Finding Aid to the GAPA Community HIV Project (CGHP) Papers, 1989-1995

Finding Aid written by Julia Bazar
Funding for processing this collection was provided by The National Historical Publications and Records Commission
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Finding Aid to the GAPA Community HIV Project (CGHP) Papers, 1989-1995

Collection Number: MSS 95-02

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Julia Bazar
Date Completed:
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Collection Summary

Collection Title: GAPA Community HIV Project (CGHP) papers
Date (inclusive): 1989-1995
Collection Number: MSS 95-02
Creators: Gay Asian Pacific Alliance
Gay Asian Pacific HIV Project
Extent: Number of containers: 2 cartons, 2 boxes
Linear feet: 3.5
Repository: The UCSF Library and Center for Knowledge Management, Archives and Special Collections
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Abstract: This collection contains materials related to the GAPA Community HIV Project (GCHP) which grew out of the Gay Asian Pacific Alliance (GAPA) HIV/AIDS Committee. It includes, minutes, correspondence, grant and program materials, administrative, organizational, social service and educational files, and photographs.

Languages Represented: Collection materials are in English and Japanese

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], GAPA Community HIV Project (CGHP) Papers, MSS 95-02, The UCSF Library and Center for Knowledge Management, Archives and Special Collections, University of California, San Francisco.

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

Related Collections
MSS 98-49 AIDS Community Based Organizations Records
MSS 94-59 National Task Force on AIDS Prevention Records
MSS 95-03 AIDS History Project Ephemera 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)--Asia
AIDS (Disease)--California--San Francisco
Asian Americans--California--San Francisco Bay Area
Asian Americans--Social life and customs
Pacific Islander Americans
Asian American gays
Asian AIDS Project
Gay Asian Pacific Alliance
GAPA Community HIV Project

Acquisition Information
The GAPA HIV Project (GCHP) Papers were given to the University in two separate accessions. The largest was donated by Steve Lew (Executive Director) in 1996. An additional donation of the papers of GCHP board member Jaime Geaga was made by Willie Walker; the second deed of gift was signed in 2000.

System of Arrangement
Arranged to the folder level.

Processing Information
Processed by Julia Bazar in September 2005

Organizational History
GAPA Community HIV Project (GCHP) is a non-profit, community-based organization whose mission is to stop the transmission of HIV and to support people living with HIV. GCHP was organized in 1989 by members of the HIV/AIDS Committee of the Gay Asian Pacific Alliance (GAPA), a social, political, and support organization of gay and bisexual men of Asian and Pacific Islander heritage. GCHP goals include providing education and prevention services to the public, and practical and emotional support of people living with HIV, their partners, their families, and their friends. Providing services in Cambodian, Cantonese, Mandarin, Tagalog, Vietnamese, and French, as well as English, the GCHP was the first organization in the country to provide a spectrum of culturally appropriate direct services for Asians and Pacific Islanders living with AIDS and HIV, while acknowledging the diversity within that community.

The Asian/Pacific AIDS Coalition started the Asian and Pacific Islander AIDS Direct Services Program in 1988 with twelve volunteers who were trained by AIDS service providers and Asian health providers through an intensive 40 hour training using models developed by Shanti Project, Visiting Nurses and Hospice, and other emotional support service providers. This training was molded into an effective culturally appropriate model, presented by Asian and Pacific Islander trainers twice a year. The program was created to fill gaps in existing services and works in coordination with other agencies. This training has been providing significant numbers of trained volunteers, who provide direct emotional and practical support to clients. In 1989/1990 this Direct Services Program was transferred to the GCHP with funding for a half-time Program Coordinator, Steve Lew (the former chair of GAPA’s HIV/AIDS Committee), who later became GCHP’s Executive Director.

In 1992 the San Francisco AIDS Office ranked GCHP fourth out of 124 AIDS service contracts monitored by the agency. In 1993, over 1200 men and their partners utilized GCHP programs to help them with issues related to the risk of HIV infection. Also in 1993 they received funding from the Centers for Disease Control to launch a national technical assistance and training program for gay Asian and Pacific Islander community organizations’ HIV prevention efforts. As of 1994 their Direct Support Services provided, annually, case management, HIV treatment counseling, and emotional/practical support to over 140 Asian and Pacific Islander men, women and children with HIV in San Francisco. In 1995 the name was changed from GCHP to the Living Well Project, the name of their very successful network of more than 80 HIV positive Asians and Pacific Islanders, which had been producing a monthly newsletter and providing monthly support activities and networking. Information on the activities of the GCHP also appeared regularly in the Lavender Godzilla, GAPA’s newsletter. This included advertisements for services and support groups, as well as announcements of fundraisers and housing requests.

