revenue
- 3) Expenses
- 4) Staffing:

- EVERY THUR 10-12
- DEAN'S OFFICE NEEDS MONTHLY REPORT
- RESPONSIBILITIES AND ACCOUNTABILITY
 - CONTROL OF MONEY
 - AUTHORITY TO DISBURSE

Yes. Hire L.F.
Consult. agreement
Sole source.

Because of PD/UNIV.
Regs. This is his pay.
Watch X listing on
a PD

BUB + BILL

- a) Assistant Program Director
- b) Travel - 145.
- b) Other Staff
- c) Method of Payments

- 5) Office Space

- 6) Consultant Agreements:

- a) Tom Horn
- b) Security

- 7) UCSF Issues:

- a) Legal
- b) Personnel
- c) Financial

- 8) Other Business

- 9) Next Meeting:

- a) Date 10/5/89 RL to attend
- b) Topics MINUTES + agenda

MONTHLY
REPORT
REV. + EXPENSES

MSO-2

Need Admin. Office - BW level

- Policy + Processes
- Access advocacy in the system
- Assist in admin, liaison

PAUL
BW
CHUCK

FRIDAY
9/22

LEGAL,
BILL
TO CONTACT

- Copyright
- Steve Hurst - will sign off committing rights to royalties

Courtesy problem

- Documentation of checks received vs sent
- Interview procedures
- Computerized system
- Accountability
- Refunds
- Acknowledgement of receipt.

NEED ALL
OPTIONS BY NEXT
MTG.

20M +
Harrison

Merle's
Sample's
"House"

Letter
from
J2
call Joe

Supervised by
Joe Cowan

~~Communications~~

- ~~20M + Harrison~~
- ~~5000 SF~~

(X)

SIXTH INTERNATIONAL CONFERENCE ON AIDS

SAN FRANCISCO, CALIFORNIA USA • 20-24 JUNE 1990

Administrative Meeting Minutes

14 September 1989

10:00am, SFGH Ward 95 Conference Room

In Attendance:

William O'Connor
Emilie O'Shea
Chuck Smukler
Paul Volberding

Bob Wachter
Barbara Woodruff
Pam Wool
John Ziegler

Process for Administrative Decision Making

John Ziegler noted that this group will make important administrative decisions about the Conference; program decisions will be made elsewhere. This group will meet on Thursday, 10:00am-12:00pm, every two weeks in the SFGH Ward 95 Conference Room. The next meeting will be on 5 October 1989.

Members discussed the roles of the Dean's Office and the AIDS Program in the planning of the Conference. The Conference is not a free-standing unit within the University. The AIDS Program at SFGH will act as the Conference's administrative base (personnel, accounting, etc.).

The decision was made to hire another Business Administrator for the Conference, either to help with the AIDS Program or directly with the Conference. Chuck Smukler, Paul Volberding and Barbara Woodruff will explore the options.

Copyright Issues

John reviewed the spreadsheet. The question of copyrights was raised. Chuck said the Conference should copyright all printed materials. The Conference program should include a line noting that the University owns the copyrights for all Conference materials.

Update on Revenue and Expenses

Chuck noted that the Conference should produce monthly reports about income and expenses. The Dean's Office is very concerned about issues of financial management. A specific concern is Courtesy Associates' handling of UC funds. Bill O'Connor will set up a meeting between himself, the chief financial officer(s) of Courtesy, Harry Cordon, Jane Powers, Barbara, and Emilie O'Shea. Agenda items for this meeting will include: credit cards, acknowledgements, refunds, feedback (from the Conference to Courtesy), policy and procedures, and bank accounts. Meanwhile, Bill will instruct Courtesy to batch and forward checks daily, to immediately send missing documentation for checks already received, and to send their procedures for money handling. In addition, Barbara will find out from Bank of America if one can establish a credit only credit card account and block debiting the account.

Staffing

Members decided to hire Lucy Felicissimo as Assistant Program Director. She will probably be hired as a consultant to the Conference. We must clarify the roles, relationships, and tasks of all administrative personnel.

Space

The Conference staff is in the process of collecting information about space options, both within and outside of UCSF, and will present a proposal about space at the next meeting.

Consultant Agreement with Tom Horn

Members decided the Conference will use the legal services of Tom Horn. The Conference will contact Joe Cowan to explore the possibilities of having Tom report through the UCSF legal affairs office.

The next Administrative Meeting is scheduled for **Thursday, 5 October 1989** from 9:00am-12:00pm in the SFGH Ward 95 Conference Room.

JZ. (File)

SIXTH INTERNATIONAL CONFERENCE ON AIDS

SAN FRANCISCO, CALIFORNIA USA ▪ 20-24 JUNE 1990

Administrative Meeting Minutes

5 October 1989

9:00 am, SFGH Ward 95 Conference Room

In Attendance: Dick Littlejohn Bob Wachter
 Bill O'Connor Barbara Woodruff
 Emilie O'Shea Pam Wool
 Chuck Smukler John Ziegler
 Paul Volberding

1. Issue: Minutes from 14 September Administrative Meeting.
 Action: Minutes approved.
2. Issue: Frequency of administrative meetings.
 Action: Starting November will meet weekly.
3. Issue: Organizational Chart
 Discussion: Paul reviewed the Organizational Chart and discussed the roles of
 Conference administrators.
 Action: The Dean's Office will be moved to the top of the Organizational Chart.
 Barbara Woodruff's role will be made more central on the Organizational Chart.
 Bill and Barbara will work together to write contracts.
4. Issue: Meeting with Vice Chancellors
 Discussion: Dick Littlejohn suggested that a meeting with several Vice Chancellors of
 the University would be helpful. Include Bruce Spaulding on
 community matters.
 Action: The Dean's office will arrange this meeting.
 Conference organizers need to have specific issues ready for this meeting.
5. Issue: Courtesy Associates: cash handling procedures.
 Discussion: Have received draft from Courtesy
 Action: Will work with them on revisions.
6. Issue: Money for on-site CME credits.
 Discussion: Assume CME will handle this.
 Action: Bill will call to double check.

THUR 9 AM
WARD 84
SPEAKER NOV. 2

NOV 13 10:00
SL18

BARBARA TO
TAKE LEAD

- Overview - CONF. ADV
- Overview - ORGAN. JT
- Business - BUS. BW
- Program/Log

Brent Stevenson - Operations
Admin Services
PURCHASING
Tina Trygstad
PERSONNEL, Admin. Rel.
Bruce Spaulding ✓
Herb Swetsee Gen. VC

7. Issue: Staff and space for Local Program Office.
Discussion: Best option is 20th and Harrison, then CED.
Will have 4 additional people by Nov. 1 = 9 total bodies. Thus need 1200 square feet at that time.
Action: An additional 7 people will come on board in January.
Will continue negotiations for both 20th and Harrison and CED, as well as exploring other options.
Chuck suggests Manager positions be under independent consultant agreements.
8. Issue: Role of the City.
Action: John will explore and report next meeting. ✓ *mtg w/ myra*
9. Issue: Revenue/Expenses.
Discussion: Reviewed "Budget Status Report."
Action: Barbara and Emilie will provide monthly reports.
10. Issue: Legal services for Conference.
Discussion: Joe Cowan should be in the loop as supervisor of Tom Horn.
Action: Barbara will call Joe and make sure he's in the loop and then write this into the contract. She'll also ask him about the number of hours to be included in the contract.
Steve Hurst of UCSF will be consulted on copyright issues. } *Reschedule Joe on Board (let. of insur. has been notified)*
11. Issue: Communications/media.
Discussion: Reviewed Bunn ascertainment report.
Action: Need to make decision over the next couple of weeks. ✓
12. Issue: Security.
Discussion: Narrowed it down to STI and Sigma Block.
Action: May want to meet with politicians/the City to explore their connections with these companies.

The next Administrative Meeting is scheduled for **Thursday, 19 October 1989** from 9:00 am-11:00 am in the SFGH **Ward 84** Conference Room.

AGENDA FOR ADMINISTRATIVE MEETING
OCTOBER 5, 1989
9:00 -12:00 noon, Ward 95

1. Review of minutes
2. Conference staffing update
 - o Organization chart Wachter
 - o Reporting and responsibility flow Volberding
 - o Future staff and time-line O'Connor
3. Conference Secretariat update
 - o Contract and purchase order Woodruff
 - o Cash handling Woodruff
4. Expense and income analysis Woodruff, O'Shea
5. Legal Services to Conference - *Tom Horn. will report to Bldg Soc* + Joe Lawan (Dean's office is keen on this)
 - o Copyright issues - *Steve Kunst - working up Bill*
6. Space options, time-line Volberding
 - Oct 20 1 (M.C.)
 - Nov 1 3 (LF, Sect. Exhib)
7. Communications/media
 - o Ascertainment report O'Connor
 - o Need for \$25K, Information Services Manager O'Connor
 - o Need for \$80,500, staff O'Connor
8. Audio-Video/host broadcast O'Connor
9. Security consultant O'Connor
 - o Status of interviews Van Gorder
 - o Role of City of San Francisco Volberding
10. Other business and future meeting dates - 10/19 9-11

Need 1200 SF

- Oct 20 1 (M.C.)
- Nov 1 3 (LF, Sect. Exhib)
- ? Fergal + Sect. space
- Other
- see notes

Migra Snyder

Identify one city person as contact
 • Dave W.
 • Sally Osaki
 • + DANA

SET JP MEETING

* No sales of conference materials
a memorabilia on site

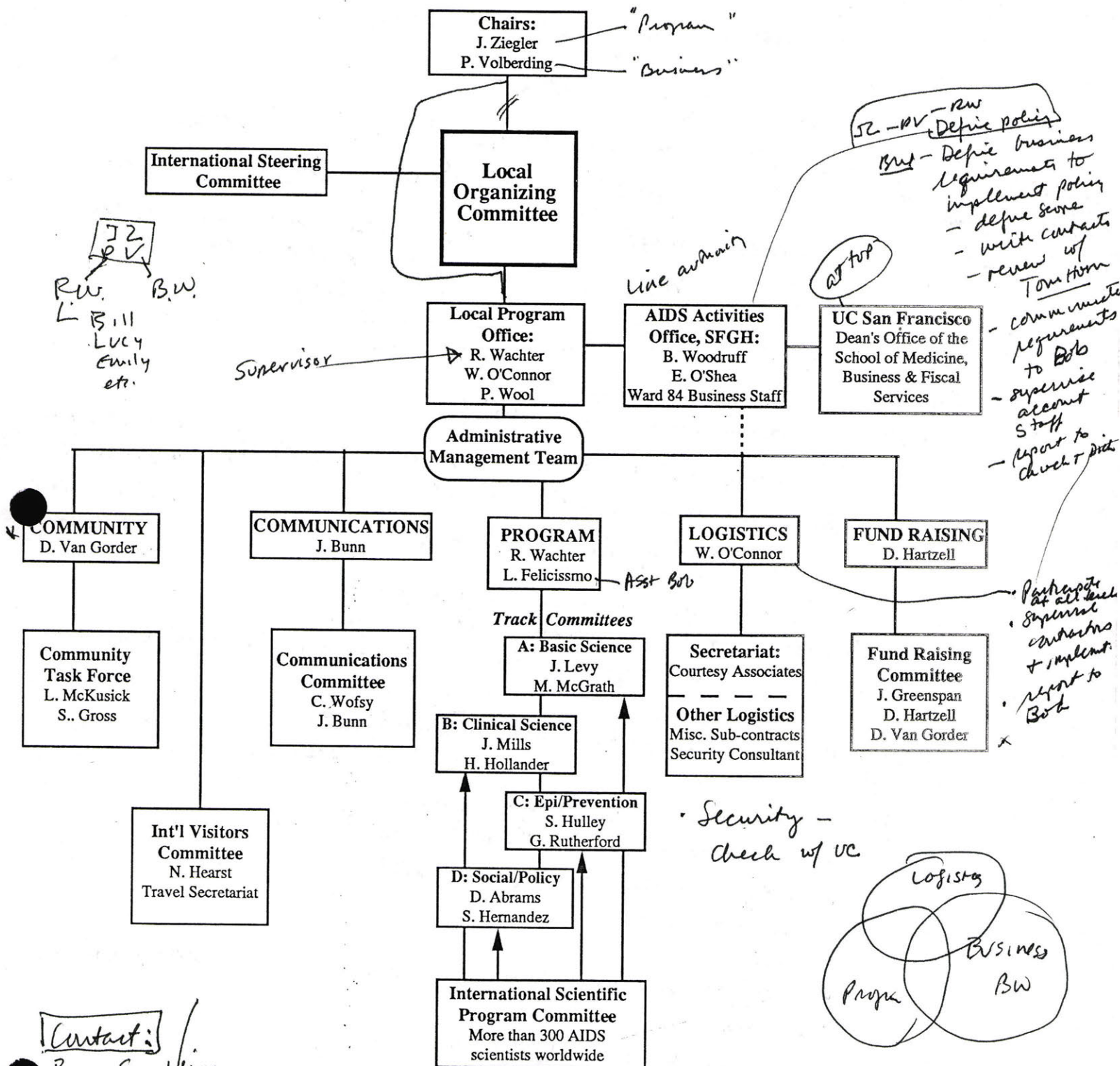
**SIXTH INTERNATIONAL CONFERENCE ON AIDS
SAN FRANCISCO, CALIFORNIA USA * 20-24 JUNE, 1990**

Organizational Chart

File - Admin

10/5/89

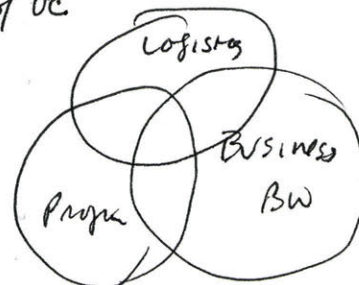
Bob to write
10/7



Contact:

Bruce Spaulding
Vice Chancellor for Advancement & Planning
External A
(Dennis H, Michelle, Tom Quinn
work for him)

Security -
check w/ UC



JC - PV - RW
RW - Define policy
RW - Define business
requirements to
implement policy
- define scope
- write contracts
- review w/
Tom Horn
- communicate
requirements
to Bob
- supervise
account
staff
- report to
Cheryl & Dick

Partners
at all levels
- support
contracts
& implement
- report to
Bob

Dick - On Organization

- Pleased about Tom Horn → Joe Cowan.
- Business matters - Pleased that BW is willing to help
- Org. Chart will not stay still. "Organic"
- Flexibility + Speed → Get war

Vice Channels network + Francie Petrucci

- Tina Trygstad, Bruce Spawdy, Brett Stevenson
- Herb Suelzle
- Dick Littlejohn

- Describe conference + nature of UC partnership - Speed + flexibility

Dick L. will set up - Perhaps at regular mtg

COURTESY

- P.O. - working on it. [Jeff Ortiz]
- Cash handling - registration. Need ON-SITE policy
- Sara Burke - how EPME does it
- Will Courtesy handle cash?

