

December 20, 1990

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Minutes of Region III Minority AIDS/HIV Conference Planning Committee Meeting,
December 6 & 7, Holiday Inn, Bethesda.

RHA (Acting), Region III

The first planning committee meeting for the Region III Minority AIDS/HIV Conference was held the afternoon of Thursday, December 6 and all day Friday, December 7, at the Holiday Inn, Bethesda, Maryland. Thirteen of the fifteen invited participants were in attendance. Two, Marilyn Long and John L. Wright, both of Maryland, were "no shows". A list of attendees and their affiliations are appended to this report. Matthew Murguia was in attendance, representing OMH.

The Thursday afternoon session was devoted to general discussion of the conference purpose and desired outcomes. Using as a reference document the Executive Committee Report from the 1989 National Conference on HIV and AIDS Among Racial and Ethnic Populations, with input from Matthew Murguia on OMH's current thinking and position on needs and issues, the following conference parameters were established:

- o The conference should be PWA centered. (How are CBOs responding to the needs of PWAs?)_
- o The conference should be community driven. (What are the needs of CBOs?)
- o The conference should be reflective of the entire region.
- o There should be adequate focus on skills building. (medical, social, prevention & education, etc.)
- o There should be adequate focus on capacity building. (i.e., skills for living; partnership in hope, etc.)

Given the above parameters, considerable discussion evolved around the differences in need between new and/or small CBOs and those established and/or larger CBOs and whether the conference should be designed to meet the needs of one group over the other or the needs of both. The need for the conference to address both urban and rural issues as well as issues of concern to migrating populations was also identified. While prevention and education activities are crucial, issues concerning services to PWAs must also be covered. Advocacy and advocacy strategies should also be covered.

To the extent possible, when considering possible resources such as speakers, etc., resources available within the region should be utilized first. Priority should also be placed on ensuring that minority speakers, workshop leaders, etc., be utilized to the fullest extent possible.

There was a general consensus that early on in the conference participants need to be provided with an overview of what the AIDS/HIV infection rate in the Region really looks like. The reasons for this are several. One, CBOs whose chief concern, frequently, is day to day survival, may lose sight of the changing demographics with respect to AIDS/HIV. Secondly, demographics are changing and the impact and effect of these changes in the region should be known by CBOs. 43% of all AIDS cases now involve Blacks or Hispanics. Also, two of the sixteen cities with the largest rate of AIDS infection (Baltimore, Maryland and Washington, D.C.) are in this region.

TARGET AUDIENCE After much discussion, the Committee decided that the conference should be targeted to the following groups, in priority order:

- o Minority CBOs serving minorities
- o Minority individuals serving minorities
- o All other prevention, education and service providers involved in minority specific efforts.

With the understanding that the conference should be geared towards empowering minorities to take care of minorities, the Planning Committee identified the following broad areas which they felt should be addressed during the conference:

- o Organizational survival skills (broken down, perhaps, for beginning, intermediate and more sophisticated organizations).
- o Coalition building/Networking/Political Advocacy
- o Effecting Regional Linkages
- o Development and utilization of resources
- o Effective strategies for Outreach & Education and for Accessing Care
- o Management strategic planning
- o Overcoming community obstacles (Rallying community Support)

PLANNING COMMITTEE CHAIRPERSON Curtis Wadlington, Blacks Educating Blacks About Sexual Health Issues (BEBASHI), was unanimously chosen to chair all further efforts of the planning committee.

PROPOSED CONFERENCE DATES The consensus seemed to be for a week's end conference both from the standpoint of attracting participants and from lower travel costs associated with weekend travel. A conference starting with a Thursday nite reception and going through Saturday seemed most desirable. June 27,28 and 29 were selected as the preferred dates, with June 20,21 and 22, as the alternate dates. Conference calendars will be checked to try and ensure that the selected dates do not conflict with any major activities which might already be scheduled for those times.

SIZE OF CONFERENCE

Decision was made to try and hold the size of the conference to a ceiling of 350. Optimally, the number of attendees would range from 250 to 350. Sentiments were expressed that all who want to attend should be accommodated. No one should be turned away.

It was suggested that the Committee try to obtain lists of attendees from NIDA and other groups who have recently sponsored AIDS related conferences. These lists would be helpful in identifying as many prospective participants as possible.

LOCATION OF CONFERENCE

Philadelphia, PA and Washington, D.C. were ruled out early, as possibly lending too urban a flavor to the conference, thus discouraging interest and attendance from small town and rural participants. There was considerable discussion on the need to not have the conference viewed as being primarily concerned with urban area issues.