The Asian American Health Forum (AAHF), a national organization dedicated to sound health policy development targeting Asian and Pacific Islanders, served as GCHP’s fiscal agent before their incorporation; later on GCHP served as a fiscal agent for other small organizations.
Scope and Content of Collection
This collection contains administrative, programmatic, and other information on the structure and activities of the GAPA Community HIV Project, which spun off from the Gay Asian Pacific Alliance (GAPA)'s Aids Committee in 1989. Materials include: minutes, bylaws, correspondence, reports, grant and financial documents, scripts, speeches, administrative files, newsletters, public relations and media documents, photographs, negatives, and more.

The strong points of the collection include board of directors' minutes from GCHP's founding until 1995; other founding and organizational restructuring materials, including materials on a proposed merger with the Asian AIDS Project (AAP) in the early 1990s; grant and program files covering both educational and social service projects. Most materials are in English, though two files contain Japanese language materials and a few other items are in other or multiple Asian languages.

The two accessions that make up this collection each had their own simple arrangement, either chronologically by board meeting or alphabetically by subject heading. To integrate these two parts and to assist researchers a Series/Subseries order was imposed upon the collection. Some materials were separated from the other materials during the original processing. These materials have become Series 5: Information Files. A series of photographs, apparently from a disbound album, have also been placed at the end of this series.

The series are:
- Series 1: Board of Directors;
- Series 2: Executive Director;
- Series 3: Education;
- Series 4: Social Services;
- Series 5: Information Files and Photographs.

Series 1 Board of Directors 1989-1995
Physical Description: 24 folders : Carton 1 Folders 1/1-1/24
Scope and Content Note
This series consists of materials related directly to the Board of directors including minutes, correspondence, committee reports, and founding documents. The Board of Directors minutes cover the whole period of the collection, 1989-1995, starting with the GAPA general membership meeting where the HIV/AIDS Committee became GCHP. Also included are materials from the 1994 board retreat. The first folder contains several different draft mission statements and organizational charts, the by-laws, and the articles of incorporation. The rest of the materials document several board sub-committees, some administrative documents, and fundraising and board development workshops. Of special note are the files from 1992-1994 discussing a proposed merger of GCHP with the Asian AIDS Project (AAP).

Carton 1, Folder 1
Formation of GCHP 1989
Board Minutes
- June-December 1989
- January-July 1990
- August-October 1990
- January-April 1991
- May-December 1991
- January-July 1992
- August-December 1992
- January-December 1993
- January-December 1994
- Retreat 1994
- January-October 1995
Carton 1, Folder 14
Board Members: Agreements to Serve, Resignations 1989-1993

Carton 1, Folder 15
Correspondence 1989-1991

Carton 1, Folder 16
Finance Committee Meetings 1991-1993

Carton 1, Folder 17
Long Range Planning Committee 1994-1995

Carton 1, Folder 18
Program Committee 1992

Carton 1, Folder 19
Friends of GCHP (FOG) 1994-1995, undated

Carton 1, Folder 20
Resources/Miscellaneous [handwritten notes] 1990. undated

Carton 1, Folder 21
Training/Workshops (Fundraising, Board Development) 1992, undated

Carton 1, Folders 22-24
Merger Attempt

Carton 1, Folders 22-23
Correspondence/Committee Minutes

Carton 1, Folder 22
1992-1993

Carton 1, Folder 23
1994

Carton 1, Folder 24
Asian AIDS Project (AAP) and GCHP Fiscal Info. 1991-1994

Series 2 Executive Director 1990-1994

Physical Description: 56 folders: Carton 1 Folders 1/25-1/51, Carton 2 folders 2/1-2/29