- MUSICARE
- ABSTRACT VOL.
- FRANCHISE OUT T SHIRT, GR.

Account of Riggs - ready to open pending
Credit Cards - pending also
Refunds - authorization from 1990. Incorporate into cash handling

SPACE #1 • 202/Harrison \$2.73/SF (+) at Shuttle, mail
(-) Only 6-8 work stations? more

#2 • CGO \$ _____ Lyphomed space
• New Montgomery - # cost, # distance
• DPH - 25 Van Ness (not avail)

? • Laurel HHS

? • PHS

• Trailer at SFGH - Sweet to work + free up 202/Harrison

• SFGH

• 25 Van Ness 50¢/SF

**SIXTH INTERNATIONAL CONFERENCE ON AIDS
LOCAL ORGANIZING OFFICE**

UCSF, B1505, 415/550-0880, 415/550-0886 (FAX)

Date: 17 October 1989
To: Administration/Management Team
From: Chairs
Re: Meeting, **Ward 84 Conference Room** (note the venue change)
Thursday October 19, 9:00-11:00 am

AGENDA

- | | |
|---|--------------------------|
| 1. Review minutes. Update and follow-up on action items | J. Ziegler |
| 2. Media requirements ^(HOST BROADCAST/AV) (AV; Ascertainment Report) | C. Wofsy |
| 3. Update on Courtesy | B. Woodruff |
| 4. Budget and cash-flow status | B. Woodruff
E. O'Shea |
| 5. Space | P. Volberding |
| 6. Contracts to be let: Host Broadcaster
Ground Transportation
Security | W. O'Connor |
| 7. Fund raising status
(from meeting 10/13) | J. Ziegler |
| 8. Staff requirements and projections | W. O'Connor |

Decision on CBC II

Definite payment
to June
• Paul & John - Bill
Elliot R.
• Letter to Elliot
Rappaport.

Next meeting 11/2/89

- Security
- Media Followups
- Liability Insurance

Mike Balducci to be worked

Registrations
Deposits: \$80 K
as of 10/18

SIXTH INTERNATIONAL CONFERENCE ON AIDS

SAN FRANCISCO, CALIFORNIA USA • 20-24 JUNE 1990

Administrative Meeting Minutes

19 October 1989

9:00 am, SFGH Ward 84 Conference Room

In Attendance:Emilie O'Shea
Chuck Smukler
Paul Volberding
Bob WachterConnie Wofsy
Barbara Woodruff
Pam Wool
John Ziegler**1. Issue:****Administrative Meetings****Action 1:**Will meet in Ward 84 Conference Room every week, starting
2 November 1989.**Action 2:**Barbara and Bill will meet at least once a week prior to weekly
Administrative Meeting. ✓ *Tues 8:30 am***2. Issue:****Organizational Chart****Action:**

New Organizational Chart approved. ✓

3. Issue:**Meeting with Vice Chancellors****Discussion:**Agenda to include: brief history of Conference (Paul), overview of
organization (John), business overview and potential problems
(Barbara), etc.**Action:**

Final agenda needs to be written.

Responsibility:

Barbara

Time Frame:

Meeting scheduled for 13 November 1989, 10:00 am, room S-118. ✓

4. Issue:**Role of the City****Discussion:**

Myra Snyder is on board and being extremely helpful. ✓

5. Issue:**Legal Services for Conference****Discussion:**Barbara reported that Joe Cowan more than willing to come on board as
supervisor for Tom Horn. ✓ *Reports to Joe Cowan***6. Issue:****Security****Discussion:**City would prefer to work with Sigma Block. ✓ *Discuss w/ Mike***7. Issue:****Minutes from 5 October Administrative Meeting****Action:**Minutes approved. ✓ *Burke***8. Issue:****Host Broadcast Firm****Discussion:**Communications Committee unanimously agreed that CBC is the best
candidate.**Action 1:**End of November is target date for finalizing host broadcast decisions.
Bill and Barbara need to meet to discuss process necessary for
University contract with host broadcast firm. Want to involve Tom
Horn in this.**Responsibility:**

Bill will contact Barbara. They'll determine who will contact Tom.

Time Frame:

Before Thursday 26 October. 11

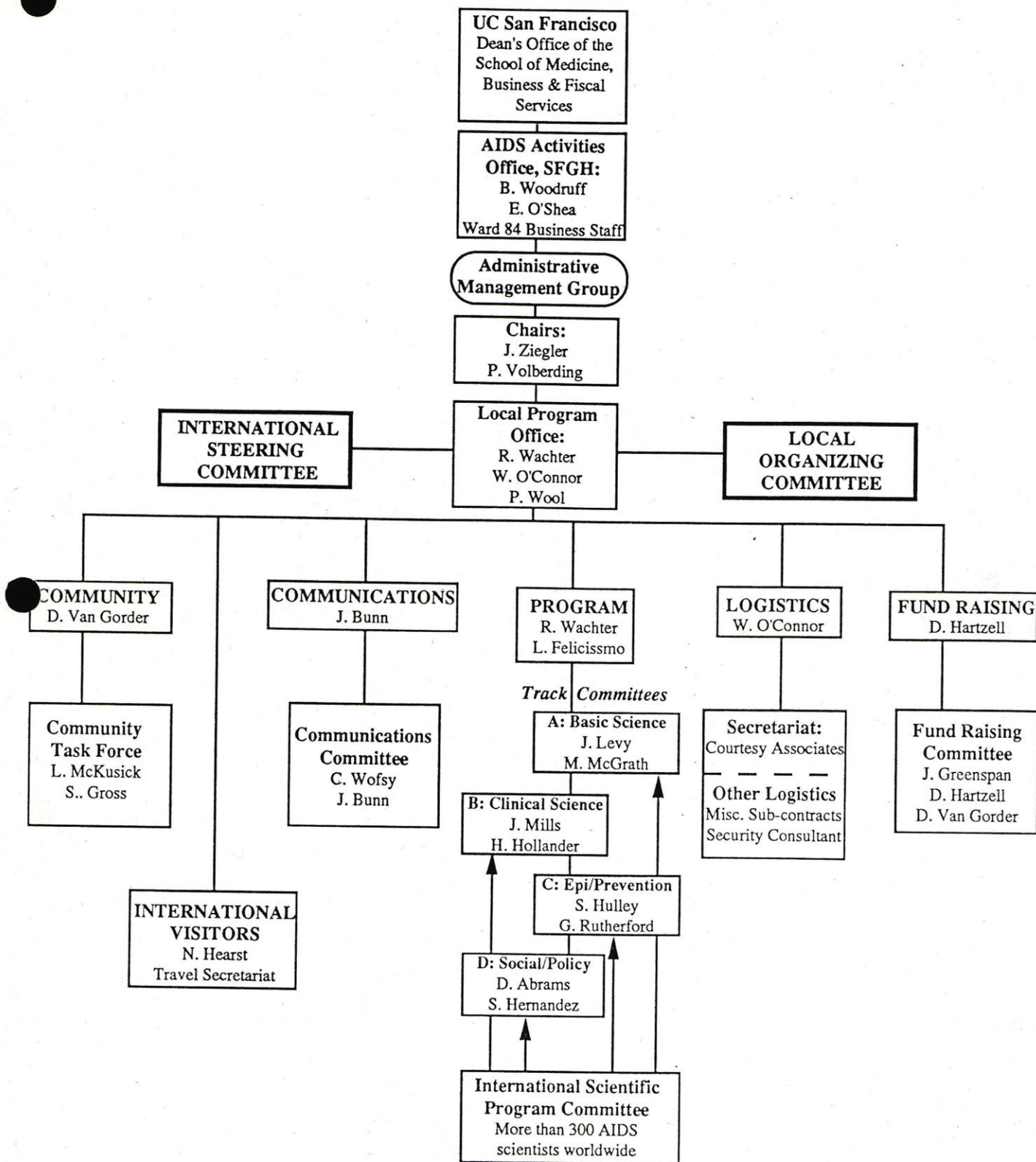
- Action 2: Need to contact Purchasing Department and facilitate contracting with a Canadian firm.] Mike
Also need to continue discussions with Purchasing so that Conference can request final bid from CBC as a sole source vendor. B.
- Responsibility: Bill
Time Frame: Before Thursday 26 October.
Action 3: If all OK with Barbara and Purchasing, need to request a final bid from CBC.
- Responsibility: Bill to contact CBC (and Spacebridge).
Time Frame: To be determined.
Action 4: Need to hold a Communications/Administration Meeting to come up with a bottom line for host broadcast firm. ✓ see minutes 10/26
- Responsibility: Connie
Time Frame: Thursday 26 October, 9:00 am, Ward 84 Conference Room.
- 9. Issue:** **Audio Visual Requirements**
Discussion: Bill needs to stay firmly in the loop on these issues. ✓
- 10. Issue:** **Bunn Communications' Ascertainment Report**
Discussion: Options for communications/media staff were discussed. Want staff to be hired directly by Bunn Communications and not through the University system. Decided to allow \$100,000 plus overhead for communications/media staff, in addition to \$25,000 for Information Services Manager.
Action 1: Need to consult lawyer about realistic overhead costs.
Responsibility: Bill
Time Frame: Before Thursday 26 October.
Action 2: Need to contact UCSF Communications Dept. to see which positions they can fill. ✓
Responsibility: Bob and John will talk to Bruce Spaulding; Jim and Connie to continue contacts with Michella.
Time Frame: Before Thursday 26 October.
- 11. Issue:** **Translation Costs**
Discussion: WHO will cover translation costs. Discussed whether this should still be part of host broadcaster's contract or whether WHO will handle this separately.
Action: Need to find out exactly what WHO willing to do.
Responsibility: Bill
Time Frame: After receiving final bid from CBC. ✓
- 12. Issue:** **The Daily Conference Report**
Discussion: Will tentatively go ahead with plans for the DCR.
Action: Need to come up with a bottom line for the DCR.
Responsibility: Connie
Time Frame: Thursday 26 October, 9:00 am, Ward 84 Conference Room. ✓
- 13. Issue:** **Update on Courtesy Associates**
Discussion: Barbara reported that the Courtesy Purchase Order has been reworked to their satisfaction.
Barbara will continue to work with Melissa on cash handling procedures. ✓

- 14. Issue:** **Exhibits Money**
Discussion: Chuck suggested establishing a lock box (i.e. the money goes directly to the bank and the Conference office would receive the paperwork only).
Action: Need to find out details of establishing a lock box.
Responsibility: Chuck
Time Frame: ASAP *mail remittance, invoice vendors* ✓ ✓
- 15. Issue:** **Revenue/Expenses**
Discussion: Reviewed summaries of cash flow and expenses. These reports for interoffice use only.
Action: Barbara, Bill and John need to meet about budgetary issues.
Responsibility: Pam
Time Frame: Sometime Tuesday 24 October.
- 16. Issue:** **Space for Local Program Office**
Discussion: Space available at 20th and Harrison is acceptable.
Action 1: Need to write memo to Dean Rappaport from John and Paul.
Responsibility: Pam
Time Frame: Before Monday, 23 October.
Action 2: Need to arrange meeting between Rappaport, John and Paul.
Responsibility: Cathy
Time Frame: ASAP
Letter to Dean's office sent
Peggy McDavid in charge
Conf. Room 2 parking
Office changes
Kordah, Xerox needed - donation
11/14 moving ✓
in process
- 17. Issue:** **Fund Raising**
Discussion: John reported that Dennis Hartzell had mentioned a celebrity fundraiser. Decided this is not a good idea for the Conference. ✓
- 18. Issue:** **International Travel Manager**
Discussion: The IAS has agreed to provide funds for an International Travel Manager.
Action 1: Need to write letter to IAS from Paul confirming this
Responsibility: Bob will provide Paul with draft.
Time Frame: ASAP

The next Administrative Meeting is scheduled for **Thursday, 2 November 1989** from 9:00 am-11:00 am in the SFGH Ward 84 Conference Room.

**SIXTH INTERNATIONAL CONFERENCE ON AIDS
SAN FRANCISCO, CALIFORNIA USA * 20-24 JUNE, 1990**

Organizational Chart



4th Draft: 10/15/89

Admin Mtg TUE - 10/19

- ✓ Media
- 1) Ascertain. Mechanism for hire
 - 2) AV. \$1.18 (less translation + other cost cuts) = ~ 800k
 - 3) ~~DCR~~ DCR
- Branching from 1) Ascertain. Mechanism for hire:
- Branch 1: Bureau (+ overhead)
 - Branch 2: UC (temps?)
 - Branch 3: CSB or other

- ✓ Fund Raising: Use celebrities? NO
- PWA Scholarship
 - VIP dinner
 - DCR

TALK TO BW

- 1) Cost flow
- 2) Expense / Revenue

- ✓ Travel Secretary IAS

Plan for Intl Travel → Norman.

MEDIA: ~~AV~~ HOST BROADCAST - AV

- 1) CBC yes or no?
- 2) YES - notification + procedure
- 3) cuts - budget
- 4) AV Subcontract
- 5) UC Contribution - Michella

ASCERTAINMENT

100k + overhead for Staff OK
25k for Info Seminar mgr. OK

DECISIONS

Yes. Work out w/ Purchasing

Bill Bu cc. all material

- DO WE NEED A FORMAL BID FROM BOTH SB + CBC??
- ASCERTAIN \$ for Host BR
- MAKE PRIORITY LIST + determine how far can we go w/ the \$.
- LOCAL VENDORS to be subcontracted.
- Bring in TOM HORN.

October 23, 1989

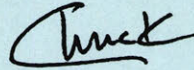
John Ziegler, M.D.:

As of today, the following senior officers are scheduled to attend the November 13th meeting to familiarize them with current conference plans:

H.W. Suelzle, K.J. Hittelman, B.W. Spaulding, B.R. Stevenson,
T. Trygstad, and M. Reichman.

