

Agenda Items

1/91

Minutes review

1. Fire Security Alarm System

ME ✓ \$ 277.88 ~~in overtime pay to~~  
pay back ~~(coach)~~ go toward repayment of \$300 loan.  
Selling ~~coaching~~  $(11.40 \times 1.5) \times 16.25 = 277.875$   
New fine sheet off time  $17.1 \times 6.25 = 277.875$   
no ~~coaching~~

✓ ~~Acc/Ex report January update~~

✓ ~~Attach 4 Keys from lock~~

ME ✓ ~~5 Signers for checks add Bart  
(So I have a form?)~~

✓ 6. Fixed expenses kept in board boxes

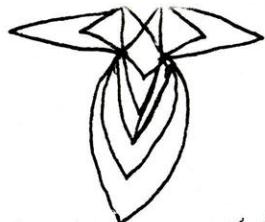
✓ ✗ 7 Personnel Policy - See packet  
JdT will present formal policy

✓ ✗ Board member list in boxes

OK ✓ 9. Review Targets - Approve \$75.00  
Review it more w/ Klein



Agenda  
Minutes



Bart & Ryan White Care Act  
Re: S. 305

RE ✓ NAPWA Clark

RFP for  
our "drop-in center"  
(library)  
JdJ, Bart + SPC  
work w/ PWA Coalition

& More board members

Accounting Support

2-19-91

Motion ~~to open~~ To <sup>Pay</sup> authorize of JP  
Kasey Premium (110 approx) & to  
prevent him from losing his cover  
for a period of up to 3 mos.  
004

Motion  
Barry will type + present a  
letter of resignation to J.P.

Motion  
Motion Barry Freehill nominated  
by BC to be VP.

0-04

Motion To have HAF act as  
fiscal receiver specifically for  
Act VP GG Cederacion (Revel Fund)  
Pending legal consultation.  
000-2 CP

Motion To bid HAF Board  
mtgs on the 3rd Tues of the  
month @ 7PM

004

Tomas Fabregas  
ACT UP/GOLDEN GATE  
Treatment Issues Committee  
519 Castro St.  
San Francisco, CA 94114

February 26, 1991

Dear Gentlepersons:

We have not yet met. My name is Tomas Fabregas and I have AIDS. Almost two years ago I was diagnosed with AIDS during my second semester at Berkeley's Graduate School of Business. The diagnosis was quite a surprise. It certainly helped redirect my energies away from the pursuit of an investment banking career and into ending the AIDS epidemic.

During the last two years, I have learned a lot about AIDS. This knowledge, acquired through reading and participation in scientific conferences on AIDS, has enabled me to actively contribute to the solution of the AIDS epidemic. In May I will be finishing my MBA, and I am planning to apply the skills learned in school to the search for an answer. But I need your help, we need your help.

ACT UP/GOLDEN GATE is a non-partisan group committed to ending the AIDS epidemic. Since the creation of ACT UPS all over the world, much progress has been made in speeding up research and drug approval, and in making experimental drugs available to those who need them.

The AIDS epidemic is unlike other diseases in that its brunt has been borne by young people. Instead of giving up in despair, many people with AIDS (PWAs) have become involved in being a part of the solution of this epidemic. People with AIDS and AIDS activists are breaking historic new ground. Never before have those affected by a devastating life-threatening disease organized to bring about change the way science is conducted. Thanks to this active participation in the halls of science, pressure has built for faster access to experimental treatments for people who are failing standard therapies. Today, more than 11,000 people with AIDS who have failed AZT are receiving DDI even though the drug has not yet been approved by FDA bureaucrats. DDI is not a cure for AIDS, but it is keeping people alive while waiting for more effective, less toxic drugs.

Since 1989, people with AIDS and AIDS activists have been key participants in national and international AIDS conferences. ACT UP/GOLDEN GATE is looking for sponsors willing to defray the cost of sending 10 people with AIDS and AIDS activists to the three AIDS Clinical Trial Group (ACTG)

meetings held each year, and to the 7th International AIDS Conference that will take place in Florence (Italy) between the 16th and the 21st of June.

The ACTG is the government network for AIDS research. The ACTG program has been dysfunctional since its creation, spending too much money on AZT related studies, and paying no attention to treatments for the opportunistic infections that are the real killers in AIDS. The participation of people with AIDS and AIDS activists in ACTG meetings has resulted in a fruitful dialogue with the scientists involved in AIDS research. This dialogue has helped refocus the ACTG program, and it has resulted in research protocols that are less likely to waste scarce tax dollars.

The International AIDS Conference is the most important scientific forum for AIDS. Every year the state-of-the-art in AIDS treatment and research is redefined during the conference.

The estimated cost of airfare, registration and accommodations is \$600 per person per meeting for the ACTG, and \$2,000 per person for the 7th International AIDS Conference. If (merge name here) is not able to sponsor all 10 people, your tax deductible contribution in any amount toward this end would be greatly appreciated.

ACT UP/GOLDEN GATE is in the process of becoming a non-profit corporation. Meanwhile, we have made arrangements with the HEALING ALTERNATIVES FOUNDATION (HAF) to receive your contribution toward this project through them. HAF is a 501(c)(3) organization, and your contribution to them is tax deductible to the full amount allowed by the law. Your check should be made out to Healing Alternatives Foundation, and it should be clearly marked "ACT UP Travel Fund."

Please help make a reality the participation of people with AIDS in the AIDS Clinical Trial Group meetings and in the 7th International AIDS Conference. It is through this participation that we will acquire the knowledge we need to fight AIDS.

Sincerely,

Tomas Fabregas  
ACT UP/GOLDEN GATE  
Treatment Issues Committee

~~Board Mtg~~

2/17/91



✓ We McCheck out cost of Assurance as required in Lease Proposal

~~We After fin Scale to Lewis~~

Operation Committee

Lewis plus one other board members

✓ HAF will pay Jim P's Medical Assurance (Kaiser) temporarily  
Darry will research

Me - New Q Policy

✓ Me - Add to price list - Refund Policy  
No refunds on items requiring  
Special Handling - Q, DDC

✓ Darry get legal counsel re: HAF acting as fiscal  
receiver for Accus/6G  
Morrison & Foster ph. # to Barry

✓ HAF meets every 3<sup>rd</sup> Tuesday @ 7

1 May 89 - (500) ~

Start 3-91 -

LEASE PROPOSAL  
HEALING ALTERNATIVES FOUNDATION

1. FOR PREMISES LOCATED AT:

1748 Market St., San Francisco (1,210 sq. ft. - see attached floor plan)

2. LEASE TERM:

Feb. 1, 1991 to Feb. 1, 1994

3. RENTAL:

A. \$1,556. per mo. (\$1.29 per sq. ft. per mo.)

B. Rent to be adjusted at the beginning of year two and at the beginning of year three by Consumer Price Index (S.F., Oakland, San Jose - All Items - All Urban Consumers)

4. SECURITY DEPOSIT:

\$1,750.

5. UTILITIES & JANITORIAL:

Lessor to pay for gas, electric, water service, and garbage collection

Lessee to pay for janitorial expense for all space except common bathroom & other common area janitorial expense

6. REPAIRS & MAINTENANCE:

Lessor to be responsible for all repairs (except repairs caused by Lessee's agents, servants or employees), and maintenance (including lighting, air conditioning/heating system and elevator)

7.

INSURANCE REQUIREMENTS:

Lessee to secure \$1,000,000 single limit, aggregate bodily injury and property damage insurance, naming Lessor as an additional named insured

8. USE OF PREMISES:

For office & sales operations concerning Lessee's business

Note: This proposal only outlines major conditions to be incorporated into a lease agreement. Only a fully executed lease shall be binding on the parties.

Board Mtg 3/19/91

Mc - Help write agreement w/ Thomas's  
re: fiscal revs for 4th cd project

Cancelled

Tomás Fábregas  
ACT UP/GOLDEN GATE  
Fundraising Committee  
519 Castro St.  
San Francisco, CA 94114

March ??, 1991

Dear Gentlepersons:

We have not yet met. My name is Tomas Fabregas and I have AIDS. Almost two years ago I was diagnosed with AIDS during my second semester at Berkeley's Graduate School of Business. The diagnosis was quite a surprise. It certainly helped redirect my energies away from the pursuit of an investment banking career and into ending the AIDS epidemic.