Four potential areas, each thought to possess the necessary facilities and "atmosphere" to host the proposed conference, were suggested:

Richmond, Virginia

Norfolk, Virginia

Hampton, Virginia
(Hampton Institute facilities)

Baltimore/Annapolis, Maryland

If a Virginia locale is chosen, the possibility of having the Governor of Virginia address the conference was discussed.

The steering committee will make the final site (city) selection.

GENERAL CONTENT

Content wise, it was felt that the conference, at a minimum, should attempt to cover the following topics:

Overview-(International) Status, shifts, directions.

Overview-(Regional) An up-date by state of the current status and new trends in AIDS/HIV infection.

Ryan White Care Bill- General requirements and implications for cities in the region.

PWA Panel- To serve as an energizer an inspirational rally for care

GENERAL CONTENT (Cont'd)

Medical Update- International, National & Regional

SPECIFIC CONCERNS

The following specific areas of concern were identified as needing to be addressed by the conference:

Women Pediatrics Men Adolescents Ethnocentric outreach services

OTHER CONCERNS

The Committee agreed that a nominal registration fee should be charged for the conference. The amount of the fee will be determined by the steering committee.

A PWA suite with appropriate medical support should be available during the conference.

Appropriate dietary alternatives should be available for PWAs.

A moment of silence, in memory of deceased victims of AIDS would be appropriate sometime during the general session.

STEERING COMMITTEE

A steering committee of 5 was envisioned to handle the bulk of the remaining planning activity. To accommodate as many of the ethnic and geographical concerns as possible, after much discussion, this core group was expanded to eight people - 4 Blacks, 2 Hispanics, 1 Asian and 1 PWA. This core group of eight is composed of one person from each state in the region. These six were selected from the larger planning group. An additional two people, an Asian and a PWA will be added to this group of six to round out the core group of eight. Kate Bond, of the Indochinese Community Center, will recommend the Asian representative. A Black PWA out of Baltimore was highly recommended by several members of the committee as the potential PWA representative. His participation will be solicited. The steering committee, as of this meeting, is thus:

<u>Name</u>	<u>State</u>	<u>Ethnicity</u>
Curtis Wadlington	PA	Black
Hector Colon	DEL	Hispanic
Aundrea Scott	D.C.	Black
Gwen Clark	MD	Black
Eleanor Harrison	VA	Black
Amanda Wakim	WVA	Hispanic
To Be Named	-	Asian
To Be Named	PWA	

The meeting closed with some issues left unresolved and others, not discussed at all, due to time constraints. It was the unanimous feeling of the committee that one more full planning committee meeting was needed. They were told that it was unlikely that there would be funds to support another meeting.

ITEMS LEFT UNRESOLVED AND/OR REQUIRING FOLLOW-UP

- o Title or theme for conference not decided upon
- o No attempt made to identify speakers/presenters
- o It was not clear who was to assume responsibility for recruiting the PWA to the steering committee
- o It was not clear who was to assume responsibility for "clearing" the proposed conference dates
- o It was not clear who was to assume responsibility for obtaining list of attendees from recent AIDS conferences, such as NIDA, etc.
- o Next steps in the planning process were not decided upon.

MANAGEMENT TRACK

TOPICS

ORGANIZATIONAL SURVIVAL SKILLS

- o coalition building/networking
- o short term strategic planning
- o crisis management
- o finance/accounting
- o human resources/volunteer development
- o public relations/marketing
- o stress management
- o grant writing
 - needs assessment
 - concept development
 - accessing technical assistance
- o management during difficult times
- o effective decision making
- o staff motivation

DEVELOPMENT & UTILIZATION OF RESOURCES

- o advantages and pitfalls of following the \$\$\$
- o identifying funding resources
- o volunteer development
- o fund raising (events, annual campaigns, etc.)
- o in-kind donations (equipment and services)

There was a suggestion that a resource guide be developed and made available to conference participants

MANAGEMENT STRATEGIC PLANNING

- o diversifying funding base
- o board development/roles & responsibilities
- o developing effective management styles
- o on-going monitoring and evaluation

RALLYING THE COMMUNITY

- o effective community organizing models
- o cultural aspects in community development
- o overcoming apathy/denial
- o making AIDS palatable
(how to gain community support)

COALITION BUILDING/NETWORKING

- o pooling resources
- o bridging turf issues
- o minority consortium and coalition development