The thrust of this meeting is, as I understand it, to bring the officers up to date on the organization and scope of the conference. Ideally you would want to use this meeting to familiarize the campus leaders with particular issues or problems that may affect their functional areas of responsibility.

The enclosed organizational chart identifies the relationship of the various administrative units to each of the senior officers.



Charles Smukler

Enclosure:

c: B. O'Connor
R.G. Littlejohn, Ph.D.
P. Volberding, M.D.
B. Wachter, M.D.
B. Woodruff

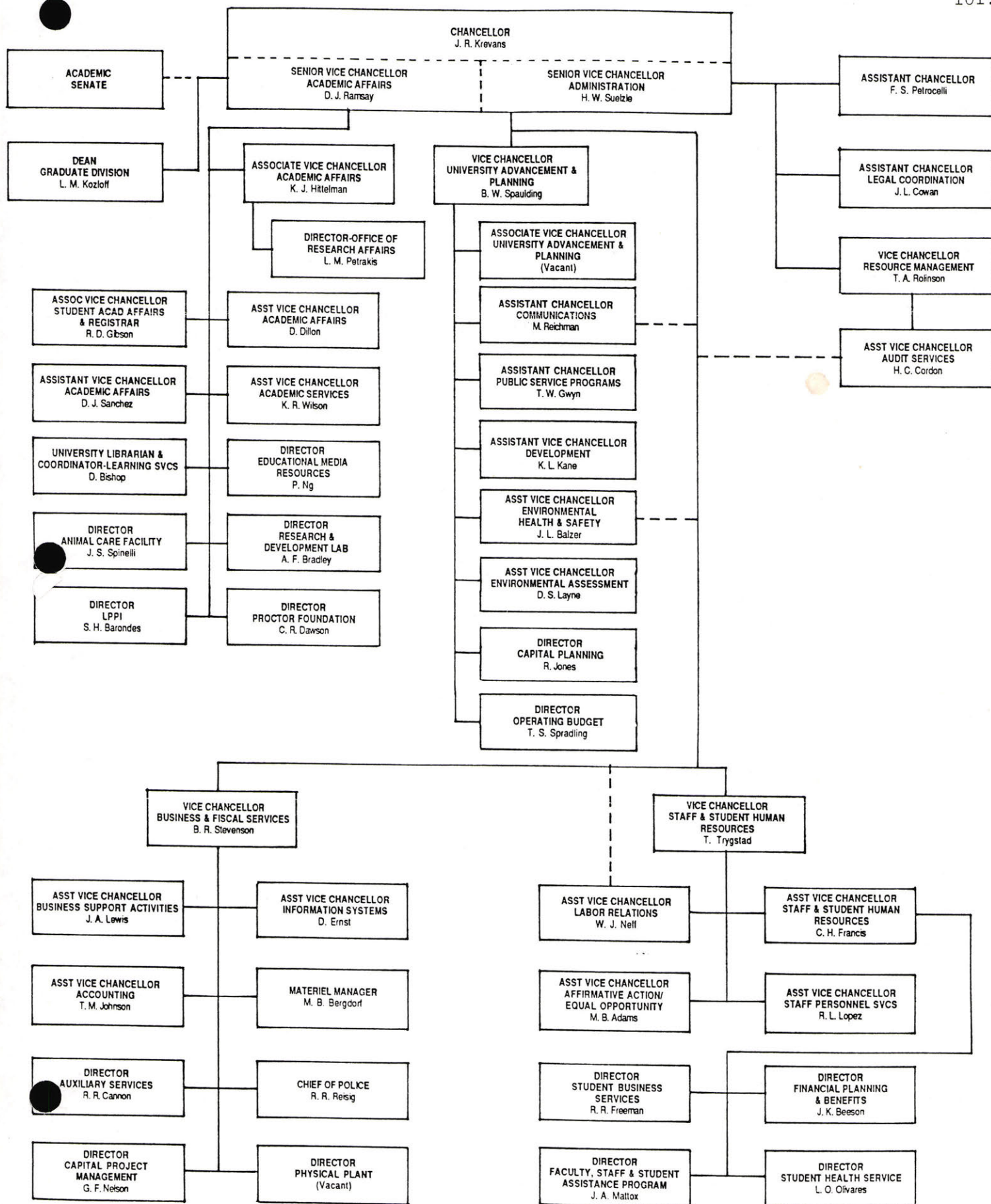
AC\JZ1023

UNIVERSITY OF CALIFORNIA, SAN FRANCISCO
ORGANIZATIONAL CHART
CAMPUSWIDE ADMINISTRATION

July, 1989
CHART 2

University of California,
San Francisco
Policy and Procedure Manual

101.2



File Admin.

SIXTH INTERNATIONAL CONFERENCE ON AIDS LOCAL ORGANIZING OFFICE

UCSF, B1505, 415/550-0880, 415/550-0886 (FAX)

Date: 31 October 1989
From: Pam Wool
Conference Assistant
To: Administration/Management Team
Re: Tasks from the 26 October Communications/Administrative Meeting

Connie Wofsy will provide formal minutes for the 26 October Communications/Administrative Meeting. The following are the specific administrative tasks that need attention.

1. **Issue:** **Newsletter**
Discussion: Will stick with 20,000 copies/day.
Budget: \$50,000 - 70,000.
Will go through bidding process via UCSF Purchasing Department.
Action 1: Need to call Mike Bergdorf.
Responsibility: Bill
Time Frame: ASAP
Action 2: Need to submit formal request for bid.
Responsibility: Bill will send to Barbara.
Time Frame: ASAP
2. **Issue:** **Host Broadcast Firm**
Discussion: Want to hire CBC with a budget ceiling of 1.19 million dollars.
Action: Need to call Mike Bergdorf and discuss sending a letter of intent to CBC.
Responsibility: Bill and Barbara
Time Frame: ASAP
3. **Issue:** **Translation**
Discussion: Will send host broadcaster's bid for translation services to WHO so they can arrange translation services.
Action: Need to send estimated budget to Kathleen Kay.
Responsibility: Bill
Time Frame: After estimate received from CBC.
4. **Issue:** **Hiring a Sign Language Interpreter**
Discussion: Want to hire a sign language interpreter for the Conference.
Action: None taken.
5. **Issue:** **Bunn Communications Contract Changes RE: Staffing**
Discussion: Bunn Communications presented a proposed budget necessary as a result of contract changes regarding staffing:

Update -
UCSF cost 42K !
Writers needed - ? Pro Health ? UC
• Ask Connie to research writers
• Time to review copy

✓ Mon 11/6

Bid for other vendors? or Turkey

Staff	\$100,000
M	25,000
Acct/Payroll	4,000
Legal	5,000
<u>Admin. Fee</u>	<u>10,000</u>
Total	\$144,000

Budget will be discussed at next Administrative Meeting.

Action:

Need to write formal letter from Conference to Bunn Communications indicating that contract changes regarding staffing are being made at request of Conference organizers.

Responsibility:

Bob will draft letter for signature by Conference Co-Chairs.

Time Frame:

Before the next Communications Meeting.

6. Issue:

Other Bunn Communications Contract Changes

Discussion:

Bunn Communications proposed becoming a "turn key" operation with the following budget:

DCR, Section 2	\$50,000
Remainder Press Ctr; Equip;	
Support	55,000
Remainder Travel	21,000
<u>Contingencies</u>	<u>57,000</u>
Total	\$183,150

Action:

Need a formal proposal from Bunn Communications in writing.

Responsibility:

Jim Bunn

Time Frame:

Before next Communications Meeting.

↓
in
discussion
↑

The next Administrative Meeting is scheduled for **Thursday, 2 November 1989** from 9:00 am-11:00 am in the SFGH Ward 84 Conference Room.

file - Adm.
carry forward *

**SIXTH INTERNATIONAL CONFERENCE ON AIDS
LOCAL ORGANIZING OFFICE**

UCSF, B1505, 415/550-0880, 415/550-0886 (FAX)

Guest - Jess Ortiz

Date: 1 November 1989
To: Administration/Management Team
From: Chairs
Re: Meeting, Ward 84 Conference Room, Thursday November 2, 9:00-11:00 am

AGENDA

- | | | |
|--|--------------------------|--|
| 1. Review Minutes; Update and Follow-Up on Action Items | J. Ziegler | |
| ✓ 2. Legal Issues | T. Horn | • Contracts
• Copyright (Steve Hurst is researching this. Sales?) |
| * 3. Liability Insurance | C. Smukler | |
| ✓ 5. Bunn Contract Changes | J. Ziegler | Bill (Bwl) Emily to look at B. Woodruff. Draft letter for T. Horn. |
| ✓ 4. Budget and Cash-Flow Status | B. Woodruff
E. O'Shea | Conf. Passes |
| ✓ 5. Update on Courtesy Cash Handling Procedures | B. Woodruff | |
| 6. Exhibits Cash Handling Procedures | C. Smukler | |
| ✓ 7. Contracts To Be Let: Host Broadcaster
Ground Transportation
Security ✓ | W. O'Connor | → Linked to Bunn Contract. |
| * 8. Independent Consultant Agreements: Lucy Felicissimo
Dottie Burdine
Michelle Aldrich | W. O'Connor | |
| ✓ 9. Update on Office Move | R. Wachter | |
| * 10. Staff Update | W. O'Connor | |
| ✓ 11. Agenda For Meeting With Vice Chancellors | B. Woodruff | |
| * 12. DHL Rates | P. Wool | |
| 13. Other Business | Committee | |

14. Security of some of services (VC security to help) c) timeline
b) ? of sole source is bid (open)

Meeting Monday 10:00

• Security →

Procedures

Mike Buehler, Jess Ortiz,
Barbara, Bill, Joe + Pam

~~File Admin~~**SIXTH INTERNATIONAL CONFERENCE ON AIDS****SAN FRANCISCO, CALIFORNIA USA - 20-24 JUNE 1990****Administrative Meeting Minutes**

2 November 1989

9:00 am, SFGH Ward 84 Conference Room

In Attendance:

Tom Horn
 Bill O'Connor
 Jess Ortiz
 Emilie O'Shea
 Paul Volberding

Bob Wachter
 Barbara Woodruff
 Pam Wool
 John Ziegler

✓ For Then 11 A

Admin mtg.

Also Ther. —

✓ Agenda for Vice
Chancellor's mtg.

1. **Issue:** Space for Community Outreach Sessions
Discussion: Herbst Theater to be booked, and possibly the Green Room.
Action 1: Need to submit formal application to War Memorial Board of Trustees.
Responsibility: Dana
Time Frame: ASAP
Action 2: Need to arrange for deposit payment.
Responsibility: Pam and Emilie
Time Frame: ASAP
Action 3: Need a meeting with John, Bob, Bill and Dana to clarify plans.
Responsibility: Dana
Time Frame: Immediately following the 9 November Administrative Meeting.

2. **Issue:** Security
Discussion: Will discuss at 6 November meeting with Materiel Management. Want UCSF security to review draft of scope of services. Dana to meet with Jess Ortiz of Materiel Management at a later date.
Action: Need written report of Dana's process for choosing firms.
Responsibility: Bill will inform Dana.
Time Frame: Monday, 6 November.

3. **Issue:** Host Broadcast Firm
Discussion: Will discuss at 6 November meeting with Materiel Management.
Action: Need written report of Jim's process for choosing firms.
Responsibility: Bill will inform Jim.
Time Frame: Monday, 6 November.

4. **Issue:** Copyright Issues
Discussion: Steve Hurst, the University's patent lawyer, is working on copyright language for the Conference.
Action: Need to invite Steve Hurst to the 9 November Administrative Meeting.
Responsibility: Barbara
Time Frame: Done

5. **Issue:** Bunn Communications Contract Changes
Discussion: "Turn key" operation not a good idea, but need to renegotiate the following 5 points:

- Expenses billed that are not in contract
- Renegotiate
 - Insurance
 - Legal
 - Travel
 - Off. expense

Administrative Meeting Minutes
 (1)

- (I)
 • Independent
 Consultant
 agreement
 1 \$50
 Liaison
 Training
 (II)
 • Contact
 w/ independent
 security
 firm \$50
 ceiling for
 bidding

1. Add \$25,000 to the contract for an Information Manager.
2. Add \$100,000, plus \$19,000 for overhead, to the contract for the hiring of the Communications staff by Bunn Communications.
3. Limit the travel budget to \$36,600 and award the funds to Bunn Communications. Payment upon invoice.
4. Add \$2,800 to the contract for Florida office expenses, 6/1/89 - 1/15/90. Payment upon invoice.
5. Separate all costs for the Daily Conference Report from the rest of the contract and provide a "go/no go" option on March 1.

Action 1: Need a meeting with Barbara, Bill and Emilie to sort out costs.
Responsibility: Bill
Time Frame: Tuesday, 7 November, 8:30 am.
Action 2: Need a meeting with Bunn Communications and Conference organizers to renegotiate contract.
Responsibility: Bill
Time Frame: After meeting with Barbara and Emilie.
Action 3: Need to redraft the contract after negotiations.
Responsibility: Tom Horn
Time Frame: ASAP in November.

6. **Issue:** Tom Horn Contract
Discussion: Want to make sure Joe Cowan is supervising Tom Horn directly.
Action 1: Need to touch base with Joe Cowan.
Responsibility: Barbara
Time Frame: Before 9 November Administrative Meeting.

7. **Issue:** Update on Courtesy Cash Handling Procedures
Discussion: The Dean's Office signed off on the procedures and they are on their way through the University system.
Action 1: Need to find out when letters of acknowledgement will go out.
Responsibility: Bill will talk to Melissa.
Time Frame: Before 9 November Administrative Meeting.
Action 2: Need to begin setting-up for credit card transfers to Bank of America account (i.e. order datalink, etc.)
Responsibility: Bill will talk to Melissa.
Time Frame: Before 9 November Administrative Meeting.
Action 3: Need to add this issue to agenda for 13 November meeting with Vice Chancellors.
Responsibility: Barbara

R-13
 \$23.00 CA
 breakdown
 needed for
 PHS contract
 ↓
 BW ask
 CA

8. **Issue:** Update on Exhibits Money
Discussion: Chuck Smukler arranged for money to be received by UCSF Mail Remittance Office. Details are being confirmed by Barbara with the Mail Remittance Office. Will be recharges involved.
Action: Need mailbox number for remittance.
Responsibility: Barbara
Time Frame: ASAP

9. **Issue:** Budget/Revenue
Discussion: Reviewed summaries of cash flow and expenses. These reports for interoffice use only.

