

**The New York Public Library  
Humanities and Social Sciences Library  
Manuscripts and Archives Division**

**People With AIDS Coalition**

**Records, 1987-93**

**John D. Stinson  
August 1998**

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## Summary

- Title:** People with AIDS Coalition (PWA Coalition). Records, 1987-93
- Size:** 58 lin. ft. (112 archival containers; 2 flat boxes; 1 folder)
- Source:** Gift from PWA Coalition, 1994
- Access:** To protect the privacy of individual persons some records have been removed to Series X. Restricted Records (Containers #110-114) and sealed for a period of 25 years or until the year 2023 [Container #70 has been restricted in its entirety]. Audio-Visual Materials may be unavailable pending processing.
- Description:** The records document the pioneering efforts of a non-profit organization in New York City founded by persons living with AIDS (acquired immune deficiency syndrome) for the purpose of developing programs of caring and support for persons with AIDS and for combating the atmosphere of fear, ignorance, and hostility associated with the disease. The founders maintained that persons living with AIDS could lead productive and self-fulfilling lives when they practiced a philosophy of self-empowerment and self-reliance.

## Historical Note

The People With AIDS Coalition (PWA Coalition / PWAC), a non-profit organization incorporated in New York State, was founded in New York City in 1985 by a group of some nine persons all of whom had contracted AIDS (acquired immune deficiency syndrome). They hoped to combat the atmosphere of ignorance, fear, and hostility which attended the development of the disease from its onset. They adopted the acronyms “PWA(s)” for Person(s) with AIDS and PWARC(s) for Person(s) with AIDS Related Complex to replace what they regarded as pejorative stereotypes (“victims”, “sufferers”, “patients”) commonly employed by the mass media when referring to persons living with AIDS or HIV (the virus which causes AIDS).

The founders were inspired by the “Denver Principles”, a manifesto adopted by PWAs and PWARCs at the National Lesbian and Gay Health Conference held at Denver (Colo.) in 1983 which proclaimed the need for self-empowerment and self-reliance on the part of persons diagnosed with AIDS or HIV and the necessity of their taking an active role in the formulation of decisions affecting their lives. By taking a positive and constructive approach to the personal and social problems created by AIDS the founders hoped to shift the emphasis from dying to living with AIDS in a dignified, purposeful and self-fulfilling way. Their motto became “Fighting for Our Lives”.

Starting on shoestring budget PWAC depended initially on unsolicited contributions and on the compassion and goodwill of community organizations. With the help of Paul Moore, Episcopal Bishop of New York, PWAC established its first headquarters in a townhouse owned by St. John’s in the Village at 222 West 11<sup>th</sup> Street in Greenwich Village. There it created a congenial space called “The Living Room” where PWAs could meet one another, socialize, exchange information, and receive the comfort and support of their peers. Staffed by volunteers The Living Room also offered free meals and a resource library.

During the first five years under its successive executive directors, Paul Van Souder, Michael Hirsch and William S. Case, other important programs were undertaken. The Community Research Initiative (CRI) offered, through a network of medical doctors and their patients who undertook their own drug studies and experimentation, an alternative to university-based research thereby speeding up the availability of new drugs and therapies for the treatment of AIDS. (In 1988 CRI became incorporated as an independent organization.) In March of 1987 a not-for-profit buyer’s club, People With AIDS Health Group, was set up by PWAC to provide easier access to drugs and other therapeutic substances difficult to obtain. PWAC also established during this period a national telephone “Hotline” staffed by volunteer PWAs who disseminated up-to-date information regarding AIDS; a Speaker’s Bureau which sponsored public lectures on AIDS; and a monthly newsletter *Newsline* written by and for PWAs. (A Spanish language version, *SIDAhora*, was added in the fall of 1989.) It also published (in 1987 and 1988) *Surviving and Thriving with AIDS*, edited by Michael Callen, a two volume work which received wide distribution.

In September of 1988 PWAC signed a lease which enabled it to occupy more spacious headquarters in a building at 31 West 31<sup>st</sup> Street. With only a staff of six in 1988, and with funding dependent almost wholly on private donations, PWAC in the following years under the leadership of William S. Case and his successor, Christopher Babick, grew substantially in staff size, organizational complexity and financial strength. A director of development was hired to oversee the raising of funds from private donors, foundations, and governmental agencies; a coordinator of volunteers to recruit and manage the ever-growing number of volunteer workers; and an editorial director to supervise the production of PWAC's newsletters. While receipts from unsolicited contributions continued to play a large role, large grants were also obtained from the AIDS Institute of the New York State Department of Health and from the New York City Department of Health.