During the last two years, I have learned a lot about AIDS. This knowledge, acquired through reading and participation in scientific conferences on AIDS, has enabled me to actively contribute to the solution of the AIDS epidemic. In May I will be finishing my MBA, and I am planning to apply the skills learned in school to the search for an answer. But I need your help, **we need your help.**

ACT UP/GOLDEN GATE is a non-partisan charitable organization committed to ending the AIDS epidemic. Since the creation of ACT UPS all over the world, much progress has been made in speeding up research and drug approval, and in making experimental drugs available to those who need them.

The AIDS epidemic is unlike other diseases in that its brunt has been borne by young people. Instead of giving up in despair, many people with AIDS (PWAs) have become involved in being a part of the solution of this epidemic. People with AIDS and AIDS activists are breaking historic new ground. Never before have those affected by a devastating life-threatening disease organized to bring about change the way science is conducted. Thanks to this active participation in the halls of science, pressure has built for faster access to experimental treatments for people who are failing standard therapies. Today, more than 11,000 people with AIDS who have failed AZT are receiving DDI even though the drug has not yet been approved by FDA bureaucrats. DDI is not a cure for AIDS, but it is keeping people alive while waiting for more effective, less toxic drugs.

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related studies, and paying no attention to treatments for the opportunistic infections that are the real killers in AIDS. The participation of people with AIDS and AIDS activists in ACTG meetings has resulted in a fruitful dialogue with the scientists involved in AIDS research. This dialogue has helped refocus the ACTG program, and it has resulted in research protocols that are less likely to waste scarce tax dollars.

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The estimated cost of airfare, registration and accommodations is \$600 per person per meeting for the ACTG, and \$2,000 per person for the 7th International AIDS Conference. If (merge name here) is not able to sponsor all 10 people, your tax deductible contribution in any amount toward this end would be greatly appreciated.

ACT UP/GOLDEN GATE is in the process of becoming a charitable tax-exempt corporation. Meanwhile, we have made arrangements with the HEALING ALTERNATIVES FOUNDATION (HAF) to receive your contribution toward this project through them. HAF is a 501(c)(3) organization, and your contribution to them is tax deductible to the full amount allowed by the law. Your check should be made out to **HEALING ALTERNATIVES FOUNDATION**, and it should be clearly marked "ACT UP/GG."

Please help make a reality the participation of people with AIDS in the AIDS Clinical Trial Group meetings and in the 7th International AIDS Conference. It is through this participation that we will acquire the knowledge we need to fight AIDS.

Sincerely,

Tomás Fábregas  
ACT UP/GOLDEN GATE  
Fundraising Committee

Location: 1748 Market Street, San Francisco, CA 94102

Present: Tom O'Conner, *President*; Barry Freehill, *Vice President*; Lewin Usilton, *Secretary*; Richard Copeland, *Staff*; Joe Drake, *Staff*; Bart Casimir, *Board Member*; Jerry De Jong, *Board Member*; Tomás Fábregas, *Board Member*.

A. **DRUGS BEING CONSIDERED AND/OR SOLD BY HAF:**

4/16/91 - A request has been received by HAF to ship DDC to Australia. Barry Hill will check for possible problems at customs, etc. Question raised as to whether interstate sales should be made by HAF at all.

Barry Freehill

B. **BOARD ELECTIONS:**

4/16/91 - Motion by Tom O'Connor to accept Jerry De Jong onto the Board as member. Passed.

Motion by Tom O'Connor for removal of Jim Palazzolo as Board member with the understanding that he may be considered for reinstatement at a later date. Passed.

Motion by Lewin Usilton to confirm Tom O'Connor as President. Passed.

None.

C. **PERSONNEL:**

4/16/91 - Joe Drake is finding it difficult to keep up with expanded sales (double overall sales with an exceptional increase in ddc sales) and has requested that the Board ok hiring of a part-time assistant to get out the mail orders without interruption. Supported in this request by Richard Copeland.

Motion made by Tom O'Connor to hire temporary/ permanent employee, primarily for mail order, but with training for register, phones, in-store sales, etc. Pay about \$7.50/hr., approx. 16 hours a week. Passed.

OK'd for Staff to stay over 40 hours and receive overtime pay during an emergency.

- D. 4/16/91 - Suggestion for Operations Committee to meet once a month, before Board Meeting. No decision. Richard Copeland
- E. **ACCOUNTANT/BOOKKEEPER:** - An Accountant is needed to do 990's. Suggestion given to find a bookkeeper to work with us on an ongoing basis. Discussed necessity for a review. Check out enrolled agents. Richard Copeland  
Lewin Usilton
- F. **CHECK SIGNATURES:**  
4/16/91 - The following names were submitted and ok'd as authorized signatures for checks. Security Pacific Bank will also be authorized to honor the verbal communication of these persons to transfer funds on the wire transfer resolution to Noriko Saji in Japan. Passed  
Richard Copeland  
Bartholomew T. Casimir  
Lewin H. Usilton  
Tomás Fábregas  
Barry Freehill  
Thomas E. O'Connor List
- G. 4/16/91 - Request made anonymously for making of charitable contribution by HAF as fiscal recipients to send someone to Florence for research purposes. No consensus. Referred to PWA Coalition. Bart Casimir
- H. **RESERVE FUND:**  
Tomás Fábregas made a motion to add \$5,000 to reserve fund from the checking account and to designate \$25,000 as reserve amount. Passed by consensus. None.
- I. New keys were passed out.

**MARCH 1991 INCOME/EXPENSE REPORT:**

Income: \$56,902.75

Expenses: 46,458.34

Net: 10,444.41

Next Meeting: Tuesday, May 21, 1991. 7:00 pm.

End of Minutes.

- S-28-91 = ~~2~~

Personnel - Motion -

|      |      |
|------|------|
| 150  | 180  |
| 20   | 20   |
| 1080 | 1080 |
| 360  | 360  |
| 3680 | 3680 |

- T. O'Connor Harry Ted Kevin  
① Motion to raise R salary to 1340  
② - R title changed to managing  
director & attendant responsibilities.

Motion - Board members who ~~fall in~~ <sup>dues</sup>  
as consultants be reimbursed @ \$100 -

Notes from Board Meeting 7/16/9

Options for cash reserves

Spend - Capital improvements

Phone System

Computer upgrades

Library

Staff - Librarian / Vol. coord.

Create separate foundation

\$60,000

Severance pay fund

OJ's suggestion

104 → CS in HAF's name

New phone system

Library - up-to-date, Librarian  
jessicajie

Upgrade computer system

Fax

50K - legal shelters - Barry will  
look into it.

17 Sept 11

Jerry      Tomos      Lenni      Rick  
Markups

DDC will remain same, will be  
adjusted when new batch arrives to  
reflect current price

Jerry suggested Ken Macaulay 6212424  
Motion - L.C /PRES , Tomos VP, J /TR  
003

Motion Spend up to \$700 for fax + Serv  
Cont 003

Notes for Board Mtg of 10/16/91

*refer to board*

FDA

With all the news and activity lately about the FDA, and assuming that they will soon visit us and that they may do/say/ask for something, I would like to see the board discuss possible approaches to dealing with them. Lewin says that the local San Diego FDA rep asked Tom Hansen about his contacts for pharmaceuticals from Mexico. They may ask us the same and I think we should discuss how we would like to respond to them about it. I also think that we should be in touch with other clubs about it and share our conversations with each other. Ken Reiche of the Boulder Buyer's Club suggested a conference call among the buyer's clubs.

My personal opinion is that we should have a friendly and open attitude, but tell them very little, and refuse to be regulated. That last may require a lot of networking and support-building to be successful. Our mission is to get therapies to people, not to follow government guidelines.

See the attached sheet for suggestions from Curtis Ponzi.

*WW*  
The AIDS Project East Bay wants someone to talk for 1/2 hour about alternative therapies / Buyer's Clubs at a training for their volunteers on a Saturday in November in Oakland. If anyone is interested, call Nisa at 834-8181. If not, we can send her information to hand out. She needs to know by Monday, 10/21. Honoraria??

*WJ*  
Referrals to Q Clinics - Did we ever decide what to do about giving out the phone numbers of ~~the~~ guerilla Q clinic\$? If so, what? If not...?

*Jim Deale's*

Personnel Policy

*MW*  
Paid lunch breaks? If so, 1/2 or 1 hour? We currently do not get paid for lunch breaks.