Action: Need to add projected costs of Community Outreach Sessions to budget (see item #1).
Responsibility: Barbara and Emilie

10. Issue: Complimentary Tickets/Volunteers
Discussion: There will be no free passes to the Conference. Volunteers will be allowed limited access to the conference site (i.e. not allowed into sessions).
Action: Need to have a contact person for inquiries regarding volunteering.
Responsibility: Pam

11. Issue: Newsletter
Discussion: Want to use UCSF Publications for production of the Conference Daily. Someone from Jim's staff will review all copy for the newsletter.
Action 1: Need to find staff writers.
Responsibility: Connie (Bill will contact her)
Time Frame: Will report at the 29 November Local Organizing Committee Meeting.
Action 2: Need to find an editor. (Donna Jacobsen was suggested.)
Responsibility: Connie (Bill will contact her)
Time Frame: Will report at the 29 November Local Organizing Committee Meeting.

*Bill suggests
keep in house
+ hire writing
staff -
Production
from Reprograph.*

12. Issue: Translation
Discussion: Want to provide WHO with costs ASAP. Want to collect cost information from firms in addition to costs submitted by CBC.
Action: Need to contact several local firms if Materiel Management approves.
Responsibility: Bill
Time Frame: ASAP after the 6 November meeting with Materiel Management.

13. Issue: Liability Insurance
Action: Need to invite Mike Baldinelli to an Administrative Meeting.
Responsibility: Barbara *Bill*

*Vendors \$5 million ins.
VC - to be protected
(security, etc.)*

14. Issue: DHL Rates
Discussion: DHL will give the Conference a 30% discount for international shipments and possibly the state of California rate for domestic overnight shipments.
Action: Need to contact Gene Peterson in Materiel Management about other possibly cheaper rates.
Responsibility: Pam
Time Frame: Done

The next Administrative Meeting is scheduled for Thursday, 9 November 1989 from 9:00 am-11:00 am in the SFGH Ward 84 Conference Room.

SIXTH INTERNATIONAL CONFERENCE ON AIDS LOCAL ORGANIZING OFFICE

UCSF, B1505, 415/550-0880, 415/550-0886 (FAX)

Date: 9 November 1989
To: Administration/Management Team
From: Chairs
Re: Meeting, Ward 84 Conference Room, Thursday November 9, 9:00-11:00 am

AGENDA

- | | |
|---|----------------------------------|
| ✓ 1. Review Minutes; Update and Follow-Up on Action Items | J. Ziegler |
| ✓ 2. Copyright Issues | S. Hurst |
| ★ 3. Space for Community Outreach Sessions | B. Woodruff |
| ✓ 4. Bunn Contract Changes | J. Ziegler |
| 5. Contracts To Be Let: Host Broadcaster
Ground Transportation
Security | W. O'Connor |
| 6. Staff/ Indep. Consultant Agreements: Lucy Felicissimo
Dottie Burdine | W. O'Connor
Exhibits, housing |
| ✓ 7. Agenda For Meeting With Vice Chancellors | B. Woodruff |
| 8. Rescheduling 23 November Administrative Meeting | Committee |
| 9. Other Business | Committee |

Next Meeting:

- Translation - Need to tell WHO this will go out on bid (CBC can also bid separately)
- Speed out method of payment + billing
- Have them reinvest bid. We will select under UC procurement guideline

MEET w/ PAUL & BOB BOB - BUNN CONTRACT

Cancel -
Thanking

* Discuss w/ DANA, PAUL, BOB 11:00

- I Role of Conference - Budget Needs
- Keep Distance.
 - Commitment of University + consequences.
 - ✓ • Need Another Umbrella organization - AIDS Foundation
- Discussed + agreed Dana w/ Paul

MEETING w/ MIKE BERGDORF

- Monday 4/13 11:30
- Faculty Club

II Security - VC [Mike Brant?] - Systemwide VC were used in olympics

Repat of
Meeting 11/6 w/ Mike Beydoun et al

~~Ask CBE to subcontract w/ Spacebridge~~

- 1) Selection process was not sufficient to
award sole source. Spacebridge could legitimately protest (local, low
bid)
- 2) Options - RFP ? design to favor CBE
- Ask Spacebridge to withdraw: give them video/audio sales
(but not exclusive rights) ?
 - Ask CBE to subcontract to Spacebridge
 - Hire Spacebridge

Copyrights

— Show Montreal Document
to Steve Hurst. Warner for US Govt?

UC owns "collective work"

Presenters must release material ownership
to the Conference.

Some faculty members may not have the
authority to do this because of
pre-existing copyrights of their
products w/ their university. (Can go
back afterwards + draw up
document to release our liability)

SIXTH INTERNATIONAL CONFERENCE ON AIDS
LOCAL ORGANIZING OFFICE

UCSF, B1505, 415/550-0880, 415/550-0886 (FAX)

Date: 22 November 1989
To: Administration/Management Team
From: Chairs
Re: Meetings, Ward 84 Conference Room, Thursday November 30

AGENDA

9:00 - 11:00

Administration Matters:
Review of Minutes
Staff
Contracts
Security

Lucy - hire
Spaulding
CBC

11:00 - 1:00

Communications Committee

1:00

Discussion on Changes in Bunn
Communications Contract

- ✓ - Replace previous agreement w/
new agreement
- ✓ - Set \$ limits + authorization
for overspend
- * - Purchase (fixed price) is consult.
- ✓ - budget for main "clusters"
of tasks to be fixed + contingency
w/ authorization

SIXTH INTERNATIONAL CONFERENCE ON AIDS

SAN FRANCISCO, CALIFORNIA USA ▪ 20-24 JUNE 1990

Administrative Meeting Minutes

16 November 1989

9:00 am, SFGH Ward 84 Conference Room

In Attendance:

Bill O'Connor
Gene Peterson
Chuck Smukler
Paul Volberding

Bob Wachter
Barbara Woodruff
Pam Wool
John Ziegler

1. Issue:

Discussion:

Community Outreach Sessions "bottled line" approach

Herbst Theater will be made available to the Conference Wed. through Fri., 20-22 June 1990 in the evenings, and Sat. 23 June 1990 in the afternoon.

- * Conference will transfer \$35,000 to another organization to manage the Community Outreach Sessions. Any additional revenue will be returned to the Conference up to \$35,000. Funds raised beyond \$35,000 will be used by the managing organization for the Community Outreach Sessions or another Conference event. Dana will coordinate all fundraising efforts for this event.

Levi Strauss and the NIH are interested in supporting this event. If possible, outside funds should be given directly to the managing organization.

Exception to Conference Policy: will allow conflict of time between Community Outreach Sessions and the scheduled session times of the Sixth International Conference on AIDS.

Communications Committee will not be involved in the planning of the Community Outreach Sessions.

Action 1:

Need to explore the possibility of the Conference awarding a grant to the organization managing the Community Outreach Sessions.

Responsibility:

Chuck

Time Frame:

Next Administrative Meeting, 30 November 1989.

Action 2:

Need to decide who will be managing organization.

Responsibility:

Dana to facilitate process.

Time Frame:

By the end of November.

Action 3:

Need to make this \$35,000 a budget item with potential for offset. ✓

Responsibility:

Barbara

Time Frame:

ASAP

2. Issue:

Discussion:

Security

Identified Sigma Block as preferred security consultant. *by SF police J. Jordan.*

One deliverable for the consultant will be to provide all specifications for our security firm, SFPD, UCSF Security, and any private security firms.

Will include two phases in the contract with consultant: (1) ascertainment and (2) implementation.

Selection of a private security firm to augment SFPD, hotel and Moscone staffs will go through the University bid process.

Action 1:

Need security timeline.

Responsibility:

Bill

Time Frame:

ASAP

S.T.I. better
that ~~just better~~ Chief
of SF Police (Jordan)
was retired

i) Consultant agreement

3 Phase:

I Ascertain

II Train +
Suppliment
+ on → } 80k

III Hire Rent a cop

100K

↓
12/14

Action 2:
Responsibility:
Time Frame:

Need to circulate Scope of Services before it goes to consultant
Bill
ASAP

Bill to contact Mike B
re 2 50k is 35 k limit
for consult. agree

3. **Issue:**
Discussion:

Host Broadcast Firm
See memo to file.
John and Paul will write letter disqualifying Spacebridge.
Mike Bergdorf will then write to both Spacebridge and CBC informing them of decision.
Bill will contact Spacebridge at same time to discuss non-exclusive broadcast rights as "official" conference networker.
None taken.

Action:

4. **Issue:**
Discussion:

Translation
Bill is informally collecting figures from several translation firms.
Kathleen Kay will get back to Bill regarding role of WHO.
None taken.

Action:

5. **Issue:**
Discussion:
Action:
Responsibility:
Time Frame:

Update on Courtesy
NIH will not waive the breakdown of figures from Courtesy.
Need to call Melissa at Courtesy again about breakdown.
Barbara and Jess
ASAP

6. **Issue:**
Discussion:

Bunn Communications Contract Changes
John will be the one and only contact person at the University and Local Program Office for Jim until he moves to SF in January.
Will ask Jim to deliver a DCR of 30-60 minutes with a cost breakdown not to exceed \$200,000 (i.e. \$150,000 for production, \$50,000 already buried in contract). Any in-kind contributions will be in addition to the \$200,000. Any cash contributions will go to the Conference to defray the \$200,000.

Revised
downward to
150 k at
communication mts
Action 1: 11/30
JL

All contributions are to be solicited by Dennis.
Need Jim, Michella, Dave Pearlman, and Len Schlosser to meet to discuss.

Responsibility:
Time Frame:
Action 2:
Responsibility:
Time Frame:

Connie
Thursday, 30 November 1989, 11:00 am - 1:30 pm, Ward 84.
Need to meet with lawyer before meeting with Jim.
Undecided
ASAP

Baldinelli

7. **Issue:**
Discussion:

Fundraising
Received \$100,000 from the State of California.
They are asking for 25 registrations, an exhibition booth, acknowledgement, and some programmatic activity.
Hold letter to Kizer for Barbara's review.
Bob will send to Barbara.
ASAP

Action:
Responsibility:
Time Frame:

8. **Issue:**
Discussion:

Satellite Meetings
The Conference has approved a workshop on AIDS in the workplace sponsored by the Coalition for AIDS in the Business Community.
None taken.

Action:

9. **Issue:**
Discussion:

International Travel Committee

The International Travel Committee will attend a meeting sponsored by USAID on 5 February 1990 in Washington DC to broker different sponsors of travellers.

Action:

To be decided in concert with Travel Committee. We will probably fly Norman Hearst, Bob, John, Paul, and Travel Desk person to DC.

10. **Issue:**
Discussion:

Opening Reception/VIP Dinner

The Local Organizing Committee will make decisions about the Opening Reception and VIP Dinner.

Action:

Trish Foster from the AIDS Foundation may help with planning. Need to develop service outline for social events.

Responsibility:

Bill

Time Frame:

By 21 December Administrative Meeting.

The next Administrative Meeting is scheduled for **Thursday, 30 November 1989** from 9:00 am-11:00 am in the SFGH Ward 84 Conference Room.

File Admin

**SIXTH INTERNATIONAL CONFERENCE ON AIDS
LOCAL ORGANIZING OFFICE**

UCSF, B1505, 415/550-0880, 415/550-0886 (FAX)

Date: 15 November 1989
To: Administration/Management Team
From: Chairs
Re: Meeting, Ward 84 Conference Room, Thursday November 16, 9:00-11:00 am

AGENDA

- | | |
|---|------------|
| 1. Review Minutes; Update and Follow-Up on Action Items | J. Ziegler |
| 2. Bunn Contract Changes | Committee |
| 3. Other Business | Committee |

SIXTH INTERNATIONAL CONFERENCE ON AIDS

SAN FRANCISCO, CALIFORNIA USA • 20-24 JUNE 1990

Administrative Meeting Minutes

9 November 1989

9:00 am, SFGH Ward 84 Conference Room

✓ State of CA
✓ Coalition Mtg.
✓ Travel Desk

Dennis
&
Merle

In Attendance:

Lucy Felicissimo
Steve Hurst
Bill O'Connor
Jess Ortiz
Emilie O'Shea
Chuck Smukler

Paul Volberding
Bob Wachter
Barbara Woodruff
Pam Wool
John Ziegler

1. Issue:

Discussion:

Space for Community Outreach Sessions

Chuck noted that there will be a series of consequences if UCSF/1990 is the sponsor of this event.

Action:

John, Paul, Bob, Bill, Barbara and Dana will meet to clarify Conference's role in the Community Outreach Sessions.

Time Frame:

Thursday, 9 November, 12:00 pm.

Grant NTG ~~30K~~ 30K

Project Inform
SF AIDS FOUND
BAYVIEW HUNTERS

2. Issue:

Discussion:

Security

Was discussed at the 6 November meeting with Materiel Management. Decided that the services of a security consultant, who will coordinate all aspects of Conference security (i.e. police, private firm, UCSF), will be arranged through an independent consultant agreement. Additionally, the Conference will contract directly with a private security firm, with a \$50,000 ceiling.

Action 1:

Responsibility:

Time Frame:

Action 2:

Responsibility:

Time Frame:

Need to decide which of two consultants to contract with.

Bill, with Dana's advice. Commitment agreement → Sigma Block

ASAP

Proposal in for cost. Bill to discuss w/ Jess

Need to develop specifications for private security firm with consultant + create LAT, and Jess Ortiz.

Bill, with Dana's advice.

As soon as consultant is chosen

• Separate purchase order for security is here.

NEED TIMELINE NEED SCOPE OF SERVICES

Phase I - Assessment, Phase II - bid for sec.

Problem - Supervision & reporting

3. Issue:

Discussion:

Copyright Issues

Steve Hurst advised the following:

- (1) The Conference will clearly have "collective work" copyright which would apply to videotaped and printed materials, and
- (2) The Conference should have a release form for all presenters.

Action:

None taken.

4. Issue:

Discussion:

Host Broadcast Firm

Was discussed at 6 November meeting with Materiel Management. Mike Bergdorf and Joe Cowan advised three options:

- (1) Direct disqualification of Spacebridge, which could lead to CBC as sole source;
- (2) Find some ways that Spacebridge would be part of Host Broadcaster, under CBC (this option will not work according to Jim Bunn); and
- (3) Assemble RFP and put contract out to bid.