Scope and Content Note
This series consists of the files kept by the Executive Director; it includes memos, correspondence, board information, committee information, personnel policies and staffing information, grant request and project information, speaking notes, speeches, and management committee minutes. The various files on ad-hoc committees and on grant projects together make up the bulk of this series. The OCCUR folder under "Ad-Hoc Committees" includes materials in Japanese from OCCUR, an AIDS group in Japan. Also see other Japanese materials in Series 5. The GAPA folder includes an agenda for the GAPA sponsored "With/Out Consent: A Conference on HIV, Activism and Leadership." Materials concerning office space issues and two issues of Lavender Godzilla are also included. There are several files concerning Asian and Pacific Islander Consortium on AIDS (APICA) grant project. The APICA is part of the Asian American Health Forum, funded, in part, by the CDC. APICA is made up of the GCHP, the Japanese American AIDS Project, and the Filipino Task Force on AIDS. These folders include completed contracts to implement a prevention education and risk reduction program. Other grant and/or administrative information is provided on CARE, the Ryan White Comprehensive AIDS Resource Act; the Hot Healthy and Keeping It Up (HHKIU) education program; and Fresh Asians Becoming Real in our Communities (FABRIC) peer education program, for which the GCHP served as fiscal agent. Some of the materials in the Risk Reduction Train the Trainer (R2T2) files are printed on scratch paper - the reverse of these pages has a draft of GCHP's Suicide Policy.

Carton 1, Folder 25
Agency Memos 1993-1994, undated

Carton 1, Folders 25-36
Ad-Hoc Committees

Carton 1, Folder 26
AIDS Action Council, Public Policy Committee 1994-1995

Carton 1, Folder 27
Asian Pacific AIDS Coalition (APAC) 1991-1993
Carton 1, Folder 28 Bay Area Needle Exchange Working Group 1994
Carton 1, Folder 29 Community Center Project 1993-1994, undated
Carton 1, Folder 30 HIV/AIDS Housing Network 1991-1993
Carton 1, Folder 31 National Commission on AIDS Meeting 1990-1991
Carton 1, Folder 32 National Minority AIDS Council 1994
Carton 1, Folder 33 OCCUR / 10th International Conf. on AIDS - Yokohama 1990-1994
Carton 1, Folder 34 Prevention Reform Team 1992-1994
Carton 1, Folder 35 Qi Gong 1994
Carton 1, Folder 36 Strategic Planning Citywide Services 1993
Carton 1, Folder 37 Board of Directors Report Notes 1993-1994
Carton 1, Folder 38 Correspondence, Incoming 1993-1994
Carton 1, Folder 39 Fundraising 1994, undated
Carton 1, Folder 40 GAPA 1992-1994
Carton 1, Folder 41 GCHP Service Evaluation 1992?

