

Date: April 19, 1995
To: Black Outreach Project
Advisory Board
From: Deena
Re: Board Development

Hi everyone! I am writing this memo to explain the accompanying package. You will find in this package a copy of all of the minutes since phase II of the Project, a list of Advisory Board members, general information on the Project, some ideas for board development, and a copy of the agenda for next meeting. I am doing this to balance the knowledge of Advisory Board members on the work of the Project over the last year. We have some relatively new members, as well as some folks who have been with the Project for years. I am hoping this will help in the further orientation of new members and to refresh the memories of those who have been involved for awhile. Please take a moment to review the information and to think about anything you might want to do to further develop our Board. If you have any questions don't hesitate to call me, and I will be looking forward to seeing all of you next meeting.

NEXT MEETING

MAY 2, 1995 5:30 P.M.
AIDS COALITION OF NOVA SCOTIA

**BLACK OUTREACH PROJECT
ADVISORY BOARD**

Lorne Izzard

Kim Bernard

Sherry Bernard

Joan Jones

Marsha Gannon

Jude Clyde

Craig Cromwell

Brian Walker

Chris Bundy

Patricia Jones

Clayton Langford

**Robert Allan / Joanne Martell
(Administrative Coordinator of organization)**

Wilson Hodder (Chair of organization)

Transmission and Prevention

There are four main ways a person can become HIV infected.

1. Unprotected Sex

Whether you are having vaginal, anal, or oral sex you must protect yourself with a latex condom with water-based lubricant or a dental dam.

**AVAILABLE AT BLACK
OUTREACH PROJECT**

2. Sharing needles

Not sharing needles is the best protection, but if you decide to, you must rinse the needle in bleach, then water.

**AVAILABLE AT MAINLINE
NEEDLE EXCHANGE**

3. Mother to Child

An infected mother can pass HIV to her child though it is not certain whether this happens in the womb or during birth. It can be passed through breast milk.

**FOR FURTHER INFORMATION
CONTACT BLACK OUTREACH
PROJECT**

4. Blood Transfusions

In the past, many people have been known to become infected with HIV through blood transfusions. Since November 1985, the Red Cross monitors and tests blood for the Human Immunodeficiency Virus.


**FOR FURTHER INFORMATION
CONTACT THE RED CROSS**


Black Outreach Project


The Black Outreach Project has existed since 1991 and is sponsored by the Nova Scotia Persons with AIDS Coalition. The mandate of the Project is to provide culturally sensitive information, education, and support services to the Black communities of Nova Scotia. The Black Outreach Project strives to raise the awareness of AIDS through community programming and consultation.




We offer several different services provincially. These services include:

 HIV/AIDS educational workshops, presentations and displays;

 training sessions and materials for those interested in doing AIDS education;

 emotional and practical support for those persons and families who are infected and affected by HIV/AIDS;

 and utilising resources and services of such as:

homecare, legal, financial, counselling, political, religious, culturally sensitive materials and information.

For Further Information Please

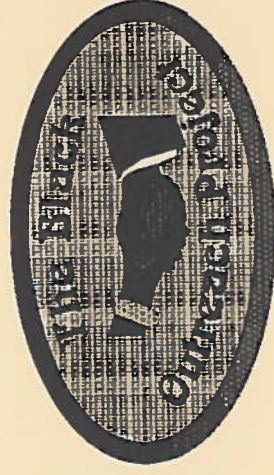
Contact:

Black Outreach Project
5675 Spring Garden Road,
Suite #300
Halifax, Nova Scotia
B3J-1H1

Tel: 429-7922 Fax: 422-6200

The Black Outreach Project

Dealing with HIV/AIDS in the Black Community of Nova Scotia



*A Community Response
To AIDS*

IDEAS ON BOARD DEVELOPMENT

The following are some ideas on Board Development. These ideas have come from brainstorming, and talking to persons who have sat on boards. Some of it may or may not be applicable to our board, **however they are just ideas to get us thinking about board development.**

A) Some responsibilities of a board:

Shared responsibility and rotating responsibility Re: Different Projects

Public Relations: confirming the Boards existence and identity throughout community.

