

Inventory of the Stephen McNeil Papers

(#2006-20)

***Note:** This document is a preliminary inventory, not a completed finding aid. The collection is surveyed but not processed, and its organization and composition are subject to change. This inventory is intended to help researchers better understand the general scope and content of the collection.*

Repository: Gay, Lesbian, Bisexual, Transgender Historical Society

Collection Title: Stephen McNeil papers

Collection Number: 2006-20

Physical Description: 11 linear feet (8 cartons, 1 manuscript box)

Creator: Stephen McNeil

Date (inclusive): 1983-2000

Language of Material: English

Abstract: Stephen McNeil has worked extensively with organizations serving people with AIDS, including the AIDS Emergency Fund (as vice president), Home Care Companions (as board president), and Family Link (as co-founder). The bulk of the materials in the collection document board and fundraising activities at the AIDS Emergency Fund, with a variety of other materials present from all three nonprofits.

Preferred Citation:

[Identification of item], Stephen McNeil papers (#2006-20), The Gay, Lesbian, Bisexual, Transgender Historical Society.

Conditions Governing Access:

Collection is open for research. Some materials, including client incident reports in carton 3 and personnel records in cartons 4 and 7, may be restricted; please contact the GLBT Historical Society archives for details.

Publication Rights:

For the status of the rights to this material, please contact the GLBT Historical Society archives.

Acquisition Information:

For this material's acquisition information, please contact the GLBT Historical Society archives.

Processing Information:

Inventory created by Isaac Fellman, based on a preliminary survey completed by Marjorie Bryer in 2012. Funding for processing this collection was provided by the National Historical Publications and Records Commission (NHPRC).

This inventory uses terminology for LGBTQ people that was in current use at the time of its creation. Descriptive language for queer identities evolves quickly and some of these terms may now be dated or even offensive. Finding aids are themselves historical documents; they reflect the moment in which they were written and often reflect the terms that subjects used for themselves. Please contact the GLBT Historical Society Archivist with questions or comments.

Biographical/Organizational History Note: Stephen McNeil has worked extensively with organizations serving people with AIDS, including the AIDS Emergency Fund (as vice president), Home Care Companions (as board president), and Family Link (as co-founder). McNeil has also worked with the American Friends Service Committee from 1984 through the 2020s.

Scope and Content: The bulk of the materials in the collection document board and fundraising activities at the AIDS Emergency Fund, with a variety of other materials present from all three nonprofits. Signature Emergency Fund fundraising events represented include its Pennies Program and Christmas Eve Holiday Dinner for People with HIV/AIDS. Other materials from the three organizations include correspondence and memoranda; organizational records; board meeting minutes and committee records; financial and personnel records; grant materials; contracts; materials related to client services; brochures, flyers, and ephemera from events and benefits; workshop and training materials; and subject files relating to AIDS. The AIDS Emergency Fund records date from 1983 to 1998, the Home Care Companion records cover the years 1994 to 2000, and the Family Link records date from 1985 to 1996.

Indexing Terms:

Gay men
AIDS (disease)

Container Listing**Carton 1: primarily AIDS Emergency Fund (AEF) board and fundraising materials.**

Board meeting minutes, executive board meeting minutes, steering committee meeting minutes, 1985-1995—includes related board materials, such as rosters, criteria, retreat information, volunteer criteria, resignation letters, board membership applications and related recruitment

materials, budgets and other financial records, correspondence and memoranda, and materials related to grants, including development grant committee notes

Brochures and bumper stickers (in manila envelope)

Flyers and other ephemera related to fundraisers, events

Financial records, including balance sheets and statements from Under One Roof sales, 1991-1995

Grant materials and other materials related to fundraising events, including correspondence, job descriptions

Insurance quotes

Every Penny Counts fundraising project materials (interspersed with other fundraising and board materials), circa 1989-1994

Materials regarding various fundraising events, award dinners, United Way, circa 1984-1994

Christmas Eve Dinners, 1989-1994

Wellcare Reports, 1989-1994

Carton 2: Subject files regarding AIDS

AIDS-related newsletters, print materials (mass mailings, brochures, press releases, flyers, reports, ephemera), periodicals. Organizations represented include City and County of San Francisco AIDS Office, KAIROS, BAYCARE, the Life Center, Asian AIDS Project, AIDS/ARC Vigil, circa 1984-2000

Carton 3: AEF contracts and client materials, fundraising, organizational records.