Grants

Physical Description: Carton 1 folder 42 - Carton 2 folder 19

Carton 1, Folder 42 American Foundation for AIDS Research (AMFAR) 1991-1992
Carton 1, Folders 43-51 Asian and Pacific Islander Consortium on AIDS (APICA)
Carton 1, Folder 43 Documentation 1991-1992
Carton 1, Folder 44 Filipino Task Force on AIDS (FTFA) Reports 1991-1992
Carton 1, Folders 45-47 Monitoring Reports
Carton 1, Folder 45 1990-1991
Carton 1, Folder 46 1991-1992
Carton 1, Folder 47 1992-1993
Carton 1, Folder 48 Program Reports 1991-1992
Carton 1, Folder 49 Report and Documentation 1992
Carton 1, Folder 50 Renewal 1991
Carton 1, Folder 51 CDC/AAP Renewal 1990-1992
Carton 2, Folder 1 Asian AIDS Project (AAP)/CDC 1994
Carton 2, Folder 2 Asian Health Services/CDC 1992-1993
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<tr>
<th>Carton 2, Folders</th>
<th>Campaign for Fairness</th>
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<td>3-9</td>
<td>Correspondence 1992-1995</td>
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<td>Carton 2, Folder 4</td>
<td>Development 1992-1993</td>
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<td>Grant Proposals 1991, 1993</td>
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<td>Presentation Campaign 1992</td>
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<td>HSRA A/PI Workgroup 1993</td>
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<td>Carton 2, Folder 8</td>
<td>Press Conference, February 1994</td>
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<td>Carton 2, Folder 9</td>
<td>Steering Committee Memos 1992-1993</td>
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<td>Carton 2, Folder 10</td>
<td>CARE (Ryan White Act) 1991-1994</td>
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<td>Fresh Asians Becoming Real in our Communities (FABRIC) 1993-1994</td>
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<td>Carton 2, Folders 11</td>
<td>Gay Men of Color Consortium (GMOCC)</td>
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<td>Carton 2, Folder 12</td>
<td>Educational Model for Community Change (EMC²) 1992</td>
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<td>Carton 2, Folder 13</td>
<td>Policy Leadership Retreat 1993</td>
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<td>Carton 2, Folder 14</td>
<td>Risk Reduction Train the Trainer (R2T2) 1991</td>
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<td>Carton 2, Folder 15</td>
<td>Insurance Application (AAP/GCHP) 1992</td>
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<td>Carton 2, Folder 16</td>
<td>Multicultural AIDS Advocacy 1991</td>
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<td>Carton 2, Folder 17</td>
<td>NMO</td>
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<td>Carton 2, Folders 18-19</td>
<td>Public Health Service Budget 1995</td>
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<tr>
<td>Carton 2, Folder 18</td>
<td>Technical Assistance and Training - Start-up 1993-1994</td>
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<td>Carton 2, Folder 19</td>
<td>Management Meeting Minutes 1989-1993</td>
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<td>Carton 2, Folder 20</td>
<td>Management Team Minutes 1992-1993</td>
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<td>Carton 2, Folder 21</td>
<td>Media Work 1989-1994</td>
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<tr>
<td>Carton 2, Folder 22</td>
<td>Memoranda of Understanding (MOU's) 1993, 1995, undated</td>
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<td>Carton 2, Folder 23</td>
<td>New Name Ballots and Results 1994</td>
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<td>Carton 2, Folder 25</td>
<td>Speaking Notes 1993-1994, undated</td>
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<td>Carton 2, Folder 26</td>
<td>Speeches</td>
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<td>Carton 2, Folder 28</td>
<td>Staff Meeting and Memos 1991-1994, undated</td>
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Finding Aid to the GAPA Community HIV Project (CGHP) Papers, 1989-1995
Series 3  Education 1989-1995

Physical Description: 26 folders: Carton 2 Folders 2/30-2/55

Scope and Content Note

This series contains materials on the GCHP's education and outreach programs including information on several organizations such as the Asian Pacific Women's Task Force and the Stop AIDS Project, with whom they consulted and/or collaborated. Also included are summary findings from a focus group, public relations (media) materials, copies of their own handouts and newsletters. Program files represent a range of projects and events held between 1990 and 1995. These include Prom Night, whose folder includes photographs from pre-event publicity shoot (see also Photographs in Series 5); the Fly Boys and the ROAM events, whose folders include some of the same or similar material, particularly skit scripts and multi-choice scenarios; and the Sexperts folder includes phone and in person interview scripts, visual aids, and newsletters. The Visibility Campaign folders also hold a lot of information, including the resolution supporting Same Sex Marriage, passed at the Japanese American Cultural League (JACL)'s Convention held in Salt Lake City.

Ad-Hoc Committees

- Asian Pacific Women's Task Force 1994, undated
- Coalition for Healthy Sex 1992-1993
- Stop AIDS Project 1991, undated
- Stop AIDS Project Collaboration 1993

Focus Group Findings 1992

Interactive Activities undated

Media Contact (Press Kit, releases, lists) 1992-1995, undated

Newsletters and Handouts - GCHP 1989-1995

Outreach Documents 1990-1994

Programs

- A/PI Transgender Rap Group 1993-1994
- Fly Boys 1992
- Hot, Healthy and Keeping It Up 1990-1992
- Prom Night 1993-1994
- ROAM undated
- Safe Sex Comes in All Languages 1991-1993
- Sexperts 1991-1995, undated
- Sistahs! Interventions 1993?
### Series 3 Education 1989-1995

| Carton 2, Folder 48 | Street Fairs (Manual) 1994 |
| Carton 2, Folder 49 | Wild Rice 1990-1991 |
| Carton 2, Folder 50 | Question of Equality / "Are Your Friends Playing Safe" 1994 |
| Carton 2, Folders 51-55 | Visibility Campaign |
| Carton 2, Folder 51 | Media Conference 1993 |
| Carton 2, Folder 52 | Program 1993-1994 |
| Carton 2, Folder 53 | Think Tank Meetings 1993-1994 |
| Carton 2, Folder 54 | JACL Convention - Salt Lake City - Same Sex Marriage 1994-1995 |
| Carton 2, Folder 55 | Media and Events 1994-1995 |