If lunch breaks are paid, do we have the option of taking the lunch breaks and 10 minute breaks at the end of the day so that we can leave earlier, ie. can we skip the breaks but get paid for the time?

*(OVER)*

We need to hire a mail order  
clerk. Few, if any, of the applicants  
from May or since are people  
of color, but some are very  
qualified. Should we conduct a  
full search w/ ads or hire  
from those on file?

Red bne gibbarit a evad bnece sw radt et noitqo fanched yf  
leaf is, f. obatlagt ed of reuton one. Allin y nev madd et tu. Four tis  
lunnehou ed of ghorliud-freque bne gn thowter to tol a entuper pam  
et. Jum, nevng wold et ton. Sidesq of zedchedt tag et at noitqo hig  
centefing

Amg a fufi C moni emu! neppue no? teede osi osi et et seed

Amg a fufi C moni emu! neppue no? teede osi osi et et seed  
et. Amg a fufi C moni emu! neppue no? teede osi osi et et seed  
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RE IMPENDING FDA VISIT

SUGGESTIONS FROM CURTIS PONZI - 10/12/91

✓ Say to everyone: We don't give medical recommendations. We suggest you talk with your doctor. We do have information in the library.

✓ Move ddC and Clarithromycin info from near cash register to library.

✓ Do not dispense information sheets from library in direct connection with a transaction.

✓ If they ask about Q, tell them we require a prescription or call the doctor's office. Show them a blank form. If they ask to see the filled out forms, tell them that our lawyer advised us against that, then call Curtis.

? Joe took down the sign saying we have Q available by donation. Should we not put it back up.

OTHER BUYER'S CLUBS

✓ John Reiche suggested that we have a conference call with the other clubs, perhaps as a prelude to a face to face meeting with them all.

Tomas Terry (avin)

Joel even  
FTA

Transfer funds (or investment  
per mo (based 1990) other  
~~5000~~ 75K

① Library Contract basis →

Priority  
80-120  
80-120  
12-

Volunteer  
Coordinate  
advertising  
1/2 fine

12-13K + benefits

(15K?)

15K

Sign Check Tomas away ~~100~~

Oct 23-26

Richard - Business Card,  
626 4053

All Jerry Touch

re: Richard { presentation  
Dove } handouts.

Call 476 3644 Harvey intent  
Mike Mitchell

Andrew - door DCC office

(See Henry)  
212 8647603  
9620830

KEITH

Rob Richard

what Day in

NOV —

# **Richard's Suggested Changes to, and Questions Regarding, the Proposed Employee Policy**

**1/16/92**

✓ **Misc.** - I suggest that all references to "Executive Director" be changed to "Executive or Managing Director", or that other persons be designated where appropriate.

## **III. Qualifications and Procedures of Employment**

✓ 5. delete: (the first or sixteenth of the month)

## **VIII. Working Hours and Facilities**

1. from: one hour for lunch  
to: one hour for full time staff and one half hour for part time staff, unpaid, for lunch.

2. from: 9am and 5pm  
to: Tuesday through Saturday, between 12noon and 6pm

4. from: semi-monthly  
to: every two weeks

ADDED 2/11/92

## **X. Overtime**

1. ? Does this mean time off in addition to regular pay?  
If not, then we should have the option, at the discretion of the Managing Director, of time off or regular pay.

## **XI. Medical Leave**

9. delete entire section. I suggest that this be up to the discretion of the employee

## **XII. Holidays**

1. add: For employees working 20 hours per week or greater, these holidays will be paid, on a pro-rated basis.

2. from: a compensatory day off is allowed either the Friday before or the following Tuesday  
to: the office will be closed the previous Saturday.

X. add: On half-day holidays that fall on assigned office days, the office shall be open from 12pm to 3pm.

X add: The Saturday after Thanksgiving may be either worked at the

regular rate of pay or taken as an unpaid day off.

3. from: a day is added to the vacation  
to: that day is paid as holiday pay

#### XV. Leave of Absence

1. ? Is this meant to be a limit of five days per year, or anytime the criteria are met?

X. add: Requests for additional unpaid leave of absence must be submitted in writing to the Executive Director and may be granted at the discretion of the Executive Director.

#### XVI. Jury Duty

re: no loss of salary

It seems to me that this is meant to include hourly pay, also.

#### XVII. Conferences and Seminars

X. add: Employees may claim work time at their regular hourly rate for time spent outside HAF in activities related to the performance of their duties, such as attending treatment information meetings, conferences, etc., with the approval of the Executive Director.

#### XVIII. Insurance and Retirement

X. add: All employees working a minimum of twenty (20) hours per week shall be entitled to a medical insurance plan and a life insurance plan. HAF shall pay 100% of such medical insurance and 100% of such life insurance. There shall be a one (1) month probationary period.

#### XIX. Salary Range and Increases

We currently do not have formally established salary ranges. Based on past rates of pay, I suggest:

Mail Order Clerk: \$7.50/hr. to start, \$7.50 to \$9.00/hr. range

Salesperson: \$7.50 to \$9.00/hr. to start, \$7.50 to \$11.00/hr. range

To: HAF Board Directors

2/8/92

From: Richard Copeland

I feel that it is very important to deal with the current situation regarding ddC with the utmost integrity. There are a number of areas of concern, some of which the Board has already moved to address. However, there are some concerns that I believe are not being addressed properly, including; client medical concerns, anticipating FDA moves to curtail buyer's clubs' activities, informing our clientelle about the situation. I am writing to you to suggest specific actions to deal with each of these areas. Some of these suggestions have indeed been discussed and agreed to, but I include them to assure that they get acted upon at the Board meeting.

#### Client Medical Concerns

The FDA has suggested that we make the results of their tests available to our clients. There seems to be agreement that we should make the results available. We need to discuss how to do that.

Some people will undoubtedly be concerned about the effects that the dosage variations, both low and high, may have had on their health. I suggest that we commission another agency to assemble a panel of doctors to give an independent opinion of possible health effects.

A few people have already expressed interest in having our ddC, as preferable to not having any. One place for them to get ddC is through expanded access, but there are limitations to access through that channel which perhaps someone else is more familiar with than I. I would like to consider giving away bottles of ours, with a statement of the test results, so that clients can make up their own minds about using it.

I think that we should assess the viability of collecting samples from past batches and having them independently tested, so that clients can determine the likelihood and time period for which they may have been using undetermined potencies of ddC. If it turns out that past batches have been OK, then the medical impact of the problem is somewhat lessened, our credibility is increased and the possibility of obtaining it from the same source in the future, which may be the most efficient way to get it, is increased.

### Anticipating FDA Moves

We should talk to our lawyer. He is, however, on the Project Inform Board of Directors, so we cannot consider him impartial.

Given the chance that the FDA may use this as an opportunity to make moves on the buyer's clubs, I suggest that we rally support from various sectors now, so that we can be ready in case the FDA takes drastic actions. Act Up/Golden Gate has been contacted, through Tomas. We should also consider contacting ACT UP/SF, Carole Migden, Roberta Achtenberg, Harry Britt, Nancy Pelosi, Milton Marks, the gay Democratic clubs, as well as coordinating strategies with other AIDS organizations, such as AIDS Treatment News, etc.

~~Stop selling Clarithromycin, because it increases our vulnerability.~~

### Responding to our Clients' Needs for Information about getting ddC

#### Statement to Clients

I suggest that we follow New York's lead and give out a written statement to clients, including an explanation of the situation, the information included in our press statement, the test results, calling 2316 for updates, and the phone numbers to call to put pressure on Hoffmann-La Roche and the FDA to expedite the ddC approval process.

If it turns out that Lenny Kaplan is willing to deal with the volume of references, we could refer people to him for the time being, although there might be concerns about that. Like, can he really handle the volume and will he deal with people straightforwardly.

#### Mail Order

ddC only - I suggest that we send these orders back along with the statement to clients.

ddC plus other products - I suggest that we send the other products along with a credit slip for the amount paid for the ddC, and the statement to clients.

Requests for Information about obtaining ddC - Include the statement to clients.

#### Answering Machine

Do we want to just say that it is not available and to call 626-2316 for updates? Or do we want to explain the situation and refer to Lenny Kaplan? We could tell people to ask for the statement to clients if they are interested?

