

ALLEGHENY COUNTY COALITION FOR RECOVERY

Membership Committee

May 14, 2009

MINUTES

In Attendance: **Elise Barr**, Terri Bishop, William Boyce (Interim co-chair), Monica Fisher, **Chari Frederick**, **Dennis Hughes**, James Kindler, **Gail Lacy**, Jennifer Macioce, Annette Mendel, **Meg Park (Interim Co-chair)**, Albert Torcaso, Danette Veahman, Frank Ventresco, **Chris Weis**, Denise Weis

Those committee members present and guests present are shown in bold. Excused absences are in italics

Announcements:

- Our proposal to Western Region CSP was accepted. We will receive \$1,000 to be used for the June event.
- An email was sent to ACCR Co-Chairs for nominations.

Minutes from previous meeting approved.

Topic # 1: Reviewing the final draft of the invitation and the accompanying RSVP

Discussion: Reviewed draft of invitation and made suggestions as to when to send invitation out and when RSVPs should be due. Also discussed having volunteers to make the telephone calls as a follow up to the invitation.

Decisions: Chris and Dennis volunteered to make follow up phone calls. Deadline for RSVP will be May 21, 2009.

Action Items/Person(s) responsible/Target date for completion: Meg will send out invitations via email and mail after meeting is over (May 14); Meg will obtain 2 rooms for the phone calls. Follow up phone calls by Dennis and Chris on May 18 for the RSVP.

Topic # 2: Choosing a caterer

Discussion: We reviewed several different caterers and what they had to offer.

Decisions: Hot and elegant dinner from Myrna's (2nd Choice of caterer will be Jimmy's Corporate Catering). Two hot entrees and 2 side dishes: Chicken Marsala, Sliced Beef with gravy, Parsley Potatoes, Green Beans Almandine. Also Cake, Punch & Coffee

Action Items/Person(s) responsible/Target date for completion: Meg will contact the caterer with our choices and find out their availability.

Topic # 3 & 4: Choosing a trophy supplier and florist.

Discussion: Tabled until next meeting.

Next Meeting:

Date: Wednesday, May 27, 2009

Time: 1:30 p.m.

(Following Meeting will be Monday, June 8 at 10 a.m.)

Minutes prepared by

Gail Lacy