

**ACCR**  
**Steering Committee Meeting**  
**Minutes**  
**October 31, 2008**

**Co-Chair(s):** Craig Dorin Verna Johnson

**Note taker:** Craig Dorin

**Attendees:** Sharon Alberts, Sandy Beahm, William Boyce, Sarah Goldstein, Dennis Hughes, Terri Bishop, Chris Weis, Denise Weis, Mike Gruber, Harold Hartger, Sherry Shaffer, Albert Torcaso

**Welcome and Introductions**

**Review of Agenda**

**Approve Minutes from September 26, 2008 meeting**

**Decision Items**

| <b>Item</b>  | <b>Time</b> |             |
|--|-------------|-------------|
| Public Awareness Committee Co-Chair (Chelsea Quattrone) Vote - the steering committee approved of Chelsea's interim appointment as the co-chair for the public awareness committee without objection   | 5 min       | Verna/Craig |
| KY request to use ACCR Hope and Change booklets - the members approved of the use of the booklets with the condition that an acknowledgement clause is added by the user to indicate permission and credit. The committee discussed the need to have the books appropriately copyrighted. It was suggested that Sarah G. be contacted to work on getting the booklets copyrighted. | 5 min       | Mike        |
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|  |             |             |

**Discussion Items**

| <b>Item</b>  | <b>Time</b> | <b>Who</b>  |
|--|-------------|-------------|
| <b>Review of Budget and activity planning updates for 08/09 fiscal year</b> - Each co-chair briefly discussed their committee's budget and activities to date. There was some confusion about the total amount of money indicated in the budget since it seemed to be a larger amount of money than was identified. After some review it was determined that some money was entered twice increasing the total budget by approximately \$9,000. It was identified that there are | 20 min      | Craig/Verna |

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| some committees that have a sizable surplus of money. It was reiterated that the committees will need to carefully monitor their budgets in the next year to ensure they get used effectively and there is no fiscal year end rush to spend.   |        |       |
| <b>Report on Minutes Format: Explain completion vs. simplify</b> – It was presented to the group that Meg P. will meet with the current note takers to review the format, completion process and any use issues.   | 1 min  | Mike  |
| <b>Steering Committee Composition, Restructuring and Recruitment Process Updates</b> – this item was tabled.   | 15 min | Verna |
| <b>ACCR Strategic Retreat update:</b> Committee members questioned whether there is a need to hold a strategic planning retreat for the purpose of establishing new objectives and outcomes for the ACCR. After much discussion the group agreed that a formal review of the ACCR’s progress was needed. It was discussed that each committee would benefit from reviewing their current activities and accomplishments to understand what has been achieved and how it does or does not support the overall objectives of the Coalition. Committee members agreed that they would also benefit from having a common language and understanding of how to review efforts to date. The group agreed that a survey should be drafted to evaluate members’ attitudes about having a strategic planning retreat. Harold H. agreed to work with Verna J. to try and develop a survey for review at the next meeting. Some members suggested that a general survey be created to determine the provider community’s awareness of ACCR and its efforts. | 30 min | Craig |
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**Brief Announcements**

**Next ACCR Steering Committee Meeting**

**December 12, 2008**

**Life’sWork 1325 Forbes Avenue**

**Do you have Questions concerning Allegheny County Coalition for Recovery or need recovery materials?**

**Call Bill – (412) 350-4166 or Meg – (412) 350-3455**