During the almost eight years of its corporate existence PWAC became the largest self-help organization of people living with AIDS and HIV in America. As a multi-cultural, multi-ethnic organization composed largely of volunteers under the leadership of a dynamic and dedicated executive staff it served as a model for many other groups across the country who sought to implement its philosophy of living with AIDS in a spirit of dignity and self-fulfillment.

In early 1993 PWAC suffered a financial crisis brought on by a sharp decline in unsolicited contributions coupled with an inordinately high rental overhead for its headquarters building. With little prospect of achieving a restoration of its funding from contributions, at least in the short term, and unable to reach an agreement with the landlord for a reduction of its rental overhead PWAC's board of directors voted on June 9<sup>th</sup> to dissolve the corporation.

Another organization, PWAC/NY, was subsequently founded for the purpose of carrying on the mission of the original PWA C.

## **Scope and Content**

The records consist of correspondence and papers of the executive directors and departmental officers relating to the establishment of programs to aid in coping with the personal and social problems caused by the spread of AIDS in the New York City metropolitan area. The records reflect the founders' philosophy which emphasized the need for self-empowerment and self-reliance on the part of persons living with AIDS. Included are files of the development department which raised funds from private and institutional sources; files of the publications department which published a monthly newsletter, *Newsline*, and a Spanish language edition, *SIDAhora*; files of the volunteer department which conducted a national telephone "Hotline" and a speakers bureau; and other records including minutes of meetings of the organization's board of directors; a topical file of printed ephemera; and audio-visual materials.

## **Note on Provenance**

In 1994 the board of directors of People With AIDS Coalition voted to donate the records of the organization to the New York Public Library.

## **Arrangement Note**

The records are arranged into ten series: I. Executive Director's File; II. Development Department; III. Publications Department; IV. Volunteer Department; V. Board of Directors; VI. Financial Records; VII. Printed Matter; VIII. Audio-Visual Materials; IX. Artifacts; and X. Restricted Records. The series are described in sequence below.

## Series Descriptions

### Series I. Executive Directors File (Containers #1-#25)

These records which are arranged alphabetically by name, subject or topic reflect the work of the executive directors, Christopher Babick, and his predecessors, Paul Van Souder, Michael Hirsch, and William S. Case. The files document the intent of the founders to implement their philosophy of self-help, self-reliance and self-empowerment in coping with the personal and social problems caused by the spread of AIDS in New York City; and their efforts at mobilizing public and private support for the funding of programs to aid in combating the disease. Included are extensive records relating to the creation of the AIDS Consortium (New York AIDS Consortium), and records relating to the organization's collaboration with various city and state agencies including the AIDS Institute of the New York State Department of Health. The file titles reflect (with few exceptions for the sake of clarity) those originally present in the records.

### Series II. Development Department (Containers #26-47)

The records, which are arranged into a topical file, a foundation file, and a special events file, reflect the work of the directors of development, Douglas Wingo and Kenneth Maldonado, and their associates who were responsible for fund-raising from private donors, corporations, foundations, and governmental agencies. Included are records reflecting the techniques used in raising funds from private and institutional sources; and extensive documentation relative to the planning and presentation of fund-raising dances, receptions, festivities and other events involving the collaboration of popular vocalists, artists, musicians and stage performers.

### Series III. Publications Department (Containers #48-68)

These records consist of a file of editorial correspondence mainly of Bree Scott-Hartland, editor of *Newsline*, and of his assistants, Susan Shaw and Mary F. Cotter, arranged chronologically (1988-93) and by subject; and a file of makeup sheets including correspondence and other papers relative to the production of PWAC's monthly newsletter, *Newsline* and its Spanish language quarterly, *SIDAhora*. The editorial correspondence relates to editorial policy and practice and miscellaneous matters including discriminatory practices against PWAs in prison. The file contains numerous letters from prisoners with AIDS. Some of these letters have been removed to Series X. Restricted Records (Container #111). Included also are correspondence (and papers) relating to materials rejected for publication; to a resource directory; and to subscriptions. The files of makeup sheets for *Newsline* and *SIDAhora* include: correspondence from persons with AIDS, from persons who have lost friends and lovers from the disease, from health professionals, activists, support groups and others; scripts of articles, reprints and

clippings of articles, printouts of editorials with corrections and emendations; and a final edited copy of the newsletter which appeared monthly (and occasionally bi-monthly). There is also a file of miscellaneous papers relating to SIDAhora including correspondence, papers relating to the editorial advisory committee, "old" articles, photographs and a resource directory.

Series IV. Volunteer Department  
(Containers #69-78)

These records are arranged into a topical file, and files relating to the department's hotline and speakers bureau. The topical file contains correspondence and administrative records of the coordinators of volunteers, John McIlveen and David Mager. Included are monthly reports to the AIDS Institute (of the New York State Department of Health), applications submitted by prospective volunteers, records relating to The Living Room, a facility which offered support and comfort to PWAs, and records relating to volunteers including volunteer performance evaluations.