Consultant - Phase # I

- Time Request ~~for~~ ^{tasks}
 - Timeline for tasks
 - Ascertain
-

Phase II - hiring,
training, services,
supervision

Will explore ways to expedite the hiring of a Host Broadcaster in the next few weeks. The preference of the Communications Committee was CBC, but the Administrative Group would like to find a role for Spacebridge if possible. One possible role would be non-exclusive rights to commercial broadcast of the Conference (i.e. as official Conference representative); another would be sale of audio tapes.

Steve Hurst advised that the access to fees and responsibility to recover costs for editing booths should be written into the host broadcaster contract, as should the University's exclusive copyrights of collective works.

Action:

Bill, Barbara, Jess, Chuck, Joe, Steve and John or Paul to meet with Mike Bergdorf to discuss options further.

Responsibility:

Pam

Time Frame:

Monday, 13 November, Faculty Club for lunch, 11:30 am.

5. Issue:

Translation

Discussion:

Will back out translation costs completely from host broadcast proposals and send translation costs out on bid through the University system. Will also send an RFP to WHO, who will pay the translation costs.

Action:

Need to arrange for formal bidding process on translation costs.

Responsibility:

Bill

Time Frame:

ASAP #1 Bid 30k. Kanner Memo needed from WHO
#2 coming in
#3 coming in

6. Issue:

Bunn Communications Contract Changes

Discussion:

Tom Horn wants to bring Jim to SF for negotiations immediately.

Action:

Bob, Bill, Barbara, and John or Paul will meet to clarify plans.

Time Frame:

ASAP

Issue:

Update on Courtesy

Discussion:

NIH wants a breakdown of \$23 fee for processing registrations. Courtesy says may need new contract if they continually need to spend extra time on such requests.

Decided to ask Courtesy for a very rough breakdown of figures. If a problem, then John will call NIH and request they waive the breakdown.

Action:

Need to ask Courtesy to do a very rough breakdown of figures. \$23

Responsibility:

Bill will talk to Melissa and inform John of outcome.

Time Frame:

ASAP

7. Issue:

Update on Exhibits

Discussion:

Exhibitor prospectuses were mailed earlier this week.

Action:

Bill is working on an invoice form.

None required.

8. Issue:

Liability Insurance

Action:

Need to invite Mike Baldinelli to an Administrative Meeting.

Responsibility:

Bill

Time Frame:

30 November Administrative Meeting.

9. Issue:

Ground Transportation

Action:

Bill and Jess will meet.

Responsibility:

Bill

Time Frame:

ASAP

10. Issue:

Discussion:

Responsibility:

Catering

Conference may have to be directly and completely responsible for Opening Reception. Need to make decisions by 1 February.

Bill

11. Issue:

Discussion:

Action 1:

Responsibility:

Time Frame:

Action 2:

Responsibility:

Time Frame:

Staff/Independent Consultant Agreements

Dottie Burdine is a possibility for Exhibits Manager. Bill will talk with her tomorrow and she will submit a proposal.

Barbara wants job of International Travel Manager to include grant monitoring. May be able to obtain a waiver on federal provisions. Job will be classified and posted through UCSF personnel.

Need to develop full job description for International Travel Manager.

Barbara and Bill

Tuesday, 14 November, 8:30 am.

John and Barbara will arrange conference call with Project Coordinator to discuss waiver.

Barbara

ASAP

BW to FAX

12. Issue:

Discussion:

Upcoming Meetings

Monday 13 November:

10:30 am, S-118--Vice Chancellors.

11:30 am, Faculty Club--Mike Bergdorf re: host broadcaster.

4:00 pm--John with Community Task Force.

Tuesday 14 November:

8:30 am, Ward 84--Barbara and Bill.

Wednesday 15 November:

3:00 pm--International Travel.

Thursday 16 November:

9:00, Ward 84--Administrative Meeting.

Friday 17 November:

5:30 - 7:30 pm, Alumni House--Reception for Bob and Amy. ✓

Tuesday 21 November:

8:30 am, Ward 84--Barbara and Bill.

All day, Marriott--Montreal Conference Organizers.

Thursday 23 November:

Administrative Meeting cancelled.

Action:

None taken.

Communications
mtg.

The next Administrative Meeting is scheduled for **Thursday, 16 November 1989** from 9:00 am-11:00 am in the SFGH Ward 84 Conference Room.

**SIXTH INTERNATIONAL CONFERENCE ON AIDS
LOCAL ORGANIZING OFFICE**

UCSF, B1505, 415/550-0880, 415/550-0886 (FAX)

file Admin

Date: 4 December 1989
From: Pam Wool
Conference Assistant
To: Local Program Office Staff
Re: 29 November Office Organization Meeting

The following issues were discussed at the 29 November Office Organization Meeting:

Phones

- Pam will order at least 5 more 476 lines immediately.
- Pam will ask about expanding light-up options on phone panels.
- Bill reviewed phone intake procedures:
 1. Phones should be answered "International AIDS Conference."
 2. If someone cannot come to the phone or is out of the office, say he/she "isn't available at the moment" and ask to take a message.
 3. Always ask who is calling and include that information when notifying someone they have a phonecall.
 4. Collect as much information as possible before forwarding the call; you might be able to help the caller yourself.
 5. Don't give statements about sensitive issues; forward calls to Dana, Bill or Bob.

Supplies

- Gus will monitor and order supplies (including xerox supplies).
- Any needed supplies should be listed on the "Order" sheet, which will be kept in the reception area.

Computers

- Pam will contact Pam Benson of Apple, Inc. about memory upgrades, more SE's, printers and cables.

**SIXTH INTERNATIONAL CONFERENCE ON AIDS
LOCAL ORGANIZING OFFICE**

UCSF, B1505, 415/550-0880, 415/550-0886 (FAX)

Date: 5 December 1989
To: Administration/Management Team
From: Chairs
Re: Meeting, Thursday, December 7, 9:00-11:00 am
20th & Harrison, 3rd Floor Conference Room
(Note the Change In Venue),

AGENDA

1. Review Minutes; Update and Follow-Up on Action Items J. Ziegler
2. Negotiations with Host Broadcast Firm J. Ziegler
 - process of contract negotiations
 - lines of communication with the University
 - information needed from J. Bunn for Scope of Services
 - legal input
 - CBC's visit to SF between 12/18 and 12/20
3. Update on Staff/Consultant Agreements B. O'Connor
4. Community Outreach Sessions Committee
5. Other Business Committee

SIXTH INTERNATIONAL CONFERENCE ON AIDS

SAN FRANCISCO, CALIFORNIA USA • 20-24 JUNE 1990

Administrative Meeting Minutes

30 November 1989

9:00 am, SFGH Ward 84 Conference Room

In Attendance:

Alice Gruber
Bill O'Connor
Jess Ortiz
Emilie O'Shea
Chuck Smukler

Paul Volberding
Barbara Woodruff
Pam Wool
John Ziegler

1. Issue: Discussion:

Bunn Communications Contract Changes

John reported that the Conference will pay BCI's expenses up until now out of the general Conference budget (i.e. not the Bunn Communications expense center). Chuck encouraged the Conference to develop budgets (i.e. *total* expenses) for each category of services to be provided by BCI:

1. Conference Reports
 - a) DCR
 - b) Conference Daily
2. Media Center, etc.
3. Consultation on Host Broadcast
4. Operations (including contingency)

Issues to be addressed regarding the contract include:

- the possibility of decreasing pre-production costs for the DCR by having a daily wrap-up with Conference Track Chairs and Co-Chairs instead of pre-produced videos;
- the control of contingencies;
- the maximum value of the contract not to exceed 500K;
- how the January needs assessment will fit into the contract;
- the charge for Spectravision;
- the liability issues for BCI sub-contracts;
- the presentation of the Conference "message";
- having a press conference at the end of each day;
- the future space needs of the Communications group;
- the support staff for the Communications group;
- whether the contract will be a P.O. or a Consulting Agreement.

Action: Time Frame:

Will begin renegotiating BCI contract.
30 November, 1:30 pm, Ward 84 Conference Room.

2. Issue: Discussion:

Security

Jack Jordan's resignation from the SFPD presents a new twist to the security situation: the Conference doesn't need to go with Sigma Block.

STI is the preferred consultant.

One deliverable for the consultant will be to provide all service specifications for our security firm, SFPD, UCSF Security, and any private security firms.

Action 1:
Responsibility:
Action 2:
Time Frame:

Will outline two phases in the contract with consultant: (1) ascertainment and (2) implementation.

Selection of a private security firm to augment SFPD, hotel and Moscone staffs will go through the University bid process.

Need scope of services.

Bill and Dana

Need to devote Administrative Meeting to Security.

Administrative Meeting, 14 December 1989.

3. **Issue:**
Discussion:

Host Broadcast Firm

Letters to CBC and Spacebridge from M. Bergdorf will go out in today's mail.

Will wait to receive model contract from CBC.

Jim would like CBC to come to SF during the week of Dec. 21.

Action:

Need to send letter to Spacebridge, offering them non-exclusive rights to sale and distribution of Conference audio/video products. Rights may include "official" status.

Responsibility:
Time Frame:

Bill
ASAP

4. **Issue:**
Action:
Responsibility:
Time Frame:

Update on Courtesy

Need to call Jane Powers to check on bank account.

Chuck
ASAP

The next Administrative Meeting is scheduled for **Thursday, 7 December 1989** from 9:00 am-11:00 am in the 20th & Harrison 3rd Floor Conference Room (**Note the Change in Venue**).

12/7/89 - ADMIN

Done 12/7 2pm
BW/JB

(A) BUNN - update in contract

1. Bergdorf comments - consultant agreement
 - Mike handles himself. FORM
- ✓ a) Complete ^{new} agreement or } depends on magnitude of changes
- b) amend
- ✓ c) Hire staff: P.O. for hiring of staff. Said he would get it through the UC purchasing system. Build in 15% contingency

Call Tim ^{Call re CRC meeting}

(1) Clarify DCR 150K ^{LOC NO.}
cash defrays
in final will be add-on

(2) Editor + Staff 30k
↓
provide copy to papered UC Publications

(3) Discrete separation of operations → P.O.

2. Bunn role of Program - ON SITE

- a) Direction from Bob - overall
- b) Fiscal control - supervision to be decided
Equipment, travel, supplies, services

CLARIFY IN CONTRACT

gatekeeper
Barbara

(B) HOST BROADCAST

- a) Marty - disappointed. Pub not interested in rights (sponsorship)
 - b) O'Reilly - CSE. Coming 12/14 - 12/20. Ready to sit down w/ everyone!
No formal contract on its way.
 - c) Mike Bergdorf suggested Tom Horn + Jess should represent UC in negotiations. Scope of services to derive from Bill + Tim.
 - d) DCR production as an issue
 - i) use CSE pay by conf.
 - ii) use CSE pay by Bunn subcontract (another event)
 - iii) use other vendor - hired by Bunn.
- NEED PROTECTIONS for ii/iii for UNIVERSITY if dispute arises
No problem of consultant contract's w/ Conference Contractor.

- e) Process for Host Broadcast Contact
VC - Jess, Barbara (interface)
CONF - Bill, Bob

Tech Advice - Jim, Nancy
Delineation of SOS

Meeting #1 - 9⁰⁰ AM 12/15/89

Introduction

Scope of Services

Timeline

Policies - VC, etc.

Process to final

Tom: Review
model contract
+ scope of services



Bring in for T's + C's

Resolves J + Barbara to call Jim.
for case mty.

(C) Security Agreement [Specs. for rent-a-cop]

- ascertainment - consulting agreement. Select - no cop
- Security firm - keep under \$50 K. Can radicalize under a) ascertainment (10K/day x 5 days)
- Supervised by management of rent-a-cop. Liaison.
~~with person~~

⇒ Calling Jack for proposal.
by Feb 1

VC Security Mike Brandt

Bill will call

(D) Courtesy Problems w/ abstracts. Cash handling.
Barbara to ask Brent Stevenson to help. Chuck also involved

(F) Realign Program Staff responsibilities. In process

December 11, 1989

Fly
Adm

**PROGRAM OFFICE, 6TH INTERNATIONAL CONFERENCE ON
AIDS:
PROPOSED REORGANIZATION OF RESPONSIBILITIES**

CO-CHAIRS

**PROGRAM
DIRECTOR
(BOB WACHTER)**

RESPONSIBLE FOR ALL ASPECTS OF PROGRAM; TRACKS;
PUBLICATIONS; LIASON WITH MEDIA; THEME OF CONFERENCE;
COMMUNITY OUTREACH

BUSINESS MANAGER

RESPONSIBLE FOR ALL LIASON
WITH UCSF AND LEGAL AFFAIRS;
PD'S AND PERSONNEL HIRING;
CONTRACTS AND
GRANTS; BUDGET AND CASH-
FLOW SYSTEMS; OFF-SITE
SPACE (REPORTS TO
PROG. DIR./CO-CHAIRS)

CONFERENCE MANAGER

RESPONSIBLE FOR CONFERENCE
LOGISTICS (SEE BELOW); REPORTS
TO PROGRAM DIRECTOR FOR
PROGRAM INPUT; REPORTS TO
BUSINESS MANAGER FOR STAFF
AND CONTRACTURAL NEEDS; MANAGES
STAFF AND CONTRACTORS;
MANAGES ON-SITE SPACE AND
PLANNING

LOGISTICS: EXHIBITS, SECURITY, TRANSPORTATION, SOCIAL EVENTS,
CATERING, HOTELS, TRAVEL, DECORATING, PUBLICATIONS (PRODUCTION
CONTRACTS), SITE PLANNING, SUPERVISION OF ON-SITE STAFF,
REGISTRATION SYSTEMS, MEDIA CENTER LOGISTICS, MESSAGE CENTER,
PROGRAM OFFICE MANAGEMENT, HOST BROADCAST AND AV ARRANGEMENTS.
DEVELOPE AND COMMUNICATE CRITICAL PATHS FOR ALL LOGISTIC SYSTEMS.

FINANCIAL AUTHORITY: CONFERENCE BUDGET ESTABLISHED BY
CONSENSUS AT WEEKLY ADMINISTRATION MEETING. PROGRAM DIRECTOR AND
CONFERENCE MANAGER HAVE AUTHORITY FOR COMMITTING BUDGETED
EXPENDITURES AND DISCRETIONARY AUTHORITY UP TO \$_____.
ALL OTHER CONFERENCE EXPENDITURES MUST BE APPROVED BY THE
BUSINESS MANAGER AND /OR THE ADMINISTRATIVE TEAM.