Materials regarding CARE/Ryan White CARE contract with San Francisco Department of Public Health AIDS office, 1990-1994

Incidents by clients, 1989-1990

income development committee materials, including reports, minutes, agendas, event liaison lists (in folders) and related fundraising materials, such as budgets, correspondence regarding events (unfolded), 1989-1994

Men Behind Bars contract and other fundraising event materials, 1989-1992

Designs for logo, brochure, pitch cards

Public relations folder includes annual reports, timelines, president's message, circa 1989-1992

Bylaws, 1992

Articles of incorporation, 1983

Strategic Plan folder also includes board retreat and recruitment materials, 1989-1995

Materials regarding fundraising, including Every Penny Counts, income development committee meeting minutes, lists of events, event calendars, memoranda, and mass mailings, 1989-1994

Miscellaneous materials primarily related to fundraising efforts. Includes brochures, correspondence with volunteers, flyers, newsletters and publications from other AIDS organizations, bike-a-thon, event evaluation forms, "Helping Hand," annual dinners, grant materials (a few flyers are in legal folder on top of carton)

Development Consultant, circa 1988-1993

Contact sheets—photos of event by Rink Foto

Carton 4: AEF and Home Care Companions

AEF materials include:

LRC, 1991-1992

AIDS Service Provider Association of the Bay Area, 1992

Materials related to grant received from San Francisco Foundation, circa 1989-1992 (newsletter, mass mailings, budget, newsletters, fundraising materials)

Letters, press releases, circa 1986-1989

AIDS Bike-A-Thon, 1990-1991

AEF Personnel Materials, includes overlap with documents from board and board personnel issues (some controversy over who to hire/what the organization needs), circa 1984-1990

Finance Committee materials, including financial statements, Program Committee materials, board meeting minutes, 1993-1994

Materials related to Kubler-Ross Seminar and Shanti Niyala, circa 1983-1984

Performance Management Resource Guide, Employee handbook and other personnel materials, circa 1990-1993

Love and Healing Workshop, including grant materials, 1984

Open Hand Project, 1986

Service Through Touch (massage), 1989

The Alliance (Political Action Committee)

Materials regarding Administration/Operations Committee, circa 1991-1993

Introductory materials for prospective board members

Miscellaneous loose documents, including materials related to the board, Service Through Touch, Paratransit Brokers (and other organizations working in solidarity with AEF), Programs Administration Committee, Freedom Day Carnival '92, client services and workshops, including the Love and Healing Workshop, 1984-1997. Types of materials include brochures and flyers for the organization and fundraising events; newsletters and grant application materials; correspondence and memoranda; town meeting evaluations; sponsorship fact sheets, general information about the organization and demographic data; personnel materials; advertising campaigns; financial records; workshop registration forms; and more general subject file material related to AIDS and AIDS fundraising.

Materials related to KAIROS, circa 1994

Home Care Companions materials. This is not a comprehensive list. It includes:

CARE contract and grant award, correspondence and memoranda, materials from HIV Contractors Association, employment agreement, organizational chart, financial records, retreat planning, letterhead, newsletters, donor information, mailing lists, development and fundraising plans, board materials, executive director report, and notes, 1994-2000

Carton 5: Home Care Companions and Family Link.

Home Care Companions materials. This is not a comprehensive list. It includes:

grant application to Broadway Cares/Equity Fights AIDS, board rosters, board minutes (1995-1997, in blue folder), marketing materials, African American outreach, reports and evaluations, health care skills manual, workshop and training materials, 1994-2000

Family Link materials. This is not a comprehensive list. It includes:

Materials related to a capital campaign and other fundraising efforts (e.g. Leadership with Heart, Building Campaign); newsletters from other organizations; budgets; brochures; ephemera; correspondence and memoranda; five-year plan; development committee records; grant proposals and related materials; newsletters; news clippings; donor lists; United Way grant materials; tax records; board materials; statistics; articles of incorporation; letters of support; materials regarding Hotels/Motels in Partnership, Incorporated; mass mailings regarding donations; financial statements; board materials (1991-1996); bylaws; history, program statement, articles of incorporation and related materials (1985-1992); property acquisition (circa 1993); 1988-1996

Carton 6: AEF materials

AIDS Emergency Fund fundraising materials and grant applications, 1993-1994

AEF board minutes, 1990

San Francisco AIDS Fund Legal—Bequests, 1985-1987

California Limited Partnership Agreement between Jonathan Reinis, Joseph Perrotti and Hollingsworth Young, 1987

AIDS Action Pledge, 1988

Bequests, 1990-1994

AEF Event materials, including Bike-a-Thons; types of materials include mass mailings, flyers and other ephemera, financial reports, correspondence and memoranda, reports, contracts, calendars, notes, thank-you letters, a few Development Committee materials, 1987-1992