The file relating to the department's telephone hotline which was staffed by volunteer PWAs and PWARCs includes a file of applications submitted by prospective volunteers, log sheets recording number of calls answered daily, the gender of caller and subject matter of call, and volunteer surveys. The file relating to the speakers bureau includes a log of telephone requests for speakers, evaluations of volunteer speakers, monthly reports and other administrative records arranged topically.

Series V. Board of Directors  
(Containers #79-82)

The records of the board of directors consist of a file of minutes of meetings (1986-93) arranged chronologically; and miscellaneous records including papers relating to the executive and other committees; letters (1987) acknowledging the appointment of PWAC's executive director; memoranda; and papers relating to training and policies and procedures.

Series VI. Financial Records  
(Containers #83-94)

These records consist of a topical file of auditors' reports, balance sheets, budget papers, cash balances, receipts from donors, thank-you (form) letters sent to donors, and other records.

Series VII. Printed Matter  
(Containers #95-104)

The printed matter which is arranged topically consists mainly of ephemera relating to AIDS received by PWAC from various organizations and institutions involved in the struggle to cope with the disease. At the end of the file is a file of loose clippings; and a file of photocopied clippings collected by PWAC

### Series VIII. Audio-Visual Materials

(Containers #105-108)

The audio-visual materials consist of twenty-one videotape cassettes (five of which are unidentified); and four audiotape cassettes and 4 reels. [SEE: Checklist of Audio-Visual Materials]. These materials are not available for use until preservation and service copies have been produced.

### Series IX. Artifacts

(Container #109 and Charter Case)

The artifacts consist of three plaques of awards presented to PWAC (Brooklyn Lambda Award, 1988; Coalition Builder Award, 1991; Heritage of Pride, Inc. Award); and three cloth banners. A few oversized posters, certificates and citations are filed in the charter case.

### Series X. Restricted Records

(Container #70; Containers #110-114)

In order to protect the privacy of individual persons some correspondence and other records have been removed from their respective file folders and restricted for a period of twenty-five years or until the year 2023. The bulk of the restricted records consist of applications and data sheets relating to volunteers; personal resumes; and correspondence and personal narratives from persons requesting anonymity. The restricted records are located in Containers #110-114; and in Container #70 which has been restricted in its entirety.

## Container List

Container #	Series Title
	<b>I. EXECUTIVE DIRECTOR'S FILE</b> (Topical File)
1	Accountants on Call Act Up (Aids Coalition to Unleash Power) Advisory Board AIDS Action Council AIDS Budget Working Group AIDS Consortium (New York AIDS Consortium) (1988-90)
2	AIDS Consortium (cont'd.) (1991-92) AIDS Forum AIDS Mastery & Visualization Workshop AIDS Medical Resource Center AIDS Shelter Project Report AIDS Testimony (N.Y. State Assembly Committee on Health) AIDS Treatment Resources, Inc. AL 721 Info Alma Matthews House American Association for World Health American Civil Liberties Union Amsterdam Conference (VIII International Conference on AIDS/HIV) Appeals ARC (AIDS Related Complex Committee) Ark & Allen, Inc.
3	Art Supplies Association of Lesbian and Gay Executive Directors AT & T Axelrod, Dr. David Backroom Bars Balloon Release Bequests Bias-Crime Prevention Package Bill of Rights Board of Directors and Staff Lists Broadway Cares Budget Workshop
4	Building (31 West 26 <sup>th</sup> Street)
5	Building (31 West 26 <sup>th</sup> Street (cont'd.) Burroughs Wellcome Co. By-Laws; Certificate of Incorporation

**I. EXECUTIVE DIRECTOR'S FILE**

(Topical File)

Callen, Michael

Case, William S.

Centers for Disease Control

Citizens Commission on AIDS

- 6 City-As-School  
Clinton, Bill  
Committee for AIDS Funding (1987-1989, June)
- 7 Committee for AIDS Funding ((1981, July-1991)
- 8 Community Board No. 2 (Manhattan)  
Community Health Project  
Community Research Initiative  
Condoms – Rubber-Up Campaign  
Conferences  
Confidentiality  
Contractors  
Correspondence (Chrono File)
  - 1986-88
  - 1989, Jan-Feb
  - 1989, Mar-Jun
  - 1989, Jul-Dec
- 9 Correspondence (Chrono File)
  - 1990
  - 1991
  - 1992
  - 1993
 Cross Culture Workshop  
Dell Computer Corporation  
Denver Principles  
Development (1989-92)
- 10 Development (1993; n.d. and miscellany)  
DIFFA (Design Industries Foundation for AIDS)  
Dinkins, David  
Employees  
Employment Applications
  - Bookkeeper
  - Comptroller
  - Deputy Director
  - Director of Development

