Finding Aid to the Bay Area HIV Support and Education Services Records, 1989-1993

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Finding Aid to the Bay Area HIV Support and Education Services Records, 1989-1993

Collection Number: MSS 93-18

UCSF Library and Center for Knowledge Management, Archives and Special Collections

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Nancy Zinn and Josue Hurtado

Date Completed:
October 2007

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Collection Summary
Collection Title: Bay Area HIV Support and Education Services records
Date (inclusive): 1989-1993
Collection Number: MSS 93-18
Creators : Bay Area HIV Support and Education Services
Extent: Number of containers: 1 carton, 1 boxLinear feet: 1.75
Repository: The UCSF Library and Center for Knowledge Management, Archives and Special Collections
University of California, San Francisco
530 Parnassus Avenue
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Abstract: Planning processes, meeting minutes, client survey files, facilitators manuals, activity reports, correspondence, and other materials produced by this nonprofit AIDS education organization.

Languages Represented: Collection materials are in English

Physical Location: For current information on the location of these materials, please consult the library's online catalog: http://www.library.ucsf.edu/ .

Access
Collection is open for research.

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Preferred Citation
[Identification of item], Bay Area HIV Support and Education Services Records, MSS 93-18, Archives and Special Collections, UCSF Library and Center for Knowledge Management, University of California, San Francisco.

Alternate Forms Available
There are no alternate forms of this collection.

Related Collections
AIDS Service Providers Association Records, MSS 93-36 [finding aid to the collection]
Multicultural AIDS Resource Center Records, MSS 94-19 [finding aid to the collection]
National Task Force on AIDS Prevention Records, MSS 94-59 [finding aid to the collection]
Indexing Terms
The following terms have been used to index the description of this collection in the library's online public access catalog.
AIDS (Disease)--United States--History
AIDS (Disease)--California--San Francisco
Bay Area HIV Support and Education Services
Minorities--Health and hygiene--United States

Acquisition Information
The collection was donated by Lee Woo to the UCSF Library in March 1993.

Processing Information
Processed by Nancy Zinn and Josue Hurtado

Organizational History
Bay Area HIV Support and Education Services (BAHSES) provided counseling, education, and advocacy to a multicultural population at risk of, or having, HIV infection. BAHSES was located at 625 O’Farrell, and though some clients came from elsewhere in the city, they were primarily residents of the nearby Tenderloin and Polk districts and the lower Nob Hill area. Most were people of color with limited incomes.

The roots of BAHSES go back to 1985. That year the San Francisco chapter of Black and White Men Together, a social and political organization dealing with racism and inter racial relationships among gay men, formed an AIDS Task Force (BWMT/ATF) to address the AIDS epidemic and its impact on people of color. In 1989 the BWMT/ATF name was changed to BAHSES and an effort began to secure a non-profit status. The first paid staff and structured educational programs began that same year.

Other chapters of BWMT were also active or interested in AIDS. The National BWMT recognized the important work the San Francisco chapter was performing and wanted to use that model to help other chapters. In 1988, it formed the National Task Force on AIDS Prevention (NTFAP) to accomplish this goal. BAHSES helped NTFAP get started by providing office space and lending staff and administrative support. NTFAP grew rapidly, moved into a larger suite apart from BAHSES, and began seeking its own funding contracts. Competition between the sibling groups ensued. In 1992 the AIDS Office of the San Francisco Department of Public Health pulled a major contract away from BAHSES and gave it to NTFAP. BAHSES eventually folded in early 1993.

Scope and Content of Collection
Planning processes and meeting minutes are particularly well-documented in this collection. Other notable files include those describing SWAT (Sex With A Twist) Teams, the Client Survey file, Facilitator’s Manuals addressing women and transgendered people, and Activity Reports. BAHSES ran numerous safe sex workshops at the Steamworks in Berkeley, the nearest gay bathhouse to San Francisco. The file labeled Steamworks contains correspondence, an MOU, and reports of workshops.

All files are labeled with original file numbers and descriptions. A five page general guide and a forty page detailed guide were used by BAHSES for filing. Copies of these guides are in folder 1/24, and researchers are urged to examine them in order to understand the original arrangement of this collection.

Series 1 Administration 1989-1993
Physical Description: 24 Folders
Carton 1, Folders 1/1-1/24

Scope and Content Note
This series contains the administrative records produced by Bay Area HIV Support and Education Services, including policy and procedural manuals, organizational charts, materials on planning processes, and meeting minutes.