Page two

BUNN COMMUNICATIONS, INC: AS CONSULTANT (SEE CONTRACT) JIM BUNN REPORTS TO VARIOUS STAFF DEPENDING ON NATURE OF TASK. PROGRAM DIRECTOR AND CHAIR, COMMUNICATIONS COMMITTEE: CONFERENCE THEME, PRESS RELEASES AND PRESS CONFERENCES; BUSINESS MANAGER: ALL CONTRACTURAL MATTERS, PAYMENTS, INVOICES, AND USE OF CONTINGENCY. CONFERENCE MANAGER: CONSULTATION ON HOST BROADCASTER; LOGISTICS FOR PRESS CENTER PRESS REGISTRATION, AND AV MATTERS.

OTHER CONTRACTORS: REPORTING RESPONSIBILITIES TO BE DECIDED ON CASE BY CASE BASIS.

GENERAL RESPONSIBILITY FLOW:

Chairs - Responsible for overall conduct of Conference; final decisions on Program and Logistics, as needed.

Program Director - Preparation and management of all program decisions, Opening and Closing sessions, Plenaries, Scientific Sessions, Panel Discussions, Roundtables, Featured Poster Sessions, and Poster Landscape. Preparation and management of all Conference Publications relating to Program. Responsible for integration of Community needs into Program. Responsible for providing program input to Conference Manager (Program drives logistics). Responsible for top level decisions at Program office. Refers decisions to chairs on case by case basis.

Business Manager - Works with Program Director and Conference Manager to determine conference personnel, space and contractual needs. Determines UC mechanism for accomplishing need through liason with various UC departments. Responsible for negotiating terms and conditions of all contracts and grants. Directs preparation of necessary documentation from Program Office and processes paperwork through UC system. Working with Conference Manager, helps set up office systems, especially cash management, personnel matters, and supervision of contract business. Responsible for monthly budget and cash flow update and directly supervises accountant. Will devote no less than 60% time (free from conflicting duties at AIDS Activities Division) to Conference Business.

Program Manager - Develops scope of services and personnel position descriptions for logistics contracts and staff under the general direction of the Business Manager. In contract development, will work with consultants and Program Director to ascertain technical and programmatic needs. Will work with Business Manager to negotiate contract terms and conditions. Responsible for supervision of program office staff and procedures. Responsible for supervision of all logistic arrangements relating to tasks listed above (see Logistics).

December 11, 1989

PROGRAM OFFICE, 6TH INTERNATIONAL CONFERENCE ON
AIDS:
PROPOSED REORGANIZATION OF RESPONSIBILITIES

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(BOB WACHTER)

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GRANTS; BUDGET AND CASH-
FLOW SYSTEMS; OFF-SITE
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PROG. DIR./CO-CHAIRS.

CONFERENCE MANAGER

RESPONSIBLE FOR CONFERENCE
LOGISTICS (SEE BELOW); REPORTS
TO PROGRAM DIRECTOR FOR
PROGRAM INPUT; REPORTS TO
BUSINESS MANAGER FOR STAFF
AND CONTRACTURAL NEEDS; MANAGES
STAFF AND CONTRACTORS;
MANAGES ON-SITE SPACE AND
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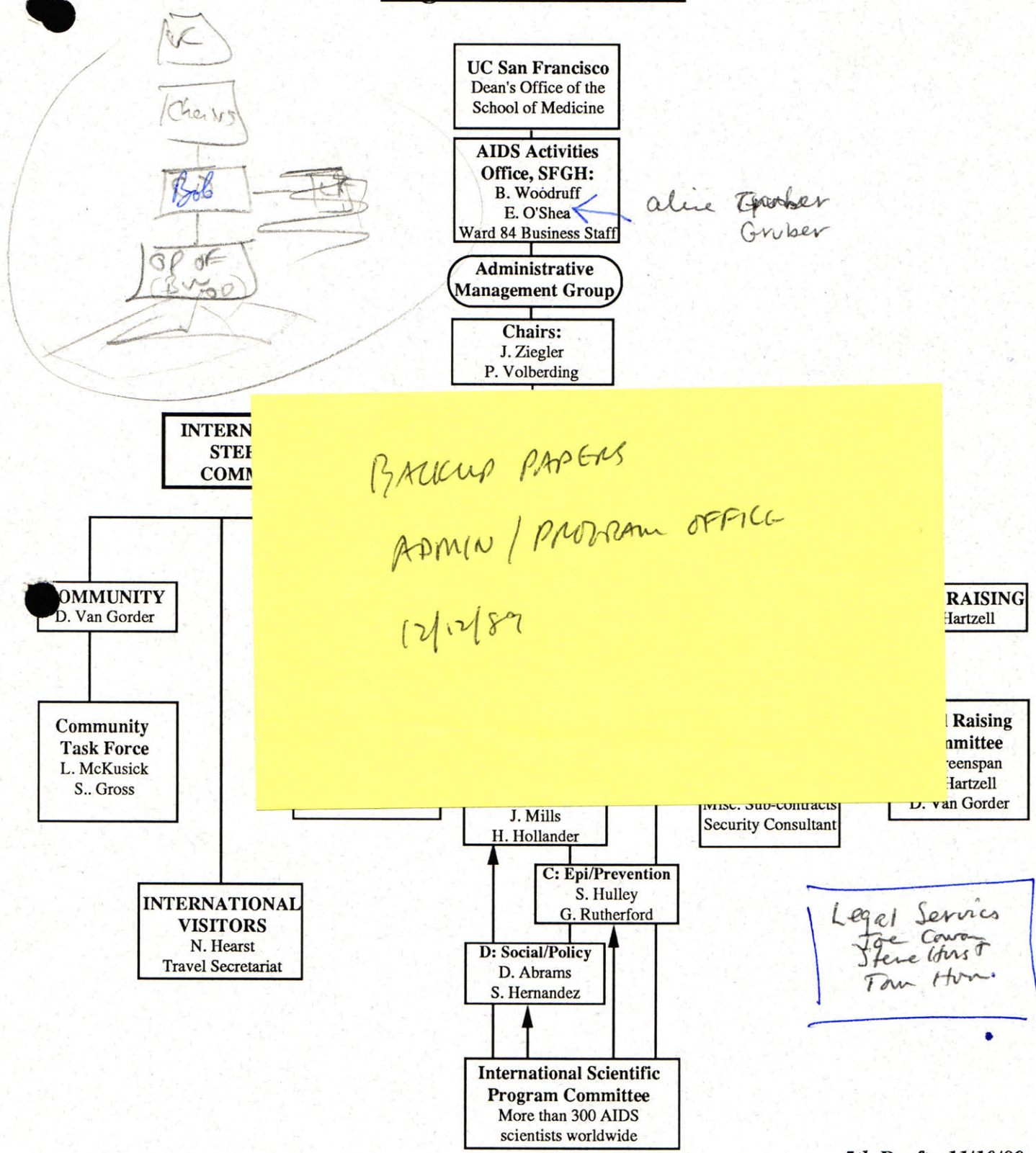
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**SIXTH INTERNATIONAL CONFERENCE ON AIDS
SAN FRANCISCO, CALIFORNIA USA * 20-24 JUNE, 1990**

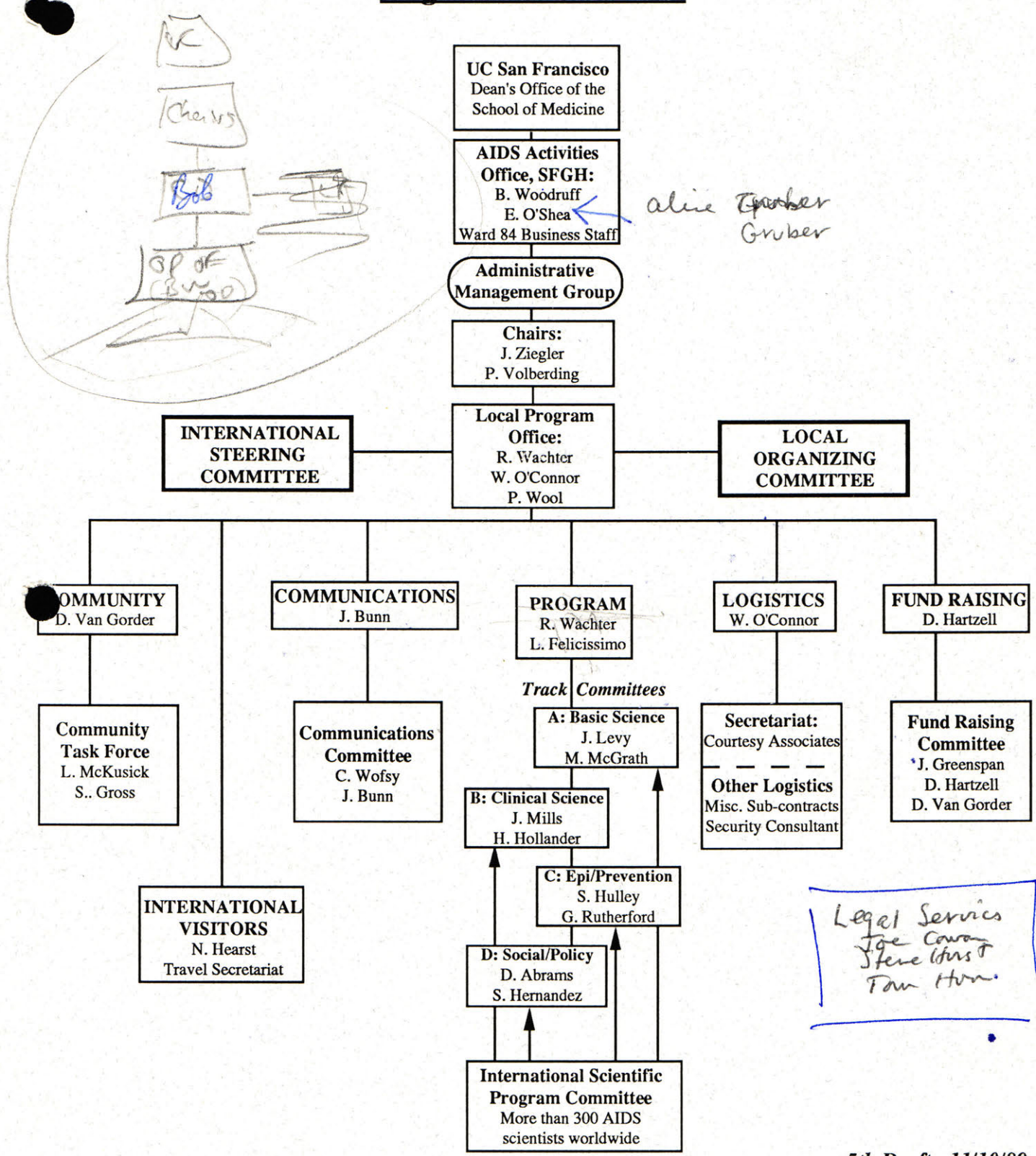
Organizational Chart

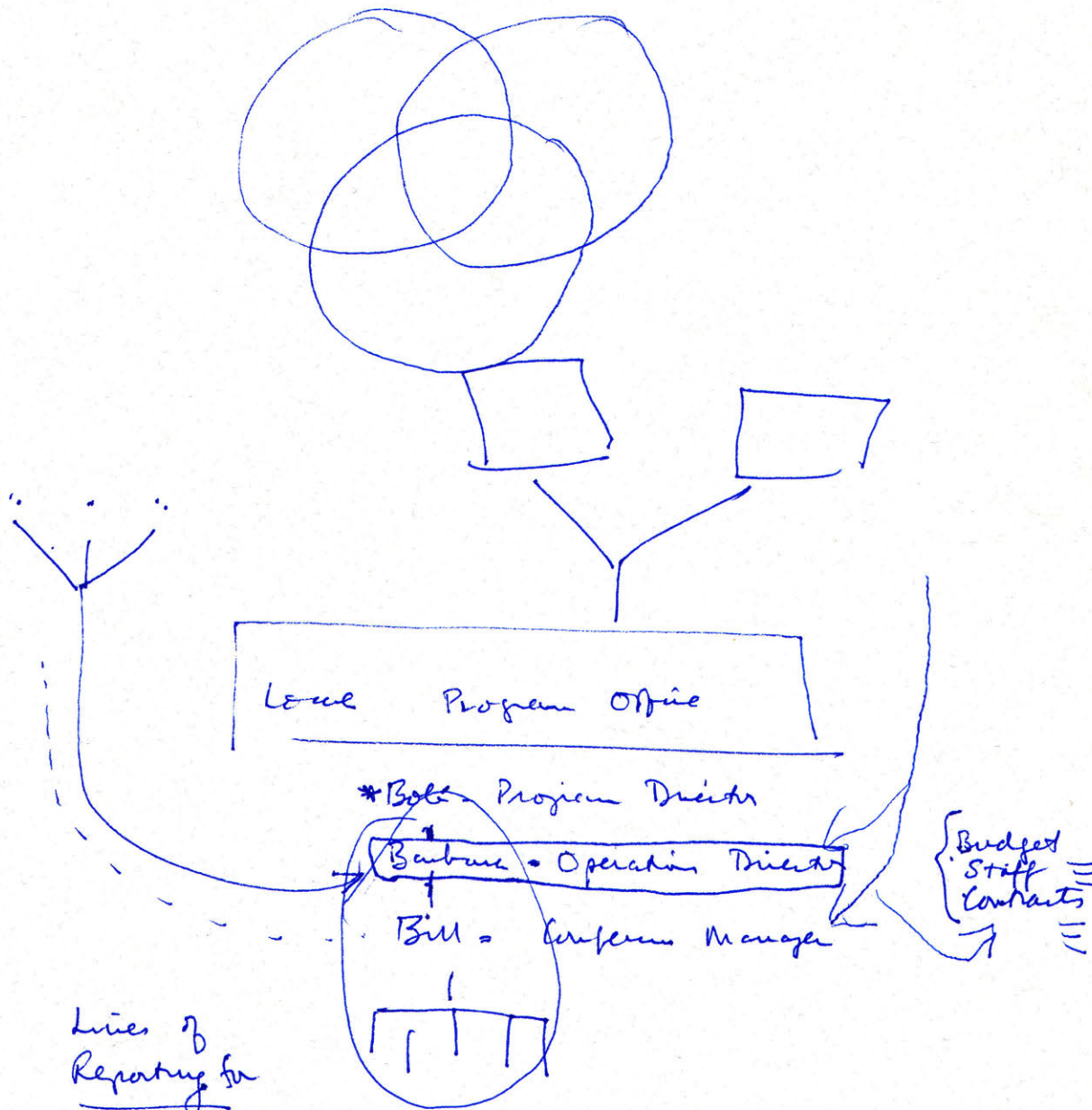


5th Draft: 11/10/89

SIXTH INTERNATIONAL CONFERENCE ON AIDS
SAN FRANCISCO, CALIFORNIA USA * 20-24 JUNE, 1990

Organizational Chart





Dave

Jim

Security Cons.