**I. EXECUTIVE DIRECTOR'S FILE**

(Topical File)

- 11 Employment Applications
  - Miscellaneous
  - Secretary
  - Endorsements by PWAC
  - Endorsements of PWAC
  - Endorsements Policy
  - Executive Directors Support Group
  - Fax Transmissions
    - 1990, Jan-Feb
    - 1990, Mar-Dec
    - 1991-92; n.d.
  - Five Minutes of Silence
  - Finance Committee
  - Food and Drug Administration
  - Forms
  - Forums, Public
  
- 12 Fund Raising
  - Fundacion Sida
  - Gay / Lesbian Health Conference, July 1988
  - Gay Mens Collective Association
  - Gay Men's Health Crisis
    - 1985-88
    - 1989-90
    - 1991-93; n.d.
  - Goals for PWAC
  - Golden Phoenix Healing and Light Center
  - Grants (applied for, etc.)
  
- 13 Health Research, Inc.
  - Health Systems Agency of New York City
  - Heart & Soul
    - 1991-92
    - 1993
    - Miscellany
  - Heritage of Pride
  - Hetrick-Martin Institute
  - Hirsch, Michael
  - History of PWAC
  - HIV and Immigration
  - HIV Testing
  
- 14 Holiday Party
  - Hotline

**I. EXECUTIVE DIRECTOR'S FILE**

(Topical File)

Housing for the Homeless

-1987-88

-1989

-1990

-1991; misc.

[Job Descriptions – SEE: Personnel Committee]

Legal Counsel (Herman &amp; Salem)

- 15 Legislators (letters from/to)  
 Lists  
 -Executive Directors of Gay Organizations  
 -Miscellaneous  
 Living Room  
 Living Well Commission  
 Living with AIDS Fund  
 Lower Manhattan AIDS Task Force  
 Medical Assistance Program  
 Miscellaneous Papers  
 Names Project, The
- 16 National Association of People with AIDS  
 National Executive Services Corporation  
 Needle Exchange Policy  
 New York AIDS Action  
 New York AIDS Coalition  
 New York AIDS Task Force  
 New York City  
 -Board of Education  
 -Commission on Human Rights  
 -Commissioner of Health  
 -Department of Health  
 -Department of Social Services  
 -Fire Department
- 17 New York City (cont'd.)  
 -Human Resources Administration  
 -Division of AIDS Services (1987-93)  
 -Requests for Proposals  
 -Miscellaneous
- 18 New York Foundation  
 New York Public Library  
 New York State  
 -AIDS Budget, 1988

**I. EXECUTIVE DIRECTOR'S FILE**

(Topical File)

- Budget
  - Department of Health – AIDS Institute
    - 1986
    - 1987
    - 1988, Jan-Apr
    - 1988, Jun-Dec
- 19 New York State (cont'd.)
- Department of Health – AIDS Institute
    - 1989, Jan-Apr
    - 1989, May-Dec
    - 1990, Jan-Jun
    - 1990, Jul-Dec
    - 1991
- 20 New York State (cont'd.)
- Department of Health – AIDS Institute
    - 1992
    - 1993
    - Miscellany
- 21 New York State (cont'd.)
- Five Year Plan
  - Health Commissioner
  - Legislature
- New York University – Mental Health Project
- Newsday
- Newsline
- Northeast Hispanic AIDS Community Services Survey
- Office Manager
- Panos Institute
- Paul Rapoport Foundation, Inc.
- Personnel Committee
- PWA Coalition of Long Island
- 22 Personnel Policy
- Photographs
- Policy Committee
- Press Releases
- Pride Day, 1991
- Prisoners with AIDS
- Program Committee
- Projects
- Public Service Announcements

**I. EXECUTIVE DIRECTOR'S FILE**

(Topical File)

Public Testimony

- 23 Publications  
     -Consultant  
     -General  
     -Newsline  
     -SIDAhora  
 Real Estate  
 Resources  
 Roommate Service  
 Ryan White Comprehensive AIDS Resources Emergency Act  
 Speaking Engagements  
 Special Events  
 Staff Goals and Objectives
- 24 Staff Meetings  
     -1987-90  
     -1991  
     -1992  
         -1993; n.d.  
         -Department Heads  
 Staff Memos  
 Staff Retreat  
 Staff Schedules  
 Stamp Out AIDS  
 Statement of Purpose  
 Strategic Plan  
 Substance Abuse Committee
- Summers, David (Eulogy for)  
 Support Groups  
 Support Letters  
 Surviving and Thriving with AIDS
- 25 Testing the Limits Collective  
 Theft File  
 Time Sheets  
 Town Meeting at Riverside Church, Aug. 14, 1991  
 Tuberculosis Training