ADDITIONAL ITEMS TO DISCUSS AT THE BOARD MEETING

PERSONNEL POLICY - Now that we have three new employees, we need to have a comprehensive personnel policy. Please bring your copies of the personnel policy and my suggested changes that I sent you a few weeks ago, so that we can discuss them and approve a policy at the meeting on Tuesday. If the board is not able to address this issue on Tuesday then I will implement the proposed policy, incorporating my suggested changes, on a temporary basis, until such time as the board wishes to consider the matter further.

DNCB - We are out of stock. The folks who were supplying it in the past decided a couple months ago to stop. They have supplies already mixed that they want to pass on to us, along with the necessary know-how. Several people have volunteered to help fill the vials.

Thank you for your consideration of these matters.

Signed

Richard

# **Healing Alternatives Foundation**

## **Board Meeting - 2/11/92**

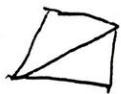
### **Agenda:**

- 1) Open discussion ddC situation (45 minutes)
- 2) Executive session (personnel matters 15 minutes)

**HAF has taken the following actions regarding ddC**

- 1) HAF will notify all clients of the test results released by the FDA concerning lot numbers 119153 & 1291125. This information will also be available on the premises.
- 2) HAF feels compelled to investigate other sources of ddC, complying with strict methods of quality control. We will either be testing ddC individually or in conjunction with other buyer's clubs. This will be in addition to the quality controls instituted by the manufacturer.

Board Mtg - 2/11/92



Assemble Lab Reports  
Corti  
2 clients

~~Other sources~~  
~~Say in S.D.?~~

Q - assay needed?

~~Client letter - this week after~~

Temp. Personal Policy - do it

✓ ~~Show message - add Cenex?~~

→? ~~Press Release New?~~

---

~~OIGA Not importable~~  
~~Call Ron Healy re his supply~~

✓ ~~OACB - if pose, we can do it now~~  
~~Ventilation~~

**MINUTES  
BOARD MEETING 12/15/92**

In attendance: Thomas Fabregas, Lewin Usilton, Enrique Asis, Richard Copeland, Richard Weinstein, Matthew Sharp, Judy Berkowitz.

The new financial report was discussed and it was thought that Robert Cavanaugh, our accountant should be available for discussion. Questions are to be addressed by Robert before the next meeting.

Audit is necessary of a non-ddC year. Lewin will look into this and will find someone with non-profit experience.

A motion to purchase a lock box to keep not more than \$400.00 for petty cash and cash register change was passed. The box key will be available to Matthew and Richard W. It will be placed in a secure place and any amount over \$400.00 will be placed in the safe.

Votes: 0-0-3

A motion was passed to expedite check signing. The new signers on the account will be Lewin, Enrique, Thomas, and Richard W. Jerry de Jong and Richard Copeland will be removed. Additions to the signature card will be Enrique Asis and Richard Weinstein.

Votes: 0-0-3

The operation Cmte. was amended to include Matthew Sharp, Richard Weinstein, and any other board member.

Votes: 0-0-3

Meeting Adjourned: 8:00 PM

Minutes taken by Lewin Usilton

Here are my agenda items for the Board meeting and the OpCom meeting of April 30, 1992.

Note that you may have different thoughts on which items are for the board and which are for the opcom. That's fine. Since the opcom will be meeting immediately prior to the board, the opcom can discuss those items deemed to be appropriate.

Board

**DISCUSSION / DECISION:**

FDA visit

## Proposal: HAF Alternative Therapies Rap / Support Group (see attached)

## Drug Procurement / Quality Control

Designate a Treasurer (required by the State of California on forms due)

## REPORTS:

## Income / Expense Report

**Payroll Report, including insurance costs (requested by Lewin)**

\$20,000 received from Tom O'Connor's estate

IRS renewed our 501(c)(3) status

#### Number and value of ddC returned

### **Operations Committee**

## Letterhead

Brochure: change text, add graphics

**Gay Pride Parade (Register to march and have a car in the parade.)**

Ship DNB out of the US? (Australia/Canada)

Raises requested: Richard Weinstein: from \$8/hr to \$8.50/hr.  
Matthew Sharp: from \$7.50/hr to \$8/hr

## RATIONALE

One of the goals at HAF is to create a comfortable and supportive atmosphere for people to share information and personal experiences about alternative therapies. We would like to see this happen more than it currently does. It seems as if people either buy products and leave, or do their own reading in the library. Most discussion goes on between clients and staff, not among clients.

One way we thought we could facilitate more discussion among people would be to bring in speakers and hold informational presentations which we would publicize in the community, i.e. an educational speakers series. This would also serve to bring new people into our office and increase the number of people who use our services. The project would be a considered a volunteer project--volunteers would find speakers, organize the presentation, and publicize the events, with guidance and assistance from Steven.

However, a couple of concerns have come up around this approach. One is that a continual speakers series is a great deal of work, and this is a volunteer project. Another concern is that it seems too much like "calling in the 'experts'" to lecture to people, as opposed to the clients talking and sharing among themselves.

## PROPOSAL

A new volunteer has suggested something that would serve our purposes better than a traditional educational series: a discussion group that would be something of a support group for people utilizing alternative therapies. This would not be an emotional support group, but rather an informational support group which would undoubtably also be a source of emotional support, as many people have to deal with a serious lack of support (or outright discouragement and hostility) from their doctors in seeking alternative treatments.

Out of discussion in the office, the following proposal has taken shape:

**What:** HAF hosts an informal, weekly discussion group. Those attending could have a say as to the format, which might focus on a particular treatment, condition or issue each week relating to alternative treatments/therapies for HIV/AIDS.

**When/Where:** These events will take place every Wednesday from 7:30pm-9:00pm in the HAF library. In order to make this possible, Richard W. is willing to keep the office open until 9:00 on Wednesdays. This would also give the public one weekday evening when they can purchase our products, which is something many members have suggested.

**Facilitation:** The group will be facilitated by volunteers, who will participate in a group facilitation training with Steven.

**Attendance:** This will be an open, drop-in group, open to anyone who is interested in alternative therapies.

**Format/Content:** The format and content of the discussions will be primarily up to the people participating in the group. Our idea at this point is to have the discussions be informal yet structured, so that the facilitator comes prepared with information (and possibly hand-outs) about the evening's topic and a plan of how to lead the discussion. However, the emphasis is on discussion among people in the group and the sharing of info. and experiences.

Once a month, the facilitator will bring in an outside speaker to make a presentation, while making sure that even here, people in the group are encouraged to participate. Also, once a month the group will begin at 7:00 so the facilitator can make a 1/2 hour introduction to HAF and the HAF library for new people.

**Publicity:** The volunteers will distribute fliers and place announcements about the group. Also, a description of the group will be included in our soon-to-be-updated brochure.

**Goals:**

1. Promote discussion and sharing of information among people interested in alternative therapies.

2. Increase HAF's projection in the community, and bring new people into our office so they will use us as a resource.
3. Develop the skills of the volunteers in such areas as group facilitation, event organizing, event publicity, and recruit new, regular volunteers from among those who attend the group.
4. Through input from the group's participants, keep up to date on the treatments people are interested in trying and the information they would like to see in the library.
5. Keep the store open one night per week, for clients who can't make it other times.

**Cost:** The only costs involved would be any publicity materials or ads, very light (and inexpensive) refreshments for the group, such as juice and a bag of pretzels, and Richard W.'s hourly pay. We could do a very soft pitch for donations each week to help cover these costs (this also seems like a perfect thing to seek formal funding for at some point). Hopefully, the costs would be covered by increased sales due to having the office open 3 additional hours each week.

5/19/92

Memo from Richard Copeland

To: All Board and Staff

Re: ~~Vacation~~ Schedule for Summer

Following are the approximate times of vacations that I would like to take in the next few months. Please note that the Board and Staff have been notified of these plans previously. I was notified of the acceptance of the poster for AIDS VIII on May 6.

Board: Please consider these requests ASAP, so that I may make travel arrangements ASAP.

Staff: Please let me know ASAP if you have plans to be away from work at the same times, so that we can attempt to make arrangements to accommodate everyone.

**May 30 through June 6**, Saturday through Saturday: for the Fifth Annual AIDS Medicine & Miracles Conference in Boulder, CO.

**July 2 & 3**, Thursday & Friday: for Diamonds in the Desert, the annual convention of the IAGSDC (International Association of Gay Square Dance Clubs.)