Lucy

Dottie

Housing Mgr.

Travel Mgr

Volunteer Cdr.

Programmer

Floor mgrs

Communications

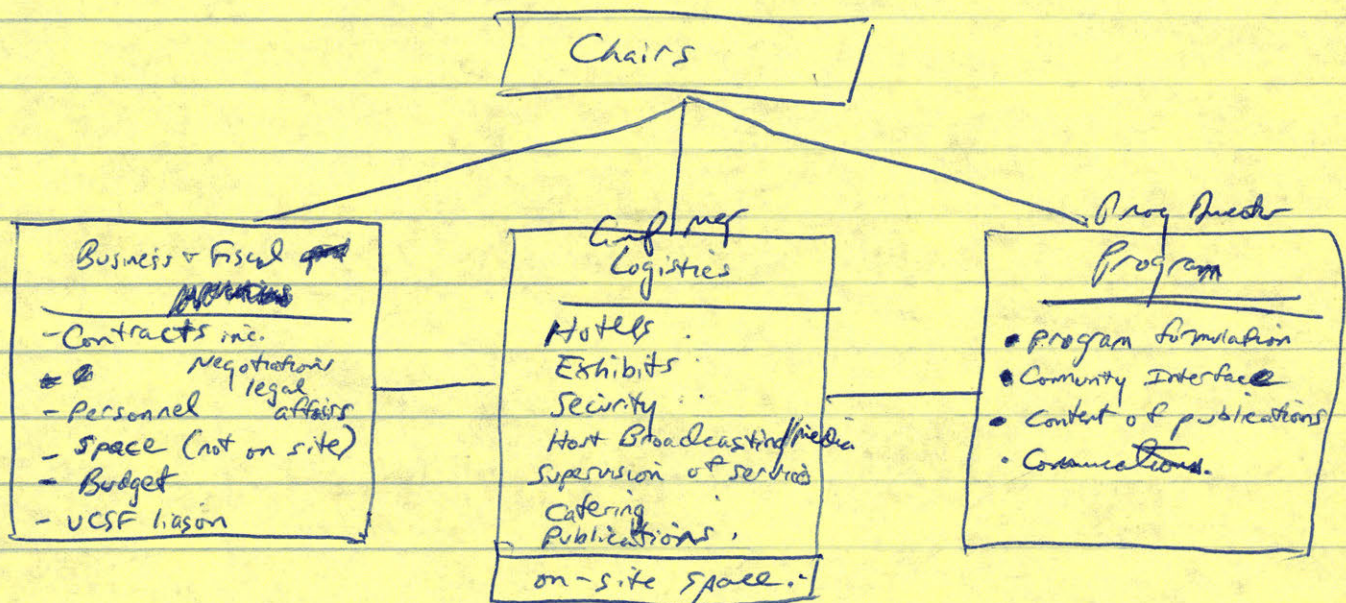
Connie

Working Cte.

Advisory Cte.

Bonnie

No linear authority - eg - Tim needs to talk about contract;
goes through Babar; Logistics/HB → Bill; program → me.

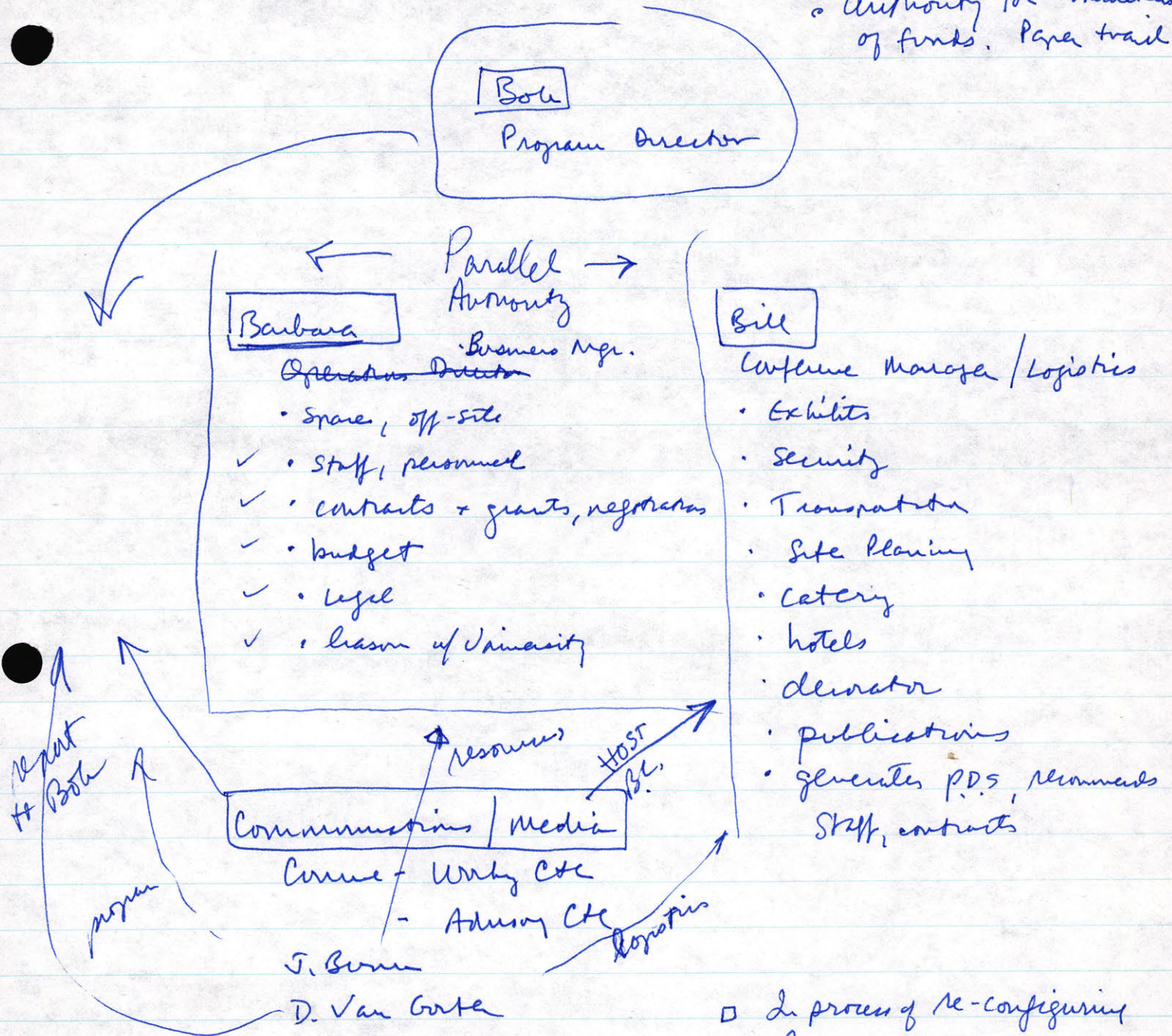


Conf business - "operations is logistics" -
 ∴ Fiscal officer
 Business officer
 manager

- Approval for items up to 2000 by Bob/Bill copies to ~~Barbara~~ Barbara (eg travel for Dana, mailings).

Chairs

• Authority for commitment of funds. Paper trail



BW

50% time - NO

90K → AIDS activities

Matrix plan

- In process of re-configuring Program
- Phased approach
- Re-negotiate
- Office Procedure - Airt broke, don't fix

~~DRAFT~~ 12/8/89

PROGRAM OFFICE, 6TH INTERNATIONAL CONFERENCE ON
AIDS:
PROPOSED REORGANIZATION OF RESPONSIBILITIES

Discussed
w/ Paul +
agreed 12/9/89

CO-CHAIRS

PROGRAM
DIRECTOR

(BOB WACHTER)

RESPONSIBLE FOR ALL ASPECTS OF PROGRAM; TRACKS;
PUBLICATIONS; LIASON WITH MEDIA; THEME OF CONFERENCE;
COMMUNITY OUTREACH

← LUCY F.
← DANA V.G.
← JIM (PROGRAM-
RELATED)

BUSINESS MANAGER

RESPONSIBLE FOR ALL LIASON
WITH UCSF AND LEGAL AFFAIRS;
PD'S AND PERSONNEL HIRING;
CONTRACTS AND
GRANTS; BUDGET AND CASH-
FLOW SYSTEMS; OFF-SITE
SPACE. REPORTS TO CO-CHAIRS
AND ASSOC. DEAN FOR FINANCE

CONFERENCE MANAGER

RESPONSIBLE FOR CONFERENCE
LOGISTICS (SEE BELOW); REPORTS
TO PROGRAM DIRECTOR FOR
PROGRAM INPUT; REPORTS TO
BUSINESS MANAGER FOR STAFF
AND CONTRACTURAL NEEDS; MANAGES
STAFF AND CONTRACTORS; MANAGES
ON-SITE SPACE AND PLANNING

LOGISTICS: EXHIBITS, SECURITY, TRANSPORTATION, SOCIAL EVENTS,
CATERING, HOTELS, TRAVEL, DECORATING, PUBLICATIONS (PRODUCTION
CONTRACTS), SITE PLANNING, SUPERVISION OF ON-SITE STAFF,
REGISTRATION SYSTEMS, MEDIA CENTER LOGISTICS, MESSAGE CENTER,
PROGRAM OFFICE MANAGEMENT, HOST BROADCAST AND AV ARRANGEMENTS
DEVELOPE AND COMMUNICATE CRITICAL PATHS FOR ALL LOGISTIC SYSTEMS.

FINANCIAL AUTHORITY: CONFERENCE BUDGET ESTABLISHED BY
CONSENSUS AT WEEKLY ADMINISTRATION MEETING. PROGRAM DIRECTOR AND
CONFERENCE MANAGER HAVE AUTHORITY FOR COMMITTING BUDGETED
EXPENDITURES AND DISCRETIONARY AUTHORITY UP TO \$_____.
ALL OTHER CONFERENCE EXPENDITURES MUST BE APPROVED BY THE
BUSINESS MANAGER AND /OR THE ADMINISTRATIVE TEAM.

CONFERENCE
REPORTS
(DCR/DCN)
^

BUNN COMMUNICATIONS, INC: AS CONSULTANT (SEE CONTRACT) JIM BUNN REPORTS TO VARIOUS STAFF DEPENDING ON NATURE OF TASK. PROGRAM DIRECTOR AND CHAIR, COMMUNICATIONS COMMITTEE: CONFERENCE THEME, PRESS RELEASES AND PRESS CONFERENCES; BUSINESS MANAGER: ALL CONTRACTURAL MATTERS, PAYMENTS, INVOICES, AND USE OF CONTINGENCY. CONFERENCE MANAGER: CONSULTATION ON HOST BROADCASTER; LOGISTICS FOR PRESS CENTER PRESS REGISTRATION, AND AV MATTERS.

OTHER CONTRACTORS: REPORTING TO BE DECIDED ON CASE-BY-CASE BASIS.

SCENARIOS: TASKS + RESPONSIBILITIES

TASK	CHAIRS	COMMITTEE	PD.	CM	BM*	CONSULTANT
Host Broadcast Contract	Set Overall Policies General Direction		Program Needs.	Develop S.O.S.	Negotiate contract w/ U.C. MM + legal backup	BM - help develop S.O.S. Horn - renew contract
Security	"	Phase I - assessment ✓ Phase II - need-a-cup ✓	X	HH Develop S.O.S. work w/ police + UC sec.	Negotiate contract. Develop P.O.	Dana - input community needs/problems Consultant - advise CM.
Exhibits	Develop policies (general) ✓		X	Hire + training Exh. Mgr.	Identify hire needs. ✓	

* BM - bring on board

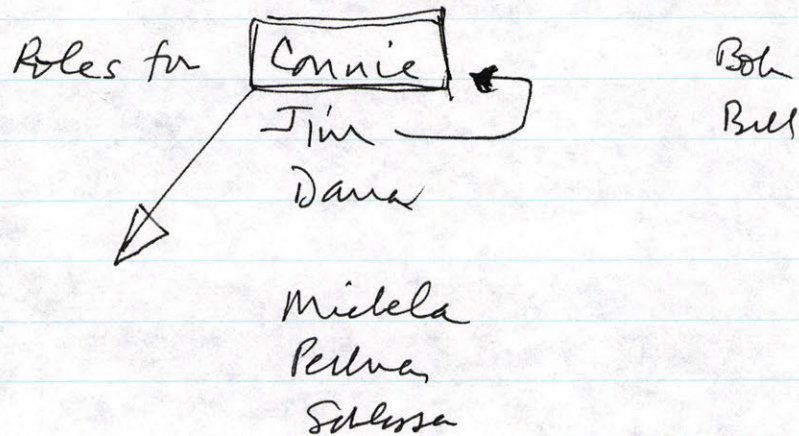
Policy: Working w/ BM, CM will develop a Gantt chart of personnel + contractual needs, determine mechanism of hire (P.O., C.A., MAT, etc.), and timeline. CM will generate specific PD's, etc. BM will effect hires.

Policy: In all personnel + contract (consultant / P.O.) needs the BM + CM meet to determine needs + mechanism to meet needs. Under general directions set by BM, CM develops the PD's, S.O.S.'s, etc. (with consultation as necessary). The BM then moves the process through the university to effect signed PO, staff hire, etc.