Carton 1, Folder 1 General Administration (Policy & Procedure Manual) 1989
Carton 1, Folder 2 Origins (History) 1989-1993
Carton 1, Folder 3 Organizational Charts 1989-1993
Carton 1, Folder 4 NABWMT 1989-1993
Carton 1, Folder 5 Planning 1989-1993
Carton 1, Folder 6 Retreat Notes 1989-1993
Carton 1, Folder 7 Planning Report 1989-1993
Carton 1, Folder 8 Operations Manual 1989-1993
Carton 1, Folder 9 Board of Directors 1989-1993
Carton 1, Folder 10 Steamworks (Gay Bathhouse in Berkeley) 1989-1993
Carton 1, Folder 14 Incorporation Papers, Bylaws, MOUs 1989-1993
Carton 1, Folder 15 Board Minutes and Other Documents 1989-1993
Carton 1, Folder 16 Board Reports 1989-1993
Carton 1, Folder 17 Board Correspondence and Memoranda 1989-1993
Carton 1, Folder 18 Board Pledge, Fundraising, Organization, Board Packet 1989-1993
Carton 1, Folder 19 Awards 1989-1993
Carton 1, Folder 20 Staff Appointments 1989-1993
Carton 1, Folder 21 Staff Assignments 1989-1993
Carton 1, Folder 22 Fundraising 1989-1993
Carton 1, Folder 23 Sample Forms, Brochures, and other Ephemera 1991, undated
Carton 1, Folder 24 File Contents 1993

Series 2 Programs 1989-1993
Physical Description: 57 Folders
Carton 1, Folders 1/25-1/61
Box 2, Folders 2/1-2/20
Scope and Content Note
The series contains materials from the various HIV prevention and awareness programs administered by BAHSES, including SWAT (Sex With A Twist) Teams, safe sex workshops, client survey files, Facilitator's Manuals addressing women and transgendered people, activity reports, and correspondence. The Series is organized into two subseries, Regional Programs, and West Bay.

Subseries 2.1 Regional Programs 1989-1993
Physical Description: 37 Folders
Carton 1, Folders 1/25-1/61
Carton 1, Folder 25 General Program, Operations 1989-1993
Carton 1, Folder 26 Retreat, Management, & Staff Meetings Minutes May 1989-January 1993
Carton 1, Folder 27 Program Planning 1989-1993
Carton 1, Folder 28 Training 1989-1993
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<td>Correspondence July 1990 - February 1993</td>
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<td>31</td>
<td>Program Operations (Media Relations) 1989-1993</td>
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<td>32</td>
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<td>Reports (Train the Trainer, OMB Grant) 1989-1993</td>
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<td>KAB Survey on Men of Color 1989-1993</td>
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<td>Quality Assurance and Training 1989-1993</td>
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<td>Staff Meeting Minutes 1989-1993</td>
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<td>Program/Planning 1989-1993</td>
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Carton 1, Folder 58 Personnel (Job Openings) 1989-1993
Carton 1, Folder 59 Reports (Booth, 1992 Gay Freedom Day Parade) 1992
Carton 1, Folder 60 Evaluations, Safe Sex Presentation 1989-1993
Carton 1, Folder 61 Correspondence 1989-1993

Subseries 2.2 West Bay 1989-1993

Physical Description: 20 Folders
Box 2, Folders 2/1-2/20

Box 2, Folder 1 Education Minutes 1992
Box 2, Folder 2 Program/Planning 1992-1993
Box 2, Folder 3 MOUs 1991-1993
Box 2, Folder 4 Training of Volunteer Facilitators 1989-1990
Box 2, Folder 5 Education - Reports 1991-1993
Box 2, Folder 6 Workshop Format, Manuals 1989-1990
Box 2, Folder 7 Manuals (For Transgendered, Women, Mixed Groups) 1990
Box 2, Folder 8 Workshop Evaluations 1992
Box 2, Folder 9 Education: Correspondence 1991-1992
Box 2, Folder 10 Support Services: Meetings/Minutes 1991-1992
Box 2, Folder 11 Support Services: Non-Paid Staff, Program/Planning 1990-1992
Box 2, Folder 12 Support Services: MOUs & Contracts 1992
Box 2, Folder 13 Support Services: Training 1991-1992
Box 2, Folder 14 Support Services: Reports 1991-1993
Box 2, Folder 15 Support Services: Activity Reports February 1991-February 1993
Box 2, Folder 16 Support Services: Consent Forms undated
Box 2, Folder 17 Support Services: Telecare 1992
Box 2, Folder 19 Support Services: Correspondence 1991-1992
Box 2, Folder 20 Support Services: Transportation 1992