AEF grant proposals

Folder of contact sheets and photographs from events (photographer Scott Martin), circa 1987

“From the Heart” and One Time Fundraisers, circa 1990-1992 (in folders)

AEF fundraising materials, including grant proposals, correspondence, events

AIDS Pledge folder (from the Bike-a-Thon), 1990

Thank-you letters, 1989

Inventory of gifts, 1989

Folder marked “historical files” contains information regarding fundraising income in 1989 (among other documents)

Miscellaneous documents, including client service materials, annual reports, bequests, board rosters and applications, end-of-year appeals and other mass mailings, event/fundraiser flyers and correspondence, memoranda, circa 1990-1992

Clippings and Stuffers folders has duplicate materials and Lambda Legal Defense Fund newsletter

AEF Dinners, 1991-1993

Carton 7: AEF

Christmas Eve Dinner Project, 1991

Income Development Consultant, 1990

IRS Letter, 1986

Miscellaneous materials, primarily related to fundraising but also includes some board materials 1989-1995 (flyers, correspondence, programs, budgets, guidelines)

Every Penny Counts materials, 1988-1992

Board meeting minutes, executive board meeting minutes, 1986-1989 (2 folders)

Events, Fundraising budget, income development committee materials, 1988-1991

Event calendars, 1990-1994

Committee reports – development/grants, income development, events/development, Every Penny Counts, 1988-1995

Jack Murgia (personnel), 1992

Miscellaneous loose materials, including materials related to fundraising events, the income development committee, board meeting minutes, organizational chart, committee assignments, board rosters, diversity committee, material related to board retreats and the major donor campaigns, materials related to Every Penny Counts and other fundraisers, circa 1991-1994

Every Penny Counts Project

Demographic data, 1993-1994

Miscellaneous materials related to fundraising, including event flyers, planned giving seminars, Every Penny Counts materials, correspondence and board-related materials 1988-1992

Miscellaneous subject file materials regarding AIDS

Miscellaneous materials, including letters of support, board and committee materials, event flyers, materials related to San Francisco DPH contracts, materials from Every Penny Counts and Under One Roof, financial records, meeting with Judy Kaye, personnel materials, Bike-a-Thon materials, 1989-1994

Carton 8: AEF

Fundraising Event at the Eagle, circa 1987

Board packet

Income development committee meeting minutes and other fundraising materials, budgets, income statements, auditor's reports, materials regarding events and grants (includes flyers and correspondence), 1988-1995 (in folder labeled "Street Fairs" and loose)

Miscellaneous records, including fundraising events (correspondence, mass mailings, event flyers, ephemera, memoranda), board materials (executive committee minutes, community resources committee minutes, program committee minutes, memoranda), funding proposals and grant opportunities, bylaws, office volunteer materials, including guidelines and procedures, balance sheets, circa 1991-1995

Christmas party, 1991

Miscellaneous materials, including correspondence and memoranda (to board, volunteers), Retreat meeting minutes, talking points, circa 1990-1994

Volunteer training and education

Miscellaneous materials, including finance committee minutes, tax papers, budgets, correspondence

Fundraising event calendars, 1989-1991

Miscellaneous materials regarding community resources committee, personnel matters, events, income development committee, client services, circa 1992-1998

Materials related to income development consultant, 1990-1991

Income development committee meeting minutes, 1989

Miscellaneous documents, including materials regarding grants/funders; taxes and budgets; finance committee minutes and financial documents; correspondence (letters of support, donations, events, inquires about funding); donor prospects; board meeting minutes, reports, memoranda; Pennies Project; project application; income development committee meeting minutes, memoranda; fundraising policies; materials regarding Every Penny Counts, subject file material regarding AIDS, administrative records, circa 1987-1995

Every Penny Counts materials

Income development committee meeting minutes, 1990-1991

Hank's Dinner, 1989

Financial records, including fundraising, expense accounts, Robert Bryant (never received auction item), president's account, directors' expenses, circa 1988-1989

Box 1: AEF, Family Link, American Friends Service Committee (AFSC)

Board, personnel, administrative, fundraising records, 1990-1993

Photograph, possibly of AEF board

Miscellaneous loose records, including programs/administration committee and board meeting minutes, materials regarding 1994 awards dinner, materials regarding events/benefits, including Leather Daddy's Boy VI contest, thank-you correspondence, Men Behind Bars, Contributors' Lists, materials regarding grant policy committee, materials regarding KRON 4 documentary on the Ambassador Hotel, more event materials, including contracts, 1985-1994

The Family Link materials, including legal papers, tax exemption forms, board minutes, correspondence, event flyers, 1986-1989

American Friends Service Committee Horizons Foundation grant application, 1995