NEED

Meet Monday

Clarify Communications Systems :



**SIXTH INTERNATIONAL CONFERENCE ON AIDS
LOCAL ORGANIZING OFFICE**

UCSF, B1505, 415/550-0880, 415/550-0886 (FAX)

Date: 13 December 1989
To: Administration/Management Team
From: Chairs
Re: Meeting, 20th & Harrison, 3rd Floor Conference Room, Thursday
December 14, 9:00-11:00 am

AGENDA

1. Administrative Matters
2. Review Minutes; Update and Follow-Up on Action Items
3. Review Policies on:
 - a) Registration Freebies
 - b) Availability of Space for Donors
 - Satellite Meetings (Syntex request)
 - Exhibit Space (co-sponsors, NGO's, commercial)
 - c) PWA Registration and Travel
4. Publication/Video:
 - a) Raven Press
 - b) Video Ventures *Exclusive marketing rights*
5. Agenda for Host Broadcast Meeting on 12/15/89
6. Updates on: *ST.I.*
 - a) Security *B71 working on target 1/2/89* *steps to services*
 - b) Bunn Contract Revisions
 - c) Courtesy
7. Other Business

SIXTH INTERNATIONAL CONFERENCE ON AIDS

SAN FRANCISCO, CALIFORNIA USA ▪ 20-24 JUNE 1990

Administrative Meeting Minutes

7 December 1989

9:00 am, 20th & Harrison 3rd Floor Conference Room

In Attendance:

Alice Gruber
Bill O'Connor
Jess Ortiz
Bob Wachter

Barbara Woodruff
Pam Wool
John Ziegler

1. Issue:

Discussion:

Bunn Communications Contract Changes

DCR: maximum = \$150,000. Will include in contract that BCI must use a production company that will inter-digitate with CBC.

The Conference Daily (newsletter): Jim Bunn will hire writers and an editor to produce copy for UCSF Publications. UCSF Publications will produce the newsletter. Value for edit/writing staff to be determined.

Staff: maximum = \$144,000.

Salaries \$100,000.00

Overhead \$19,000.00

Press Info. Mngr. \$25,000.00

Operations: conference will pay past invoices.

Barbara will be the "gatekeeper" for the BCI contract; Bob and Bill will confer with Jim Bunn on program and logistical concerns, respectively.

Jess advised that depending upon the magnitude of changes, the Conference can either amend or rewrite the entire BCI contract.

Mike Bergdorf advised that there should be a P.O. for staffing services, and assured Jess that the University's procedures will be worked out.

Action 1:

Responsibility:

Time Frame:

Action 2:

Responsibility:

Time Frame:

Action 3:

Responsibility:

Time Frame:

Action 4:

Responsibility:

Time Frame:

Action 5:

Responsibility:

Time Frame:

Need to follow-up with a phone call to Mike.

Barbara

ASAP

Need to begin rewriting the contract.

Barbara

ASAP

Need to clearly define space needs for Communications group.

Bill

After Jim Bunn's 15 January arrival in SF.

Need to address the question of insurance.

Barbara

ASAP

Need a conference call with Jim Bunn, Barbara and John.

John

ASAP

2. **Issue:**

Discussion:

Host Broadcast Firm

Bill reported that Spacebridge was disappointed, but is probably not interested in the offer of non-exclusive rights to sale and distribution of Conference audio/video products.

Barbara, Bill, Jess and Jim Bunn will meet with CBC 15 December, 9:00 am at 20th & Harrison.

Mike Bergdorf suggests that the fine-tuning of numbers for the CBC contract be done by Tom Horn and Jess.

The scope of services will be outlined by Bill. Jim Bunn will provide "technical advice" for the contract, but will not participate in dollar negotiations.

Action 1:

Responsibility:

Time Frame:

Action 2:

Responsibility:

Action 3:

Need to ask Mike if the DCR should be a P.O.

Barbara

ASAP

Need scope of services ready for 15 December meeting.

Bill with technical input from BCI.

Need to alert Tom Horn that we're going forward with the host broadcast contract and that we'll need him during the actual dollar negotiations.

Responsibility:

Time Frame:

Barbara

ASAP

3. **Issue:**

Discussion:

Security

Jess reported that Purchasing has no problem with the Conference obtaining consulting services.

The \$50,000 cap is for the security service firm, not the consultant. The consultant agreement has no cap.

UC Security needs to be in the loop. Will give them the option of being part of consultant meetings.

Action:

Responsibility:

Time Frame:

Need to call M. Brandt of UC Security to set up a meeting.

Bill

ASAP

4. **Issue:**

Discussion:

Update on Courtesy

Melissa sent a breakdown of their \$23.00 abstract processing charges, which Barbara forwarded to the NIH.

The cash handling procedures have not yet been approved by the University. Consequently, the DC bank account is not open yet.

Action:

Need to talk to Brent Stevenson about cash handling procedures and getting DC account open as soon as possible.

Responsibility:

Time Frame:

Barbara

ASAP

The next Administrative Meeting is scheduled for **Thursday, 14 December 1989** from 9:00 am-11:00 am in the 20th & Harrison 3rd Floor Conference Room.

To: Bob, Bill, Paul, Barbara

12/14/89

From: John Ziegler

Re: Thoughts on Registration Policies and Other Percs

Category	Registration			Other Percs	Basis
	Full	Floor Only	Day Pass		
Main Speakers (Plen, OC/CC, Rapp)	*			Travel, Hotel Per Diem	++++
Chairs for Sci. Sessions	*			Special Dinner	+++
Int'l Steering Committee (2/Co-Spon.)				Special Dinner	+++
Committees (Local)			?	Special Dinner	++
Program Com'tees (Int'l)			?	Special Dinner	++
PWAs	(300)			Travel(?)	++
Exhibitors (NGO)	(1)	(2)		Low Cost Booth	++
Exhibitors (Commercial)	(1)	(3)		5k/10'x10'	++
Non-Profit Co-Sponsors:					
WHO	(25)				+++
IAS	(2)			Special Dinner	++
AmFAR	(2)			Special Dinner	++
City	(2)			Special Dinner	++
NIH				Special Dinner	++
USAID				Special Dinner	++
CA State	(25)				+++
For-Profit Donors:					
Schering				Prime Space (?)	+++
BW				Prime Space (?)	?
Syntex				Prime Space (?)	?
Staff		*			
Volunteers		*			
VIP List					

Also consider separate printed registration (and day passes) for UC/City of SF VIPs in honor of the 125th Anniversary. These should also be given to Track Committees, Community Task Force, and al donors to the Conference.

To: Bob, Bill, Paul, Barbara
 From: John Ziegler
 Re: Thoughts on Registration Policies and Other Percs

350 PWA
 200 Exh.
 150 NGO

(Ads Pass: CACMC Party)

12/14/89

Category	Registration			Other Percs	Basis
	Full	Floor Only	Day Pass		
Main Speakers (Plen, OC/CC, Rapp)	*			Travel, Hotel Per Diem	++++
Chairs for Sci. Sessions	W64			Special Dinner	+++ #
Int'l Steering Committee (2/Co-Spon.)				Special Dinner	+++
Committees (Local)			?	Special Dinner	++
Program Com'tees (Int'l)			?	Special Dinner	++
PWAs	(300)			Travel(?)	++
Exhibitors (NGO)	(1)	(2)		Low Cost Booth	++
Exhibitors (Commercial)	(1)	(3)		5k/10'x10'	++
Non-Profit Co-Sponsors:					
WHO	(25)				+++
IAS	(2)			Special Dinner	++
AmFAR	(2)			Special Dinner	++
City	(2)			Special Dinner	++
NIH				Special Dinner	++
USAID				Special Dinner	++
CA State	(25)				+++
For-Profit Donors:					
Schering				Prime Space (?)	+++
BW				Prime Space (?)	?
Syntex				Prime Space (?)	?
Staff		*			
Volunteers		*			
VIP List					

Also consider separate printed registration (and day passes) for UC/City of SF VIPs in honor of the 125th Anniversary. These should also be given to Track Committees, Community Task Force, and local donors to the Conference.

**SIXTH INTERNATIONAL CONFERENCE ON AIDS
LOCAL ORGANIZING OFFICE**

UCSF, B1505, 415/550-0880, 415/550-0886 (FAX)

Date: 19 December 1989
To: Administration/Management Team
From: Chairs
Re: Meeting, 20th & Harrison, 3rd Floor Conference Room, Thursday
December 21, 11:30 am - 1:00 pm
(Please note the change in meeting time)

AGENDA

1. Review Minutes; Update and Follow-Up on Action Items
2. Publications
 - a) Abstract Volume
 - b) Program Book
3. Updates on:
 - a) Security
 - b) Bunn Contract Revisions
 - c) Courtesy
 - d) Host Broadcast Firm
 - e) Simultaneous Interpretation
5. Other Business

SIXTH INTERNATIONAL CONFERENCE ON AIDS

SAN FRANCISCO, CALIFORNIA USA ▪ 20-24 JUNE 1990

Administrative Meeting Minutes

14 December 1989

9:00 am, 20th & Harrison 3rd Floor Conference Room

In Attendance:

Alice Gruber
Dennis Hartzell
Bill O'Connor
Jess Ortiz
Paul Volberding

Bob Wachter
Barbara Woodruff
Pam Wool
John Ziegler

1. Issue:

Satellite Meetings

Discussion:

Syntex has requested meeting space for 500-600 for a satellite meeting prior to the Conference.

Action:

Need to forward all information on satellite meetings to Bill.

Responsibility:

John and Paul

Time Frame:

ASAP

2. Issue:

Fundraising Update

Discussion:

Dennis Hartzell reported that Syntex is interested in making a donation to the Conference, perhaps by sponsoring the pocket program (with a satellite meetings schedule enclosed).

Action:

None required.

3. Issue:

Opening Ceremony Invitations/VIP Passes

Discussion:

Discussed the possibility of providing special invitations to the Opening Ceremony for approximately 200 VIP's from such groups as the UCSF administration, the City, and the Community Task Force.

Also discussed providing 25 VIP day passes to UCSF personnel.

Any VIP passes or invitations to the Opening Ceremony will be over and above the 12,000 paid registrants.

We have now agreed to award in excess of 700 complementary full delegate passes

Action:

Need to make final decision on type and amount of passes to be provided.

Responsibility:

Administrative team.

Time Frame:

Administrative Meeting in the near future.

4. Issue:

Space for Local Program Office

Discussion:

Because of expanded requirements for the Communications staff, the Local Program Office will very likely outgrow its 20th & Harrison space.

Action 1:

Need to update the staffing/space timeline.

Responsibility:

Bill

Time Frame:

After BCI submits staffing timeline.

Action 2:

Need to research available space at 20th & Harrison, CED, 25th & Potrero, and 18th & Folsom (PG&E).

Responsibility:

PG&E space--Dave Bracker; other space--Pam

Time Frame:

ASAP

5. **Issue:** **Bunn Communications Contract Changes**
Discussion: Jim Bunn will deliver a contract draft Monday 18 December 1989. One copy will go to Barbara; another will go to Bill and Bob. Bob will solicit feedback from Connie; Barbara will solicit feedback from Jess, Mike Bergdorf, and legal advisor(s). Bill and Bob will provide Barbara with suggested revisions.
Barbara will send a revised draft back to Jim Bunn.
The second draft from Jim Bunn will go straight to Barbara for distribution and will be discussed at the Administrative Meeting on 4 January 1990.
Come January, Connie and Jim Bunn will take over press functions and Connie will take over liaison responsibilities from Bob.
Action: None required.
6. **Issue:** **Host Broadcast Firm**
Discussion: Will be a meeting with CBC on 15 Friday, 9:00 am at 20th & Harrison in order to review (1) CBC's model contract, (2) the University's terms and conditions, and (3) the scope of services.
Action: Bill will refine the scope of services, Barbara will review the model contract, Jess will present the University's terms and conditions and Jim Bunn or Nancy Saslow will provide technical specifications.
7. **Issue:** **Simultaneous Interpretation**
Discussion: Kanner Language Systems is the preferred provider.
Kathleen Kay informed Barbara that if translation costs are more than \$30,000 then we need to speak to Jonathan Mann.
The Conference will present a translation "package" to WHO. If they are unable to pay for the entire package, then the Conference may not be able to provide the service.
Translation costs may be backed out of the host broadcast contract.
Need to determine if WHO can designate KLS as preferred vendor to avoid the time delay of a bidding process or should KLS be subcontracted through the host broadcaster.
Action:
Responsibility: Barbara
Time Frame: ASAP to allow inclusion in host broadcast contract, if necessary.
8. **Issue:** **Copyright Issues**
Discussion: Video Ventures has sent a proposal for marketing a videotape of the Conference.
Decided to table the discussion of copyright issues until input from Steve Hurst and Jim Bunn on the use of the host broadcasting signal is received.
Will try to make a decision by next week.
Action 1: Need to send copy of Video Ventures' proposal to Paul, Steve Hurst and Jim Bunn (FYI copy).
Responsibility: Bob
Time Frame: ASAP
Action 2: Need to make a decision about Video Ventures' proposal.
Responsibility: Administrative team.
Time Frame: Next Administrative Meeting, 21 December 1989.
9. **Issue:** **Security**
Discussion: Met with the preferred consultants. The scope of services will be faxed to them today.

Action 1: Need to assemble the final consultant agreement.
Responsibility: Barbara
Time Frame: 2 January 1990
Action 2: Need to follow up with UCSF connection.
Responsibility: Bill
Time Frame: ASAP

10. **Issue:** **Registration Cash Handling**
Discussion: The processing of credit card payments will be up and running by next week.
Barbara is working on resolving the University's contentions with the cash handling procedures. The Washington DC account is still not available to Courtesy Associates to deposit registration fees received.
Action: None required.

11. **Issue:** **International Steering Committee and International Travel Meetings in Washington, DC**
Discussion: An International Travel meeting is scheduled for 22 February 1990 in Washington, DC.
An International Steering Committee meeting is scheduled for 23 February 1990 in Washington DC.
Action 1: Need to make travel arrangements for Bob, John and Norman Hearst.
Responsibility: Pam
Time Frame: By mid-January
Action 2: Need to invite Dr. Giovanni Rossi of the VIIth International Conference on AIDS to the International Steering Committee.
Responsibility: Bob
Time Frame: ASAP

12. **Issue:** **Insurance**
Discussion: Two specific issues to address regarding insurance:
(1) bus charters for ground transportation;
(2) receivers for translation services.
Jess and Barbara are continuing communications with Mike Baldinelli of Risk Management.
Action: None required.

13. **Issue:** **Upcoming Administrative Meetings**
Discussion: There will be no Administrative Meeting Thursday, 28 December 1989.
Action: None required.

The next Administrative Meeting is scheduled for **Thursday, 21 December 1989** from 11:30 am-1:00 pm in the 20th & Harrison 3rd Floor Conference Room (please note the change in time).