**Probable - Two or three weeks off sometime between July 7 and August 8.** This is focused around July 21 to 26, Tuesday through Saturday, for the VIII International AIDS Conference in Amsterdam. David Baker and I have been accepted for a poster presentation. We hope to take an extra week or two to tour Europe. I realize all this means I may be gone for 4 weeks, most or all of which would be in July. With our three new employees, and our bookkeeper about to take over accounts receivable and payable, I think this is feasible. I would of course make arrangements for all necessary work to get done on time.

In addition I will take off **one day between June 19 and 27** for the Gay and Lesbian International Film Festival as a "Mental Health Day."

If you have any comments, questions or suggestions, please let me know.

Thanks,

Board Mtg

6/24/92

Recruitment

OK ✓ Coll CSA re: Sales Tax underpayment  
is 60 days reasonable

Done ✓ Coll WMA re specific costs & yields  
+ coll T dues

Q

~~10% discount on 10 or more vials~~

1 sale of 100 vials to  
patient groups

New Q Procedures & give  
to all Q purchasers

For August Write down export needs +  
stocks - in list

Tomas, Jerry, Ann, [REDACTED]

## 522 PH Board Meeting FIAF

① Recruitment - Enrique . see attach A

② Investment

③ Process

① We will invite Cenrique to next board meeting  
for interview WED 29 July PM

② Tomas as board member SF AIDS Foundation  
has spoken to treasurer of SF who has  
funds in Merrill Lynch @ 8% & Fund is  
largely treasury bills - perception good yield, little  
risk.

A - Tomas spoke to ML re 150,000 invested  
+ fee up front / not liquid.

B - ML suggested Peggy Parker & AID Forms  
Rich Haider of AID Board will explore mechanism  
of process - (total liquidity, no fee, good  
return)

Rich - working assets has new interest rates  
earliest = 8% approx -

Richard doesn't feel comfortable w/ funds in  
another account (SF AID) influence, repayment?  
Tomas attempts to allay Richard's fears

Motion - Richard will pursue investigation  
working assets & if they offer term comparable to  
Tomas plan & SF AID we can go to them &  
not use wif ASAP institute process w/ Richard  
& SF AID / ML. 0-0-3

- A Richard's announcement - % of net 22.9 is  
high for non profit (via CPA)  
B \$2000 diff underpayment Sales CFA advises  
waiting till 1990 is best

③ Noeen for obtaining & price has  
been lowered to reflect our standards  
Membership

Motion Bulk orders for 100+ vials will  
be made available to those groups  
using large doses @ a cost of per  
cost + \$6 = .003

Our usual standards & requirements (Dis.  
approval will continue to be maintained  
System should be simplified i.e.  
one person makes purchase with list  
of clients to receive product

2697  
2240

ATT A

\*\*\*\*\*  
10/16/92

Hi Folks,

Here's my agenda for Tuesday.

### **Operations Committee**

#### Decision Items

- More Research* ✓ 1) Request from ACT UP/Golden Gate to be their sponsor for selling at Under One Roof. (Attached) *NO*
- No* ✓ 2) Is it OK for us to send DNBC to Canada?
- 3) I think it is time for us reevaluate our policy about receiving drugs at HAF for the purpose of giving them away. We originally had stopped the practice temporarily while the heat was on from the FDA. If we decide not to change our policy, Tara Shannon with ACT UP has volunteered to be a channel for drugs that are dropped off at HAF.
- No* ✓ 4) Do we want to join Health Access?

#### Report Items

- ✓ 1) Our supplier dropped the price of Q to \$12/vial, in regards for the needs of users.

### **Board**

#### Decision Items

- ✓ 1) Personnel changes  
Report submitted to Board by Richard C. after last Board meeting  
Report from Richard W. and Matthew, to be submitted  
Report on meetings with Board, Staff and Volunteers (Attached)  
Randy, a volunteer, may want to address the Board

#### Report Items

- ✓ 1) Financials (Attached)

#### Simple Requests *389-62-71/P&JDS*

- ✓ 1) I need the Board member's social security numbers for our accountant.  
✓ 2) I need a second signature on a Merrill Lynch form.

I hope to see you all there,

Signed,

*Richard*

Hi Folks, Here are my agenda items for the upcoming board meeting:

## REPORTS

- Tom O'Connor's Book  
Spanish language version - It turns out that the rights are owned by Ahmed Gonzalez-Nunez and Tom's father, not by Tom's estate, so they will not be given to us.
- Updating - The executors would like to see it updated.
- Distributing the remaining books - There are 62 cases of 28 books each that will be sent, from the warehouse, to various AIDS service organizations around the U.S. If you know of any organizations that would like to receive a case or two, give a written list to Richard C. The estate will donate the books and the amount of shipping costs to us, so that we can pay the shipping bill and then claim the value of the books as a donation to other organizations.

- Merrill Lynch  
Funds will be transferred the week of 9/14 from the Working Assets fund to the new Merrill Lynch account. Account information and procedures are available for review.  
Signers will need to sign a letter to Merrill Lynch.
- Financial information will be available and up to date.

## OTHER

- I need Enrique's address, phone number and fax number.
- There are a couple other items I would like to discuss.  
*Adam, COA*

## DATES / EVENTS

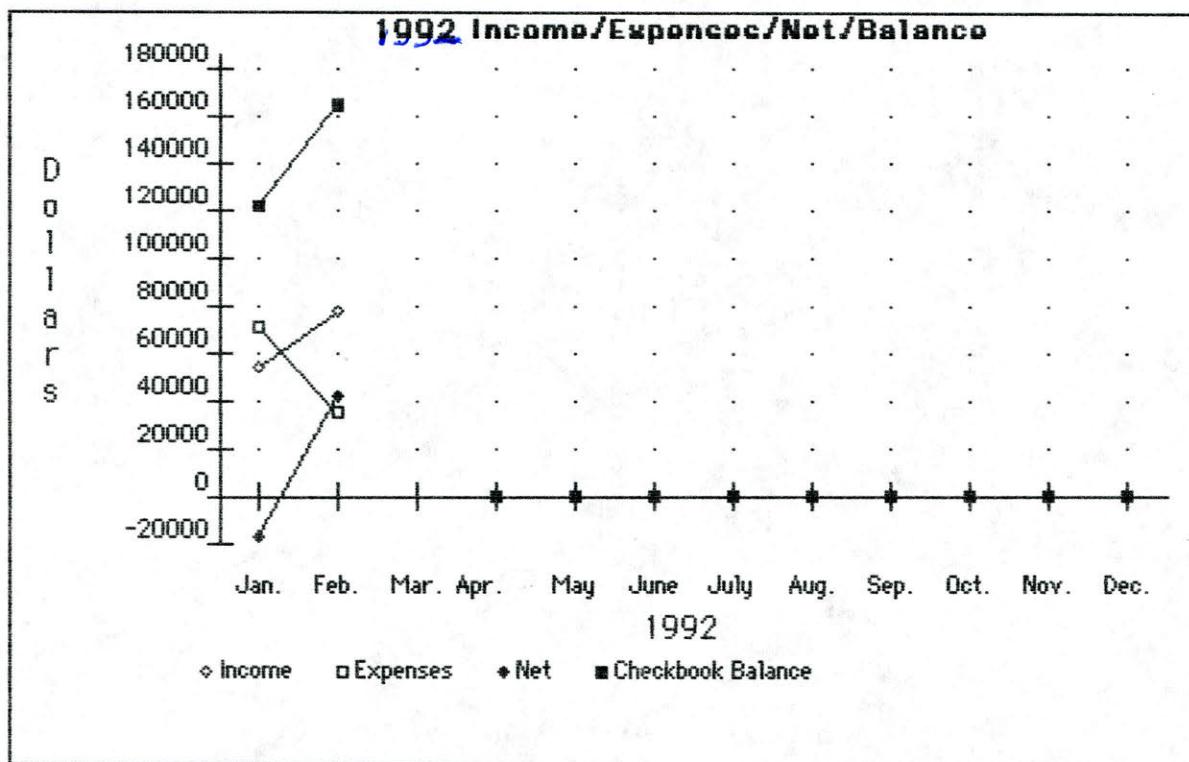
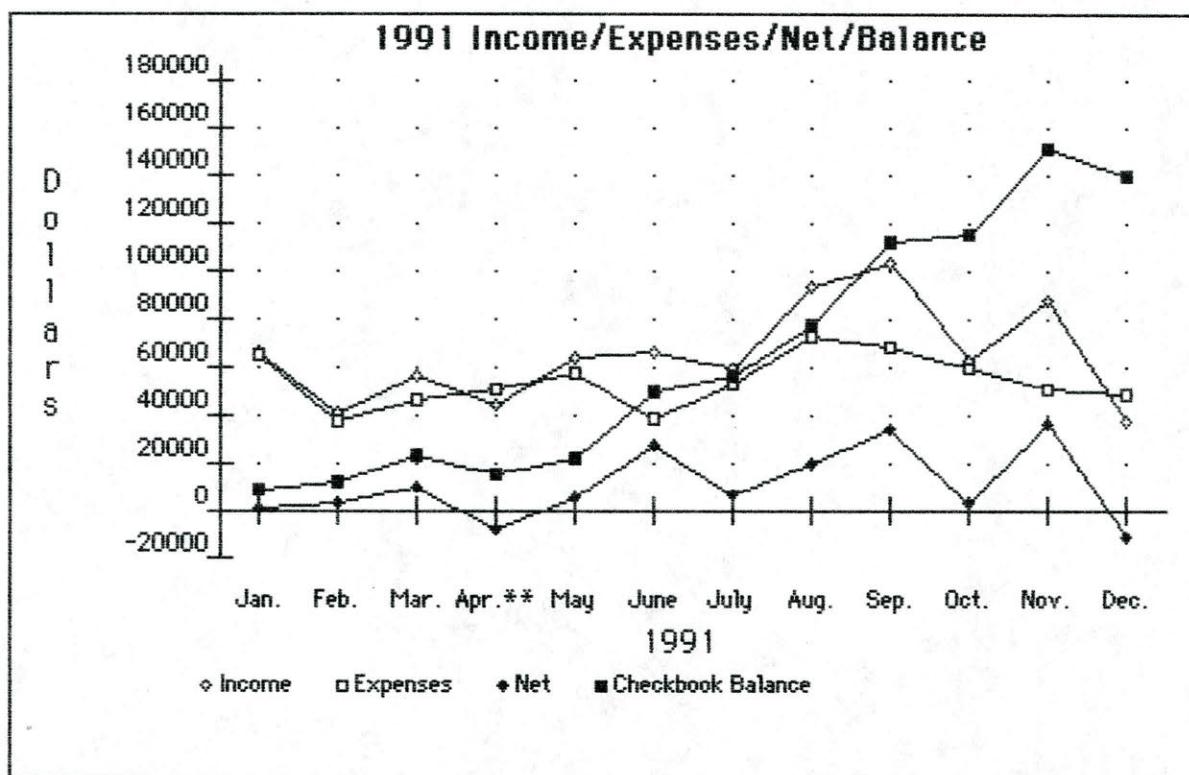
- A picnic in memory of Tom O'Connor will be held on Saturday, September 19 at 11 am at 25th and Lincoln in GG Park. A ritual will happen.
- William, one of our volunteers, will have a slide show of his recent trip to India on Sunday, Sept. 27 at 2pm in the Quan Yin class room. You're all invited.
- As discussed at the last board meeting, meetings to discuss HAF's personnel needs, in the wake of Steven's departure, will be held. Tentative dates are Saturday, September 19 at 10 am (this date may be changed due to the conflict with the Tom O. picnic), or Thursday, September 24 at 6pm. Depending on when folks can come, we may have only one meeting or both. All board, staff and volunteers are invited.

