

ALLEGHENY COUNTY COALITION FOR RECOVERY
MEMBERSHIP COMMITTEE MINUTES
March 25, 2009

Interim Co-chairs: William Boyce and Meg Park

Note Taker: Danette Veahman

Attendance: William Boyce, Dennis Hughes, Meg Park, Danette Veahman, Chris Weis

Topic#1) Note Taker.

Danette volunteered to be the temporary note taker

The meeting was divided up into two meeting topics for discuss.

The first part addresses the subject of increasing and supporting the membership of ACCR and the role of this committee. FYI: There are 62 members in the organization.

Topic#2) Role of Committee Members.

Participants received a Membership Manual which will be necessary for all ACCR meetings. This committee will train from this book to provide guidance in the areas of policy and procedures and the manual will become the reference material. The manual's table of contents defines suggested practices for all committees' members thus orientation for new committee member to ACCR will need to be lead by the influence of the book. Meg remarked that people get the role of what the various committees do. Likewise, this committee will be responsible for the review and update of contact info about all committee members.

The subject of the time frame for meeting notes to be finished and submitted was brought to the floor. Two weeks or mid way before the next scheduled meeting the notes must be completed and forwarded. This allows time for corrections and additions. The agenda and meeting notes will then be dispersed one week prior to the set meeting time

Topic#3) The Annual Appreciation Event.

An Event, Task, List was provided. This chart shows the different duties that need to be done to have a successful engagement. Set in three groups covering the event are Venue, Plan and the Event itself. It is not limited and other duties can be added. The goal of the event (appreciation for contribution of members of ACCR), education?, entertainment?, speaker?, and, of course the FUN must be decided upon. Money needs to be allocated for the event. The Steering Committee has stated a sum of \$1500.00 can be provided. The Event will be held in the Human Services Building at 1 Smithfield Street on June 20th which is near the end of fiscal year. The theme will include an award ceremony and will be Black & White attire. Parking is free on the weekend and the building is accessible by public transportation. Further discuss as to whom will be receive a commendation needs to addressed.

The next Membership committee meeting will be on April 7, 2009 in the Human Services Building, 1 Smithfield St. The meeting will be held at 10:30 in the Steelers Conference Room.