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## **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

Finding Aid Written By:

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

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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 [\[finding aid to the collection\]](#)

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## 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 interracial 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.

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### 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

Carton 1, Folder 2

Carton 1, Folder 3

Carton 1, Folder 4

Carton 1, Folder 5

Carton 1, Folder 6

Carton 1, Folder 7

#### **General Administration (Policy & Procedure Manual) 1989**

#### **Origins (History) 1989-1993**

#### **Organizational Charts 1989-1993**

#### **NABWMT 1989-1993**

#### **Planning 1989-1993**

#### **Retreat Notes 1989-1993**

#### **Planning Report 1989-1993**

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Carton 1, Folder 8	<b>Operations Manual 1989-1993</b>
Carton 1, Folder 9	<b>Board of Directors 1989-1993</b>
Carton 1, Folder 10	<b>Steamworks (Gay Bathhouse in Berkeley) 1989-1993</b>
Carton 1, Folder 11	<b>BAHSES Policy &amp; Procedure Manual [1 of 3] 1991-1992</b>
Carton 1, Folder 12	<b>BAHSES Policy &amp; Procedure Manual [2 of 3] 1991-1992</b>
Carton 1, Folder 13	<b>BAHSES Policy &amp; Procedure Manual [3 of 3] 1991-1992</b>
Carton 1, Folder 14	<b>Incorporation Papers, Bylaws, MOUs 1989-1993</b>
Carton 1, Folder 15	<b>Board Minutes and Other Documents 1989-1993</b>
Carton 1, Folder 16	<b>Board Reports 1989-1993</b>
Carton 1, Folder 17	<b>Board Correspondence and Memoranda 1989-1993</b>
Carton 1, Folder 18	<b>Board Pledge, Fundraising, Organization, Board Packet 1989-1993</b>
Carton 1, Folder 19	<b>Awards 1989-1993</b>
Carton 1, Folder 20	<b>Staff Appointments 1989-1993</b>
Carton 1, Folder 21	<b>Staff Assignments 1989-1993</b>
Carton 1, Folder 22	<b>Fundraising 1989-1993</b>
Carton 1, Folder 23	<b>Sample Forms, Brochures, and other Ephemera 1991, undated</b>
Carton 1, Folder 24	<b>File Contents 1993</b>

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.

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Subseries 2.1 **Regional Programs 1989-1993**

**Physical Description:** 37 Folders

Carton 1, Folders 1/25-1/61

Carton 1, Folder 25	<b>General Program, Operations 1989-1993</b>
Carton 1, Folder 26	<b>Retreat, Management, &amp; Staff Meetings Minutes May 1989-January 1993</b>
Carton 1, Folder 27	<b>Program Planning 1989-1993</b>
Carton 1, Folder 28	<b>Training 1989-1993</b>

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Carton 1, Folder 29	<b>Regional Operations - Reports 1989-1993</b>
Carton 1, Folder 30	<b>Correspondence July 1990 - February 1993</b>
Carton 1, Folder 31	<b>Program Operations (Media Relations) 1989-1993</b>
Carton 1, Folder 32	<b>"BAHSES News" December 1991 -February 1993</b>
Carton 1, Folder 33	<b>Education Meeting Minutes 1989-1993</b>
Carton 1, Folder 34	<b>Program Information 1989-1993</b>
Carton 1, Folder 35	<b>SWAT Training Manual 1989-1993</b>
Carton 1, Folder 36	<b>SWAT Team: Playshop Facilitator's Manual 1989-1993</b>
Carton 1, Folder 37	<b>Program Miscellany 1989-1993</b>
Carton 1, Folder 38	<b>Program Correspondence 1989-1993</b>
Carton 1, Folder 39	<b>Meeting Minutes - Support Services 1989-1993</b>
Carton 1, Folder 40	<b>Program Planning - Support Services 1989-1993</b>
Carton 1, Folder 41	<b>HIV Negative Support Services 1989-1993</b>
Carton 1, Folder 42	<b>Contract Reports - Support Services 1989-1993</b>
Carton 1, Folder 43	<b>HIV+ Program 1989-1993</b>
Carton 1, Folder 44	<b>Support Groups 1989-1993</b>
Carton 1, Folder 45	<b>Support Services - Correspondence 1989-1993</b>
Carton 1, Folder 46	<b>Transportation 1989-1993</b>
Carton 1, Folder 47	<b>Client Survey (Demographics) 1989-1993</b>
Carton 1, Folder 48	<b>Planning (Volunteers) 1989-1993</b>
Carton 1, Folder 49	<b>Correspondence - Support Staff and Volunteers 1989-1993</b>
Carton 1, Folder 50	<b>BAHSES Athletic Club 1989-1993</b>
Carton 1, Folder 51	<b>Media Events - Reports 1989-1993</b>
Carton 1, Folder 52	<b>Media Events - Correspondence 1989-1993</b>
Carton 1, Folder 53	<b>Reports (Train the Trainer, OMB Grant) 1989-1993</b>
Carton 1, Folder 54	<b>KAB Survey on Men of Color 1989-1993</b>
Carton 1, Folder 55	<b>Quality Assurance and Training 1989-1993</b>
Carton 1, Folder 56	<b>Staff Meeting Minutes 1989-1993</b>
Carton 1, Folder 57	<b>Program/Planning 1989-1993</b>

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Carton 1, Folder 58	<b>Personnel (Job Openings) 1989-1993</b>
Carton 1, Folder 59	<b>Reports (Booth, 1992 Gay Freedom Day Parade) 1992</b>
Carton 1, Folder 60	<b>Evaluations, Safe Sex Presentation 1989-1993</b>
Carton 1, Folder 61	<b>Correspondence 1989-1993</b>

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Subseries 2.2 **West Bay 1989-1993**

**Physical Description:** 20 Folders

Box 2, Folders 2/1-2/20

Box 2, Folder 1	<b>Education Minutes 1992</b>
Box 2, Folder 2	<b>Program/Planning 1992-1993</b>
Box 2, Folder 3	<b>MOUs 1991-1993</b>
Box 2, Folder 4	<b>Training of Volunteer Facilitators 1989-1990</b>
Box 2, Folder 5	<b>Education - Reports 1991-1993</b>
Box 2, Folder 6	<b>Workshop Format, Manuals 1989-1990</b>
Box 2, Folder 7	<b>Manuals (For Transgendered, Women, Mixed Groups) 1990</b>
Box 2, Folder 8	<b>Workshop Evaluations 1992</b>
Box 2, Folder 9	<b>Education: Correspondence 1991-1992</b>
Box 2, Folder 10	<b>Support Services: Meetings/Minutes 1991-1992</b>
Box 2, Folder 11	<b>Support Services: Non-Paid Staff, Program/Planning 1990-1992</b>
Box 2, Folder 12	<b>Support Services: MOUs &amp; Contracts 1992</b>
Box 2, Folder 13	<b>Support Services: Training 1991-1992</b>
Box 2, Folder 14	<b>Support Services: Reports 1991-1993</b>
Box 2, Folder 15	<b>Support Services: Activity Reports February 1991-February 1993</b>
Box 2, Folder 16	<b>Support Services: Consent Forms undated</b>
Box 2, Folder 17	<b>Support Services: Telecare 1992</b>
Box 2, Folder 18	<b>Support Services: Support Groups 1989-1991</b>
Box 2, Folder 19	<b>Support Services: Correspondence 1991-1992</b>
Box 2, Folder 20	<b>Support Services: Transportation 1992</b>