I look forward to seeing you all,

Signed,

*Richard C.*

Date change



## Income / Expense Report - 1990 and 1991, To Date

|    | A  | B          | C         | D             | E                | F              | G              |
|----|--|------------|-----------|---------------|------------------|----------------|----------------|
| 1  | 1990   | Jan.       | Feb.      | Mar.*         | Apr.             | May            | June           |
| 2  |  |            |           |               |                  |                |                |
| 3  | Beginning Balance  | 1,361.74   |           |               |                  |                |                |
| 4  | Income   | 17,937.19  | 15,024.88 | 20,012.29     | 17,816.13        | 11,708.70      | 21,483.91      |
| 5  | Expenses   | 18,914.91  | 15,093.48 | 19,300.38     | 15,630.98        | 15,689.39      | 21,930.55      |
| 6  | Net  | -977.72    | -68.60    | 711.91        | 2,185.15         | -3,980.69      | -446.64        |
| 7  | Checkbook Balance  | 384.02     | 315.42    | 1,027.33      | 3,212.48         | -768.21        | -1,214.85      |
| 8  |  |            |           |               |                  |                |                |
| 9  | Totals - 1990  |            |           | Averages      | Avg.-1990        | Avg. Jan.-June | Avg. July-Dec. |
| 10 | Total Income   | 251,319.18 |           | Avg. Mo. Inc. | 20,943.27        | 17,330.52      | 24,556.01      |
| 11 | Total Expenses   | 244,653.00 |           | Avg. Mo. Exp. | 20,387.75        | 17,759.95      | 69,046.66      |
| 12 | Net  | 6,666.18   |           | Avg. Mo. Net  | 555.52           | -429.43        | -44,490.64     |
| 13 |  |            |           |               |                  |                |                |
| 14 |  |            |           |               |                  |                |                |
| 15 | 1991   | Jan.       | Feb.      | Mar.          | Apr.**           | May            | June           |
| 16 |  |            |           |               |                  |                |                |
| 17 | Income   | 66,832.70  | 40,796.31 | 56,902.75     | 44,268.40        | 64,091.77      | 66,870.08      |
| 18 | Expenses   | 65,693.93  | 37,250.93 | 46,458.34     | 51,524.49        | 57,988.08      | 38,675.01      |
| 19 | Net  | 1,138.77   | 3,545.38  | 10,444.41     | -7,256.09        | 6,103.69       | 28,195.07      |
| 20 | Checkbook Balance  | 9,166.69   | 12,712.07 | 23,156.48     | 15,900.39        | 22,004.08      | 50,199.15      |
| 21 |  |            |           |               |                  |                |                |
| 22 | Totals - 1991 to date                                    |            |           | Averages      | Avg. to date-'91 | Avg. Jan.-June | Avg. July-Dec. |
| 23 | Total Income   | 785,345.74 |           | Avg. Mo. Inc. | 65,445.48        | 56,627.00      | 74,263.96      |
| 24 | Total Expenses   | 653,566.64 |           | Avg. Mo. Exp. | 54,463.89        | 49,598.46      | 59,329.31      |
| 25 | Net  | 131,779.10 |           | Avg. Mo. Net  | 10,981.59        | 7,028.54       | 14,934.65      |
| 26 |  |            |           |               |                  |                |                |
| 27 | * Figures for March '90 INCOME and NET                   |            |           |               |                  |                |                |
| 28 | include the \$5000 transferred from savings in March '90 |            |           |               |                  |                |                |
| 29 | ** Figures for April '91 EXPENSES and NET                |            |           |               |                  |                |                |
| 30 | include the \$5000 transferred to savings in April '91.  |            |           |               |                  |                |                |
| 31 |  |            |           |               |                  |                |                |
| 32 |  |            |           |               |                  |                |                |
| 33 |  |            |           |               |                  |                |                |
| 34 |  |            |           |               |                  |                |                |
| 35 |  |            |           |               |                  |                |                |

## Income / Expense Report - 1990 and 1991, To Date

|    | H         | I         | J          | K          | L          | M          |
|----|-----------|-----------|------------|------------|------------|------------|
| 1  | July      | Aug.      | Sep.       | Oct.       | Nov.       | Dec.       |
| 2  |           |           |            |            |            |            |
| 3  |           |           |            |            |            |            |
| 4  | 18,494.01 | 24,639.78 | 23,605.08  | 22,982.98  | 39,989.60  | 17,624.63  |
| 5  | 18,538.55 | 20,251.48 | 24,696.89  | 24,633.58  | 32,880.94  | 17,091.87  |
| 6  | -44.54    | 4,388.30  | -1,091.81  | -1,650.60  | 7,108.66   | 532.76     |
| 7  | -1,259.39 | 3,128.91  | 2,037.10   | 386.50     | 7,495.16   | 8,027.92   |
| 8  |           |           |            |            |            |            |
| 9  |           |           |            |            |            |            |
| 10 |           |           |            |            |            |            |
| 11 |           |           |            |            |            |            |
| 12 |           |           |            |            |            |            |
| 13 |           |           |            |            |            |            |
| 14 |           |           |            |            |            |            |
| 15 | July      | Aug.      | Sep.       | Oct.       | Nov.       | Dec.       |
| 16 |           |           |            |            |            |            |
| 17 | 60,309.74 | 93,519.66 | 103,319.42 | 63,438.38  | 87,626.56  | 37,369.97  |
| 18 | 53,406.48 | 73,336.71 | 68,746.02  | 60,191.19  | 51,498.20  | 48,807.26  |
| 19 | 6,903.26  | 20,182.95 | 34,573.40  | 3,247.19   | 36,138.36  | -11,437.29 |
| 20 | 57,102.41 | 77,285.36 | 111,858.76 | 115,105.95 | 151,244.31 | 139,807.02 |
| 21 |           |           |            |            |            |            |
| 22 |           |           |            |            |            |            |
| 23 |           |           |            |            |            |            |
| 24 |           |           |            |            |            |            |
| 25 |           |           |            |            |            |            |
| 26 |           |           |            |            |            |            |
| 27 |           |           |            |            |            |            |
| 28 |           |           |            |            |            |            |
| 29 |           |           |            |            |            |            |
| 30 |           |           |            |            |            |            |
| 31 |           |           |            |            |            |            |
| 32 |           |           |            |            |            |            |
| 33 |           |           |            |            |            |            |
| 34 |           |           |            |            |            |            |
| 35 |           |           |            |            |            |            |

