

ALLEGHENY COUNTY COALITION FOR RECOVERY
Membership Committee
Minutes
March 10, 2009

Interim Co-Chairs: William Boyce and Meg Park

Interim Notetaker: William Boyce

Present: Denise Weis, Chris Weis, Monica Fisher, Elise Barr, Al Trocaso, Meg Park, William Boyce, Annette Mendel

Announcements: Welcome!

Agenda Item # 1

What: Individual Introductions

Who: Meg

How Long.

Time: 15 minutes. 1:05 to 1:20

Discussion and Decision: Those in attendance introduced themselves and then took a few moments to talk about why they are interested in working with the ACCR Membership committee

Assignments: None

Action Item: None

Target date: None

Who:

Agenda Item #2 Housekeeping

Who: Meg and Bill

How Long:

Time: 15 minutes 1:20 to 1:35

- Note taker volunteers! Bill agreed to take minutes for this meeting.
- Review Membership Committee Goals and tasks as charged from the Steering committee.
- Recruitment for this committee: everyone is welcomed to invite others. We hope to get a core group of at least a dozen people with additional volunteers for the annual appreciation event.

Discussion and Decision:

Bill has volunteered to take notes for this initial meeting and until a note taker is identified. The group reviewed the Membership Committee goals, strategies, tactics and methods as detailed in a handout. It was explained that while there are a great deal of greatly varied tasks to be completed, no one will be expected to do everything. We instead hope that each individual will be allowed to bring his/her unique set of skill to the committee in a manner allows them to focus on their strengths. The group was also asked to actively look for and invite individuals they feel might make a contribution to the committee.

Action Item: The committee will actively seek to improve its membership and invite new individuals to a committee meeting.

Target date: On-going

Who: All

Agenda Item #3

Who: Bill

How long:

Time: 45 minutes 1:35 to 2:30

Planning annual membership appreciation event

Group members were informed that our first task will be to stage an ACCR membership recognition and appreciation event. The event is to take place in the current fiscal year.

Lists of mandates or prerequisites were discussed. They are as follows:

1. The event must have an educational piece to it.
2. The primary goal is to show appreciation to those who have worked hard and consistently throughout the year.
3. This event should be fun and a chance to socialize without work.
4. There must be food!

Discussion and Decision:

The group reviewed a checklist of anticipated tasks associated with staging the event. The group also began the work of grouping the various tasks so that they can be assigned to work groups. The ACCR Steering Committee has set aside \$1,500.00 for the event. There is also a possibility to received funds from other committees who have unused funds available. The event will have a minimum of 70 people. The committee will decide the invitee list as part of its tasks.

Action Item: There will be immediate follow up on the following suggestions for potential sites: Schenley Park, Vietnam Veterans Pavilion, Schenley Park Ice Rink, Riverview Park, and Saint Matthew Catholic Church.

Target date: March 25, 2009

Who: Bill and Chris will follow up and report.

Agenda Item #4: Manuals	Who: Bill	How Long	
		Time: 5 minutes	2:15 to 2:20

Pass out Membership Manual to be reviewed at leisure.

Discussion and Decision:

This task was postponed but will be addressed at our next meeting.

Action Item:

Target date:

Who:

Next Meeting: March 25, 2009	Who:	How Long	
		Time 10 minutes	2:20 to 2:30

Discussion and Decision:

The committee will meet every other week until the season event is completed. A decision was made regarding the time and place for the next meeting.

Date Wednesday March 25.

Time 1:00 pm. One Smithfield Street 5th floor Riverview Room

THANK YOU!

Membership Committee

Goal:

To further the vision and mission for the Allegheny County Coalition for Recovery in promoting person-centered and recovery-oriented MH and substance abuse services in Allegheny County through increasing and sustaining a broad range of stakeholder membership on its committees and in participation in activities.

Strategies to use to achieve this goal:

1. Recruit new members from a across a broad spectrum of stakeholders for all ACCR
2. Orient and train new members to ACCR & community action skills.
3. Mentor and support current membership.
4. Retain membership through regular contact & annual appreciation event.

Tasks and methods to put strategies into action:

Nominating:

- Perform annual nominations duties or as needed for Steering Committee as well recruiting to fill in vacancies as needed for all committees for co-chairs, minute recorders and community/committee advisors and general committee members.

Recruitment:

- Present recruitment seminars at agency sites as designed by Recovery Specialists
- Send out letters and information packets to interested parties

Record Keeping:

- Update current committee and recruitment data base and email lists s as needed
- Track attendance in committee data bases

Training:

- Participate in organizing and holding orientation sessions and community leadership training for new members with the Recovery Specialists

Mentoring:

- Make Follow up phone calls and emails for committees
- Perform support and mentoring interviews for first 3 and 6 months, annually and as needed after that to help members assimilate and find satisfaction from work groups and to offer feedback on committee and ACCR *functioning*.
- Add follow up data to membership and recruitment data bases as needed. (phone calls made, emails sent, etc)

Annual Event:

- Plan and implement annual awards and anniversary celebration