**Series 4 Support Services 1989-1995**

- **Physical Description:** 13 folders: Carton 2 Folders 2/56-2/62; Box 3 Folders 3/1-3/6
- **Scope and Content Note**

  This series consists of materials on the support services offered by GCHP. These include blank copies of the multitudinous client forms used over the years; correspondence, staff and volunteer information, photographs and negatives, and information on the Worried Well Program, as well as the Living Well project, which latter replaced GCHP as the group's name.

| Carton 2, Folder 56 | Ad-Hoc Committees - Health Services Advisory Committee 1991-92 |
| Carton 2, Folder 57 | Client Forms - Blanks and Drafts & Statistics 1991-1993, undated |
| Carton 2, Folder 58 | Contracts [Memoranda of Understanding] (MOU's) 1989-1994 |
| Carton 2, Folder 59 | Correspondence 1990-1992, undated |
| Carton 2, Folder 60 | Living Well Group - Minutes and Newsletters 1993-1995 |
| Carton 2, Folder 62 | Procedures and Guidelines 1991-1993 |
| Box 3, Folder 1 | Staff Meetings 1991-1994 |
| Box 3, Folder 2 | Staffing 1991 |
| Box 3, Folder 3 | Volunteers 1989-1994 |
| Box 3, Folder 4 | Volunteer Parties - Photos and Negatives 1993 |
| Box 3, Folder 5 | Workshops and Meetings 1990-1995 |
| Box 3, Folder 6 | Worried Well 1990-1993, undated |
Series 5 Information Files and Photographs 1989i-1995

Physical Description: 21 folders: Box 3 Folders 3/7-3/19; Box 4 Folders 4/1-4/8

Scope and Content Note

This series consists of scattered material collected by the organization; most of the materials provide information by and/or about other organizations, programs, and events that GCHP was either connected to or interested in. The largest amount of material concerns the Ryan White Care Act, legislation that provided monies to AIDS organizations (See also CARE materials in Series 2: Executive Director). Other material concerns other Asian and Pacific Islander groups, women's groups, and general HIV/AIDS groups. International materials come from Burma, Hong Kong, Thailand, Japan, and parts of Southeast Asia. Also filed at the end of this collection are photographs and negatives that appear to be GCHP staff, volunteers, events, and publicity shots. These may have come out of a single album. A few other pictures are found in other parts of the collection. Negatives are also included.

Box 3, Folder 7
AIDS Service Providers Association of the Bay Area 1989-1994

Box 3, Folder 8
Americans for a Sound AIDS/HIV Policy (ASAP) - Guide to Fiscal Year 1991 Federal Funding for HIV Disease 1991

Box 3, Folder 9
Asian/Pacific AIDS Coalition 1991, 1993

Box 3, Folder 10
Asian/Pacific Islander - Miscellaneous (U.S.) 1992, 1993, undated

Box 3, Folder 11
Federal AIDS Agenda Meeting 1993

Box 3, Folder 12
HIV and Lesbians, Bisexual Women - SF Dept. of Public Health 1993, 1995

Box 3, Folder 13
Miscellaneous Readings - HIV 1993-1994

Box 3, Folder 14
Public Media Center 1989-1994

Box 3, Folder 15
Richmond Area Multi-Services (RAMS) 1994

Box 3, Folders 16-18
Ryan White Care Act 1992

Box 3, Folder 16
Sheridan Group 1994

Box 3, Folder 17
San Francisco Eligible Metropolitan Area - Grant Application 1994

Box 3, Folder 18
Shanti Project 1990

Box 4, Folder 1
Surveillance Program 1993, undated

Box 4, Folder 2
Youth and HIV undated

Box 4, Folders 3-6
International Materials

Box 4, Folder 3
Asian International AIDS 1994

Box 4, Folder 4
Burma 1992

Box 4, Folder 5
Hong Kong and Thailand 1993

Box 4, Folder 6
Japan and Southeast Asia 1991?, 1993

Box 4, Folder 7
Photographs - unidentified undated

Box 4, Folder 8
Negatives and Proof-sheet