Income / Expense Report - ~~1990 and 1991~~, To Date

1992

|    | A                     | B          | C          | D            | E                  | F              | G              |
|----|-----------------------|------------|------------|--------------|--------------------|----------------|----------------|
| 36 | 1992                  | Jan.       | Feb.       | Mar.         | Apr.**             | May            | June           |
| 37 |                       |            |            |              |                    |                |                |
| 38 | Income                | 54,295.82  | 77,432.54  |              |                    |                |                |
| 39 | Expenses              | 71,397.67  | 35,553.17  |              |                    |                |                |
| 40 | Net                   | -17,101.85 | 41,879.37  | 0.00         | 0.00               | 0.00           | 0.00           |
| 41 | Checkbook Balance     | 122,705.17 | 164,584.54 | 0.00         | 0.00               | 0.00           | 0.00           |
| 42 |                       |            |            |              |                    |                |                |
| 43 | Totals - 1992 to date |            |            | Averages     | Avg. to date - '91 | Avg. Jan.-June | Avg. July-Dec. |
| 44 | Total Income          | 131,728.36 |            | Avg. Mo. Inc | 65,864.18          | 65,864.18      | 0.00           |
| 45 | Total Expenses        | 106,950.84 |            | Avg. Mo. Exp | 53,475.42          | 53,475.42      | 0.00           |
| 46 | Net                   | 24,777.52  |            | Avg. Mo. Net | 12,388.76          | 12,388.76      | 0.00           |

12/12/92

**Recommendations and Agenda Items for OpCom and Board  
for the Board Meeting of Tuesday, 12/15  
from Richard Copeland**

**Recommendations**

I strongly recommend the following:

- that Matthew be given a raise immediately. The duties that he is performing are worth much more than \$8.50/hr. And relative to Richard and Judy, it is low. If we had hired a new person for the same duties, the starting wage would probably be higher than that. I suggest a raise to at least \$9.25/hr.
- that Judy be hired on staff. We can all attest to the great improvements she has made in the library. Clients often tell us how helpful her work is. If we hired her as of the beginning of the next pay period, it would probably simplify our payroll taxes for 1993 - we wouldn't have to keep track of her both as an independent contractor and (if we hired her on staff at a later date) as an employee.
- HAF adopt new procedures for reviewing and carrying new products (other than drugs). Currently there are two people (Richard W. and Lewin) working together on this. If they disagree, then new products tend to be nixed. I suggest that we have three people on a committee that meets regularly and decides by vote. The third person could be Matthew or a knowledgeable volunteer, like Buz or William.
- product discounts be extended to ex-board members & long time volunteers who meet certain criteria. Perhaps service of more than one year, in both cases, could be the criteria. Right now this would mostly affect only one person, who has specifically asked to get a discount - Tony Bardo, ex-board member of long standing.

OK

## Op Com

- ✓ • Regarding the safe. Two distinct keys are required to open it. One key is kept hidden in the office. There is only one copy of it. Richard W., Lewin and Ilene know where it is. There are two copies of the other key. Currently Richard W. and Lewin keep them at all times. I recommend that Lewin's key go to Matthew.
- ✓ • I have made myself available for consultation after my departure. There is at least one item which I am scheduled to help out with - the quarterly taxes in January. I would like to get paid with free product, which could be rung up through the cash register as usual, with a 99% discount. Richard W. and I could keep track of the balance due.

## Agenda

- ✓ • As it turns out, the cash register will not keep track of separate In-Store and Mail Order purchase totals. Matthew will tabulate the Mail Order totals monthly, starting with December.
  - ✓ • With my departure, we need to designate new check signers. Richard W. and Matthew would both like to be signers. The forms will be at the board meeting for signing.
  - ✓ • Also with my departure, we need to decide who is going to be on the Operations Committee. I suggest Richard W. and Matthew both be on it, with one board member.
  - ✓ • I am sending the October Income/Expense reports and Balance Sheets. The November ones are not available because Ilene has been training with me. Her goal is to have the previous month's reports done by the 15th of the next month. Also, the Income/Expense reports and Balance Sheets for January through September, 1992, will be distributed at the board meeting.
- house  
check  
Z-out  
w/CDU

Location: 1748 Market Street, San Francisco, CA 94102

Present: Tom O'Conner, *President*; Barry Freehill, *Vice President*; Lewin Usilton, *Secretary*; Richard Copeland, *Staff*; Joe Drake, *Staff*; Bart Casimir, *Board Member*; Jerry De Jong, *Board Member*; Tomás Fábregas, *Board Member*.

A. **DRUGS BEING CONSIDERED AND/OR SOLD BY HAF:**

4/16/91 - A request has been received by HAF to ship DDC to Australia. Barry Hill will check for possible problems at customs, etc. Question raised as to whether interstate sales should be made by HAF at all.

Barry Freehill

B. **BOARD ELECTIONS:**

4/16/91 - Motion by Tom O'Connor to accept Jerry De Jong onto the Board as member. Passed.

Motion by Tom O'Connor for removal of Jim Palazzolo as Board member with the understanding that he may be considered for reinstatement at a later date. Passed.

Motion by Lewin Usilton to confirm Tom O'Connor as President. Passed.

None.

C. **PERSONNEL:**

4/16/91 - Joe Drake is finding it difficult to keep up with expanded sales (double overall sales with an exceptional increase in ddc sales) and has requested that the Board ok hiring of a part-time assistant to get out the mail orders without interruption. Supported in this request by Richard Copeland.

Motion made by Tom O'Connor to hire temporary/ permanent employee, primarily for mail order, but with training for register, phones, in-store sales, etc. Pay about \$7.50/hr., approx. 16 hours a week. Passed.

OK'd for Staff to stay over 40 hours and receive overtime pay during an emergency.

- D. 4/16/91 - Suggestion for Operations Committee to meet once a month, before Board Meeting. No decision. Richard Copeland
- E. **ACCOUNTANT/BOOKKEEPER:** - An Accountant is needed to do 990's. Suggestion given to find a bookkeeper to work with us on an ongoing basis. Discussed necessity for a review. Check out enrolled agents. Richard Copeland  
Lewin Usilton
- F. **CHECK SIGNATURES:**  
4/16/91 - The following names were submitted and ok'd as authorized signatures for checks. Security Pacific Bank will also be authorized to honor the verbal communication of these persons to transfer funds on the wire transfer resolution to Noriko Saji in Japan. Passed  
Richard Copeland  
Bartholomew T. Casimir  
Lewin H. Usilton  
Tomás Fábregas  
Barry Freehill  
Thomas E. O'Connor List
- G. 4/16/91 - Request made anonymously for making of charitable contribution by HAF as fiscal recipients to send someone to Florence for research purposes. No consensus. Referred to PWA Coalition. Bart Casimir
- H. **RESERVE FUND:**  
Tomás Fábregas made a motion to add \$5,000 to reserve fund from the checking account and to designate \$25,000 as reserve amount. Passed by consensus. None.
- I. New keys were passed out.

**MARCH 1991 INCOME/EXPENSE REPORT:**

Income: \$56,902.75  
Expenses: 46,458.34  
Net: 10,444.41

Next Meeting: Tuesday, May 21, 1991. 7:00 pm.