**I. EXECUTIVE DIRECTOR'S FILE**

(Topical File)  
 Up-Coming Meetings  
 Upper Room AIDS Ministry  
 WHAM  
 Wide Time Surviving AIDS  
 Williams, Enoch  
 Women and AIDS  
 Zachar, Bruce

**II. DEVELOPMENT DEPARTMENT****A. Topical File**

- 26 Advertisements  
 American Run for the End of AIDS, The  
 Bell Caffé  
 Benefits, AIDS  
 Binotti Gallery  
 Board of Directors  
 Book Mark  
 Brochure  
 Budget  
 -FY 1990  
 -FY 1991  
 -FY 1992  
 Budget  
 -FY 1993  
 Building  
 -Electronic Hardware  
 -Elevator  
 -Engineer's Report  
 -General  
 -Intercom, Security  
 -Space Needs
- 27 Campaign for Life  
 Celebrities List  
 Center, The  
 Cohen, Michael  
 Correspondence (Chrono File)  
 -1986-90  
 -1991  
 -1992  
 -1993  
 Development  
 -Budget

## II. DEVELOPMENT DEPARTMENT

- Committee
  - Plans
  - Reports (1988-92)
- 28      Direct Mail
- Holiday Card
  - General
  - Valentine Card
- Donations in Kind
- Donors, Potential
- Employment Applications
- Development Assistant
  - Director of Development
- Film
- Foundations and Corporate Supporters
- Gay Card / Gay Mail Pack
- Giving Fund
- 1987
- 29      Giving Fund
- 1988
  - 1989
  - 1991
- 30      Giving Fund
- 1992
  - 1993
- Grant Proposal Tracking
- Hate Mail
- Heritage of Pride
- HIV Fact Sheet
- Hotline Program
- Inside Line
- 31      Jewish Week, The
- Kimmel, Milas & Peterson, Inc.
- Legislative Appropriations
- Legislators
- Lesbian & Gay Pride Weekend, 1992
- Letters of Support
- List of Donors
- Mail Distribution Lists
- Major Gifts
- Matching Gifts

## II. DEVELOPMENT DEPARTMENT

- Mayor's Advisory Committee on AIDS
- Mayor's Office
- Media
- Medicaid Payment Policy
- Memos to Staff
  - 1987-90
  - 1991
- 32      Memos to Staff
  - 1992, Jan-June
  - 1992, Jul-Dec
  - 1993
- Minority Affairs
- Miscellany
- Mothers Support Group
- Multitasking Systems of New York, Inc.
- 33      MVAC Task Force
- New Boston Group
- New York City Combined Federal Campaign
- New York City
  - Human Resources Administration
  - HIV Care Services Program
- New York State
  - Department of Health – AIDS Institute
- 34      New York State
  - Department of Health – AIDS Institute
  - Office of Charities Registration
- Newsline
- Obituaries
- Office Procedures
- Office Work Log (1990, Jul-Sept)
- Organizational Chart
- Outside Benefits
- Premo, Crystal
- Press List
- Program Budgets
- Public Advocacy Workshop
- Public Forums
- Public Service Announcement
- Publicity
- Reno's Foundation

## II. DEVELOPMENT DEPARTMENT

- 35 Rhode Island Project/AIDS  
 Ryan White Comprehensive AIDS Resource Act  
 St. Johns in the Village  
 SIDAhora  
 Sister to Sister Project  
 Spanish Speaking Support Group  
 State Employees Federated Appeal  
 Strategic Planning  
 Street Fairs  
 U.S. Postal Service
- 36 United Way of New York City  
 United Way of Southeastern Pennsylvania  
 United Way of Tri-State  
 Vendors  
 Visually Impaired  
 We Need a Little Christmas Now  
 Workshop Training
- 37 B. Foundations  
 "A"  
**Aetna Foundation**  
**AIDS Memorial in the Cathedral of St. John the Divine**  
**American Express**  
**AT & T**  
 "B"  
**Broadway Cares**  
 "C"  
**Chase Manhattan Bank**
- 38 **Chicago Resource Center**  
 "D"  
**DIFFA**  
 "E" – "F"  
**Fashion Cares**  
 "G"  
 "H"
- 39 "I" – "L"  
 "M"  
**Mertz-Gilmore Foundation**  
**Metropolitan Life Foundation**  
 "N"  
**N.Y.C. Human Resources Administration**