Responsible for community awareness of the mission of the project.

Representing the project within the community, with fund-raisers and other potential agencies who may be able to serve the projects best interests.

External relations. i.e. advocacy work

Monitoring government policy and legislation which may have impact on the Project and or community.

Reporting to the community information regarding programs and services that Project can offer.

Educating the community re Project

Keeping track of financial position of Project

Assisting the coordinator with direction of Project

Setting up active committees

B) Some ideas re structure:

Size: Formula: Number of committees "X" the number of persons on each committee Plus at least three more members plus the coordinator and executive director as well there may also be members on the board who do not wish to sit on any committees, however they can offer political or financial influence.

The board and each committee could have a chairperson or even a rotating chairperson.

Ideas re meeting

Frequency: at least monthly

I stole this from the Women and AIDS Project who has a working board instead of an Advisory Board. Please adapt what you are reading to our board.

full attendance must be encouraged and emphasized as a board members responsibility and commitment.

a set agenda each meeting

minute taking, disbursement of minutes and retention

a yearly self evaluation of board accomplishments

C) Purpose of meetings:

Review activities of coordinator and committees

outline previous period of activity

speak of any financial matters

brainstorm for ideas on upcoming activities

at end of session review agenda and suggest standing items.

D) Committees:

Each committee - a chairperson.

recommended size - 3 persons

each meeting a very brief written indication of activity and a more elaborate description of committee's activities. i.e. advocacy, public relations activity, positive womens committee activity and educational activity.

E) Recruitment:

emphasis on careful recruitment "finding like-minded people" who will share the Project's interest. Persons representative of Project and vision

Some ways of recruitment:

Identify and solicit individuals whose skills and commitments match the Projects needs.

Seek diverse backgrounds and varying perspectives.

Try to make board representative of overall community.

Invite active and committed members of the community to sit

on Board.

Personal contact with women from other community organizations

A press release or notice in newspaper

Announcing membership requests at advocacy or public

relations presentations

Notices circulated to community organizations and Agencies of

choice.

Recruitment measures can be based on persons possible link to the Project or what that person could offer the project.

F) Possible ways and means to keep members:

Have board as user-directed as possible.

Active integration and orientation for new members

Each meeting presenting a new bit of information and discussion re: a recent interesting article, concept or activity etc., even a short film or speaker. re women's issues

Thorough orientation to Project for new members

Quarterly development days, incorporating interesting and less pressure issues.

annual lunchcon or potluck for members

a yearly friend and family group event

at least one fund-raiser per year in which all members participate in. e.g. Trudy's pins.

Develop specific committee descriptions and certain job descriptions for prospective members. A small report or manual re project: i.e. orientation: manual could include history and mission of project, coordinator job description and committee descriptions; committee members; any annual report and financial statement.

Affirmation baskets. Each meeting members put their name in a hat, and at the end of meeting, the name is drawn out. A small acknowledgment of appreciation is given.

* Keep communication open, i.e. reports, minutes, and activities.
of course

G) Possibilities: re avenues of recruitment.

Volunteers interested in ^{Black Outreach} women's project

Friends and acquaintances who may have interest in project.

Some organizations which might be useful:

Stepping Stone, Avalon, Mainline, Adsum House, Breakthrough Co-Op Ltd., Bryony House, M. Brownlow-IWK, Coverdale, E Frye Soc., Family SOS, Recreation Support Services, Halifax Metro Welfare Rights Organization, Hospice Programs, North End Community Health Centre, Human Rights, Phoenix House, Bethany Home, SSAV, Ywca, Women's Employment Outreach, Council re status of Women, Self Help Connection, Veith House.

I kind of like those ones I've circled, let me know what you think!

**BLACK OUTREACH PROJECT
ADVISORY BOARD MEETING AGENDA
MAY 2, 1995**

1. Call to Order
2. Changes to Minutes
3. Organization Board Report (Sherry Bernard)
4. Steering Committee Report (Kim Bernard)
5. Project Report (Deena Noseworthy)
6. Other
7. Next Meeting Date
8. Adjournment