End of Minutes.

**HEALING ALTERNATIVES**  
**STATEMENT OF INCOME AND EXPENSES**  
**FOR THE PERIOD(S)**

|   | 01/01/92 - 01/31/92 | 01/01/92 - 10/31/92 |                   |              |
|---|---------------------|---------------------|-------------------|--------------|
|   | ACTUAL \$           | Pct %               | ACTUAL \$         | Pct %        |
| <hr/>   |                     |                     |                   |              |
| <b>STORE REVENUE:</b>                         |                     |                     |                   |              |
| Sales   | \$ 73,821.73        | 100.4%              | \$ 292,459.28     | 104.6%       |
| Refunds                                       | ( 183.22)           | ( 0.2)              | ( 11,817.26)      | ( 4.2)       |
| Sales Discounts                               | ( 138.05)           | ( 0.2)              | ( 1,084.38)       | ( 0.4)       |
| Coupons                                       | ( 5.00)             | ( 0.0)              | ( 40.00)          | ( 0.0)       |
| Over/Short                                    | ( 674.69)           | ( 0.9)              | 338.26            | 0.1          |
| <b>TOTAL STORE REVENUE</b>                    | <b>72,820.77</b>    | <b>99.1</b>         | <b>279,855.90</b> | <b>100.1</b> |
| <hr/>   |                     |                     |                   |              |
| <b>COST OF GOODS SOLD:</b>                    |                     |                     |                   |              |
| Purchases                                     | 20,924.55           | 28.5                | 196,918.71        | 70.4         |
| <b>TOTAL COST OF GOODS SOLD</b>               | <b>20,924.55</b>    | <b>28.5</b>         | <b>196,918.71</b> | <b>70.4</b>  |
| <b>NET REVENUE FROM STORE</b>                 | <b>51,896.22</b>    | <b>70.6</b>         | <b>82,937.19</b>  | <b>29.7</b>  |
| <hr/>   |                     |                     |                   |              |
| <b>OTHER REVENUE:</b>                         |                     |                     |                   |              |
| Donations                                     | 4,849.41            | 6.6                 | 41,638.85         | 14.9         |
| Interest Income                               | 0.00                | 0.0                 | 2,353.68          | 0.8          |
| <b>TOTAL OTHER REVENUE</b>                    | <b>4,849.41</b>     | <b>6.6</b>          | <b>43,992.53</b>  | <b>15.7</b>  |
| <b>TOTAL REVENUE</b>                          | <b>56,745.63</b>    | <b>77.2</b>         | <b>126,929.72</b> | <b>45.4</b>  |
| <hr/>   |                     |                     |                   |              |
| <b>GENERAL &amp; ADMINISTRATIVE EXPENSES:</b> |                     |                     |                   |              |
| Advertising / Outreach                        | 0.00                | 0.0                 | 417.00            | 0.1          |
| Bank Charges                                  | 0.00                | 0.0                 | 196.33            | 0.1          |
| Conferences Attended                          | 0.00                | 0.0                 | 164.45            | 0.1          |
| Client Subsidy                                | 106.20              | 0.1                 | 944.89            | 0.3          |
| Contributions - Charitable                    | 0.00                | 0.0                 | 25.00             | 0.0          |
| Copy Costs - G&A                              | 1,029.81            | 1.4                 | 3,616.40          | 1.3          |
| Dues & Filing Fees                            | 0.00                | 0.0                 | 5.00              | 0.0          |
| Employee Benefits - G&A                       | 301.68              | 0.4                 | 4,709.63          | 1.7          |
| Insurance - Business & Liab.                  | 0.00                | 0.0                 | 799.00            | 0.3          |
| Library Costs - Main                          | 108.38              | 0.1                 | 1,425.77          | 0.5          |
| Maintenance - G&A                             | 40.00               | 0.1                 | 40.00             | 0.0          |
| Miscellaneous Expense - G&A                   | 31.50               | 0.0                 | 504.77            | 0.2          |
| Payroll Taxes - G&A                           | 1,547.66            | 2.1                 | 5,942.30          | 2.1          |
| Postage - G&A                                 | 0.00                | 0.0                 | 3,357.12          | 1.2          |
| Professional Services - G&A                   | 210.00              | 0.3                 | 15,276.85         | 5.5          |
| Rent - G&A                                    | 1,415.00            | 1.9                 | 15,950.00         | 5.7          |
| Salaries - G&A                                | 2,681.30            | 3.6                 | 45,399.69         | 16.2         |
| Shipping                                      | 615.47              | 0.8                 | 4,105.69          | 1.5          |
| Supplies - G&A                                | 293.41              | 0.4                 | 4,184.96          | 1.5          |

HEALING ALTERNATIVES  
STATEMENT OF INCOME AND EXPENSES  
FOR THE PERIOD(S)

|                                  | 01/01/92 - 01/31/92 |          | 01/01/92 - 10/31/92 |          |
|----------------------------------|---------------------|----------|---------------------|----------|
|                                  | ACTUAL \$           | Pct %    | ACTUAL \$           | Pct %    |
| Tax Expense                      | 0.00                | 0.0%     | \$ 25.00            | 0.0%     |
| Telephone - G&A                  | 24.27               | 0.0      | 1,830.36            | 0.7      |
| Travel & Entertainment           | 826.81              | 1.1      | 1,026.81            | 0.4      |
| Workers Compensation - G&A       | ( 81.24)            | ( 0.1)   | 2,211.73            | 0.8      |
| Temporary distrib.               | 0.00                | 0.0      | 162.27              | 0.1      |
| <br>TOTAL GENERAL & ADMINISTRATI | <br>9,150.25        | <br>12.5 | <br>112,321.02      | <br>40.2 |
| <br>REVENUE AFTER EXPENSES       | <br>47,595.38       | <br>64.8 | <br>14,608.70       | <br>5.2  |

HEALING ALTERNATIVES  
BALANCE SHEET  
JANUARY 31, 1992

ASSETS

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CURRENT ASSETS:

|                            |               |
|----------------------------|---------------|
| Cash Register              | \$ 19.45      |
| Checking - Main Account    | 169,408.21    |
| Petty Cash                 | 439.14        |
| Subsidy Fund               | ( 75.83)      |
| Safe Cash                  | 200.00        |
| Savings - Security Pacific | 31,630.90     |
| Savings - Healing Arts     | 383.91        |
| Customer Receivables       | ( 522.65)     |
| AIDS Emergency Fund - Rec. | 271.61        |
| Catholic Charities - Rec.  | 159.45        |
| Miscellaneous Rec.         | 1,120.00      |
| Product Inventory          | 34,003.39     |
| TOTAL CURRENT ASSETS       | \$ 237,037.58 |

OTHER ASSETS:

|                                |               |
|--------------------------------|---------------|
| Furniture Fixtures & Equipment | \$ 11,118.00  |
| Accum Depreciation - FF&E      | ( 10,068.00)  |
| Deposits                       | 4,261.00      |
| TOTAL OTHER ASSETS             | \$ 5,311.00   |
| TOTAL ASSETS                   | \$ 242,348.58 |
|                                | =====         |

HEALING ALTERNATIVES  
BALANCE SHEET  
OCTOBER 31, 1992

ASSETS

-----

CURRENT ASSETS:

|                               |               |
|-------------------------------|---------------|
| Cash Register                 | \$ 405.40     |
| Checking - Main Account       | ( 1,696.92)   |
| Petty Cash                    | 1,239.14      |
| Subsidy Fund                  | ( 797.11)     |
| Safe Cash                     | 200.00        |
| Savings - Merrill Lynch       | 151,854.33    |
| Customer Receivables          | 828.49        |
| AIDS Emergency Fund - Rec.    | 109.22        |
| Catholic Charities - Rec.     | ( 37.42)      |
| Miscellaneous Rec.            | 691.92        |
| Loan to Center For Aids Svcs. | 20,000.00     |
| Product Inventory             | 34,003.39     |
| TOTAL CURRENT ASSETS          | \$ 206,800.44 |

OTHER ASSETS:

|                                |               |
|--------------------------------|---------------|
| Furniture Fixtures & Equipment | \$ 14,863.40  |
| Accum Depreciation - FF&E      | ( 10,068.00)  |
| Deposits                       | 4,261.00      |
| TOTAL OTHER ASSETS             | \$ 9,056.40   |
| TOTAL ASSETS                   | \$ 215,856.84 |
|                                | =====         |