## II. DEVELOPMENT DEPARTMENT

### New York Community Trust

- 40        **New York Foundation**  
**New York University**  
**New York Women's Foundation**  
**North Shore Unitarian Universalist Veatch Program**  
**North Star Fund**  
**"O" – "P"**
- 41        **Paul Rapoport Foundation**  
**Philip Morris, Inc.**  
**"R" – "T"**  
**Robin Hood Foundation**  
**Surdna Foundation`**  
**"U" – "Z"**  
**United States Conference of Mayors**
- 42        C. Special Events  
**General**  
**Mastersheet**  
A – N  
**O – Z**  
**Ballroom Series**  
-expenses  
-performers  
-program book  
-program inserts  
-report
- 43        **Cabaret Nights**  
-fall program  
-general  
-publicity  
**Fashion Cares**  
-bills/receipts  
-designers  
Fashion Cares (cont'd.)  
-general  
-honorary benefit committee  
-mailing lists  
-publicity  
-raffle prize  
-underwriters

## II. DEVELOPMENT DEPARTMENT

- 44      **Hagner, Jeff**  
**Heart & Soul [I]**  
 -ads  
 -awardees  
 -budget  
 -car service  
 -caterers  
 -celebrities contacted  
 -clergy letter  
 -corporate sponsors  
 -donations  
 -entertainment  
 -flowers  
 -form letters  
 -host committee  
 -host list  
 -host restaurants  
 -insurance  
 -invitation  
 -Living with AIDS Awards  
 -miscellany
- 45      -negative responses  
 -party  
 -photographers/videos  
 -photographs  
 -planning committee  
 -post mortem  
 -press releases  
 -printing orders  
 -program book  
 -photographs  
 -printing bids  
 -reachout letters  
 -receipts  
 -restaurants  
 -tuxedos
- 46      **Heart & Soul II**  
 -ads  
 -miscellaneous  
 -pledges of support  
 -program book  
 -reception; dance

## II. DEVELOPMENT DEPARTMENT

47 Latino Cultural Arts Event  
 Leather Fundraisers  
 Miscellaneous  
 Miss New York City Pageant  
 Outside Benefits  
 Pauline Trigère Gala  
 Press Lists  
 Rogers & Hart Review  
 Scott Tugel Restorations  
 Shows  
 Theatre of the Heart  
 Theatre of the Heart – Embrace the Human Race  
 Together Alone  
 Volunteers

## III. PUBLICATIONS DEPARTMENT

### A. Newslines

48 Correspondence (Chrono File)  
 -1988  
 -1989  
 -1990  
 -1991 (letters received)  
 -1991, Jan-Mar  
 -1991, Apr-May  
 -1991, Jun-Jul  
 -1991, Aug-Sept  
 -1991, Oct-Nov  
 -1991, Dec  
 -1992, Jan-Mar  
 -1992, Apr-May

49 -1992, Jun-Jul  
 -1992, Aug-Oct  
 -1992, Nov-Dec  
 -1993 Jan-Feb  
 -1993, Mar-Apr

	<u>Correspondence (Subject File)</u> -Prisoners  -Rejections -1990
50	-1990 -1991 -1992 -Resource Directory -1990 -1991
51	-1992 -Rejects -Subscriptions -1985 -1986, Jan-Feb -Bulk Requests -Invoices
	<u>Makeup Sheets (by volume #)</u>
52	#20 (Feb. 1987) #34, #35 (May-June 1988) #37, #38, #39 (1938 Oct-Dec) [#40?] (Jan 1989) #41 (Feb 1989) #42 (Mar 1989) #43 (Apr 1989) #44 ((May 1989) [#45?] (June 1989)
53	#46 (Jul-Aug 1989) #47 (Sept 1989) #49 (Nov 1989) Various issues (1989) #51 (Jan 1990) #52 (Feb 1990)
54	[#53] (Mar 1990) [#54] (Apr 1990) #55 (May-June 1990) [....?] (Sept 1990)
55	#60 (Nov 1990)

	#61 (Dec 1990) #62 (Jan-Feb 1991) #63 (Mar 1991)
56	#64 (Apr 1991) #65 (May 1991) #66 (Jun 1991)
57	#66 (Jun 1991) #67 (Jul 1991)
58	#68 (Aug 1991) #69 (Sept 1991) #70 (Oct 1991)
59	#70 (Oct 1991) #71 (Nov 1991) #72 (Dec 1991)
60	#73 (Jan-Feb 1992) #74 (Mar 1992) #75 (Apr 1992)
61	#75 (Apr 1992) #76 (May 1992) #77 (June 1992)
62	#78 (July 1992) #79 (Aug 1992) #80 (Sept 1992)
63	#80 (Sept 1992) #81 (Oct 1992) #82 (Nov 1992)
64	#83 (Dec 1992) #84 (Jan-Feb 1993) #85 (Mar 1993) #86 (Apr 1993)
65	#87 (May 1993) #88 (Jun 1993)

**B. SIDAhora**

- 66 Makeup Sheets  
 [#1 (Fall 1990?)]  
 #2 (Winter 1990)  
 #3 (May-Jun 1990)  
 #4 (Autumn 1990)  
 #5 [1991?]
- 67 #6 [undated]  
 #7 (May 1991)  
 #8 (undated)  
 #9 (Winter 1991-92)  
 #10 (Spring 1992)  
 #11 [undated]  
 #12 [undated]
- 68 #13 [1992]  
 #14 ]1992]  
 #15 [1993]  
 Miscellaneous papers  
 -Articles  
 -Correspondence (1992-93)  
 -Editorial Advisory Committee  
 -Old Articles  
 -Photographs  
 -Resource Directory

**IV. VOLUNTEER DEPARTMENT****A. Topical File**

- 69 AIDS Institute Monthly Reports  
 -1989-90  
 -1991  
 -1992, Jan-May  
 -1992, Jun-Dec  
 Applications (blanks)  
**Restricted** Applications – Prospective Volunteers  
 A-G
- 70 H-K  
**Restricted** L-M  
 N-R  
 S-Z
- 71 A-B

	<b>IV. VOLUNTEER DEPARTMENT</b>
<b>RESTRICTED</b>	C-E
	Board of Directors & Staff List
	Boes, Larry
	Budget / Grants
	Demographics
	General
	Gifts (tickets, etc.)
	Health group (current prices)
	Hock, Jack
	Interview Log
	Lesbian & Gay Pride Weekend (Volunteer sign-ups for)
	Living Room
	-Expenses
	-General
	-Keys
	-Promo
	-Weekly Schedules (1992-93)
72	Log Sheets (1993)
	Memoranda
	-To/From Volunteers
	-General
	Miscellany
	Mother's Group
	Newsletter
	Newsline Subscribers, List of
	Pagenet
	Recruitment
	SIDAhora and Newsline Distribution
	Summer Youth Employment Program
	Thank-You Letters
	Theater Tickets
73	Volunteers
	-Lists
	-Prospective (Interview Log)
	-Volunteer Performance Evaluations
	<b>B. Hotline</b>
74	Applications
	A-F [ <b>RESTRICTED</b> ]
	G-L [ <b>RESTRICTED</b> ]
	M-Z [ <b>RESTRICTED</b> ]
	Deceased members
	Attendance

#### **IV. VOLUNTEER DEPARTMENT**

Information Request

Log Sheets

-1990; 1992

- 75    -1993, May  
       -1993, June  
       -1993, Jul-Aug  
       -Monthly Report Form  
       Miscellaneous  
       Training  
       Volunteer Survey

#### **C. Speakers Bureau**

- 76    Check Request Forms  
       Evaluations of PWAC Speakers  
       Log of Telephone Requests for Speakers  
       -1988  
       -1990
- 77    -1991  
       -1992, Jan-Jun  
       -1992, Jul-Dec  
       Meetings  
       Miscellany  
       Monthly Reports (1900-92)  
       Recommendations  
       Requests for Speakers  
       Speaker Information Data Sheets (1987-93)
- 78    Speaking Engagements  
       Thank-You Letters  
       Training of Speakers

#### **V. BOARD OF DIRECTORS**

##### **A. Minutes of Meetings**

- 79        -1986  
           -1987, Jan-May  
           -1987, Jun-Dec  
           -1988, Jan-Jun  
           -1988, Jul-Dec  
           -1989
- 80        -1990, Jan-Jul  
           -1990, Aug Sept  
           -1990, Oct

-1990, Nov-Dec  
 -1991, Jan-Feb  
 -1991, Mar-Apr

- 81           -1991, May  
               -1991, June 25 (partial transcript of three audiotapes in Series VIII)  
               -1991, Aug-Oct  
               -1991, Nov-Dec  
               -1992, Jan-Jun  
               -1992, Jul-Dec  
               -1993

**B. Miscellaneous Records**

- 82   Executive Committee  
       -Meetings  
       -Memoranda  
       Executive Director (Letters Acknowledging Appointment of, 1987)  
       Finance Committee  
       Manual (for Members of the Board)  
       Members, Lists of  
       Memoranda  
       Miscellaneous  
       Personnel Committee  
       Pledge of Confidentiality  
       Policies and Procedures  
       Public Policy Committee  
       Real Estate Committee  
       Training

**VI. FINANCIAL RECORDS**

- 83           Accounts Payable  
               Auditors' Reports  
                   -1988-89  
                   -1990-93  
               Balance Sheets  
               Budget  
                   -1989-91
- 84           -1991-92  
               -1992-93  
               Cash Balances  
               Internal Revenue Service (Tax returns)  
               Invoices  
               Tax Exempt Status
- 85           Receipts (from Donors)

**VI. FINANCIAL RECORDS**

1987-91

- 86 1992, Jan-May
- 87 1992, Jun-Dec
- 88 1993, Jan-Mar
- 89 Direct Mail Responses  
Thank-You Letters (to Donors)  
-1986-1991, Jun
- 90 -1991, Jul -Nov
- 91 -1991, Dec-1992, Mar
- 92 -1992, Apr-Aug
- 93 -1992, Sept-1993, Jan
- 94 -1993, Feb-May

**VII. PRINTED MATTER**

- 95 AIDS / HIV Treatment Directory  
AIDS Organizations (Miscellaneous)  
AIDS-Related Events  
AIDS Treatment Registry  
American Foundation for AIDS Research  
AZT Prices  
Citizens Commission on AIDS  
Condoms  
Cultural Sensitivity
- 96 Direct Mail  
Discrimination  
Drug File  
Education Task Force  
EMMAUS Harlem Stand-UP  
Families Concerned about AIDS  
Gay & Lesbian Independent Democrats  
Gay Men's Health Crisis  
GLAAD (Gay and Lesbian Alliance against Defamation)
- 97 Hale House  
Hispanic AIDS Forum

**VII. PRINTED MATTER**

- Holistic Health Care
- House, The
- International
- Intravenous Drug Users
- Lesbian and Gay Health Conference (April 1989)
- Lifebeat
  
- 98      Macrobiotics
- Magazines
- Manhattan Center for Living
- Minorities
- Miscellaneous
  
- 99      Miscellaneous
- National AIDS Network
- National Association of People with AIDS
  
- 100     National Institute of Allergy and Infectious Diseases
- New York AIDS Action
- New York AIDS Consortium
- New York City Department of Health
- New York State Department of Health
- New York State Senate
- Newsletters
  
- 101     Nursing Home Community Coalition of New York State
- Office Machines
- Other Groups – Info
- People of Color in Crisis
- People – References
- People with AIDS Coalition – Florida
- Physicians Association for AIDS Care
- Pitney Bowes
  
- 102     Planned Giving
- Planned Parenthood of New York City, Inc.
- Presidential Commission on the Human Immunodeficiency Virus Epidemic
- Project Reach Youth
- Reiki
- Religious AIDS Groups
- Resources
- Robert Wood Johnson Foundation
- Society for the Right to Die
- Sojourner House, Inc.
- Statistics

**VII. PRINTED MATTER**

Treatment Info

103 United States Post Office  
Whitman-Walker Clinic  
Workplace (and AIDS)  
World AIDS Day Coalition  
World Health Organization

104 Press Clippings

**VIII. AUDIO-VISUAL MATERIALS***see archivist on duty for availability of viewing/listening copies.*

105-106 Videotapes

107-108 Audiotapes

**IX. ARTIFACTS**

109 Plaques; Cloth Banners

Charter Case Oversized posters, certificates and awards

110-114 **X. RESTRICTED RECORDS**

## CHECKLIST OF AUDIO-VISUAL MATERIALS

### Videotapes

-“AIDS Memorial” [4/21/91?]	1 cassette
-“People with AIDS Coalition”	1 cassette
-“PWAC 93”	1 cassette
-“TBS CH.6 AIDS Special”	1 cassette
-“PWAC Kids”	1 cassette
-“Wide-Time: Surviving AIDS”	1 cassette
-“PWACableline Mothers Group #1 & 2”	1 cassette
-“Training Video FT8780 Key Operator”	1 cassette
-“Bias Experienced by People with AIDS in Medical Care (Interview D[iane] Wormser 10/30/92”	1 cassette
-“Sister to Sister Out in the ‘90’s / 1993”	1 cassette
-“AIDS and Women / The Greatest Gamble”. Peregrine Productions, Charlotte K. Beyers	1 cassette
-“Debra Provenzano / Joey Leonte at PWAC”	1 cassette
- “Stop the Church / History Section”	1 cassette
-“Doors Opening: A Positive Approach to AIDS, Hay Foundation, 1985. Property of Hay Foundation	1 cassette
-“Horsfield / Spiro” / 4/9/89; 7/3/88	1 cassette
“Safe Sex”. Bureau of Sociological Investigation, 234 Fifth Ave., N.Y., N.Y.	1 cassette
Unidentified	5 cassettes

### Audiotapes

-PWAC Board of Directors Meeting, 6/25/91	3 cassettes
-“Apr 1990”. Reels #1-#4 (10.5”, ½ track, 7½ IPS)	4 reels
-Michael Callen Interview, 1/7/93 with Bree Scott-Hartland [1 cassette]	