

**ACCR Education Committee/NFI Team Meeting – Minutes**  
**December 19, 2006**

Co-Chair: Laura Thomas  
Note Taker: Nancy McGrath  
Attendees: Laura Thomas, Mike Gruber, Michael Reber, Harriet Baum, Roy Faloskey, Andy Pursel, Melissa Medice, Paul Wittman, Nancy McGrath

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Review and Approval of Minutes from October 17, 2006:

Minutes from the October 17<sup>th</sup> Meeting were approved with two changes to the Social Marketing Task Force Update – Remove the sentence, “We came up with so many ideas that we were unable to come up with a specific plan by the end of the day.”; then amend the preceding sentence to read, “We decided as a group that the audiences to target for Social Marketing should be both Case Management Staff & Consumers.”

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**Agenda Item: Development of Fiscal Budget for Year 7/1/2007 – 6/30/2008**

The deadline for the Budget is going to be 1/15/2007. We will be submitting our Budget Recommendations to the Steering Committee, and then the Steering Committee will be making the final decision about what our actual allocation is going to be.

Item 1: The Fixed Costs of this Meeting:

Co-Chair and the Minute Recorder: \$50 each/per meeting.

It was suggested that, in the future, we include in our recommendation monies for the note taker who, as needed, would be responsible for taking minutes at the Social Marketing meeting.

Item 2: Projects That Need to be Completed:

1. ACCR Dual Recovery Booklet – In the coming fiscal year, additional funds may be needed for the printing of this booklet.

Action Item	Persons Responsible	Target Date
Determine if additional funding is needed for the printing of the ACCR booklet. Report to Laura or Virginia how much, if any, additional funds will be needed in the coming fiscal year.	Paul Wittman	12/22/06

2. ELI – Mike Reber  
Currently, we've commenced the Monthly Support Networking Meetings, which meets regularly on the 3<sup>rd</sup> Saturday of each month from 1 to 3pm. All Graduates of the ELI program are being supplied with professional, informative business cards to present to those they network with.  
Kaya and Mike are working towards developing a “Training the Trainer” curriculum. We are already planning for next years regular ELI trainings.  
One big development is that Western Psych is forming a Consumer Advisory Committee, and they will exclusively be using ELI graduates for that committee. They said anyone who is not a graduate that wants to join that

committee will be sent to a session of ELI, and anyone who is already a graduate is welcome to come on board and be involved with the committee. For 2007-08 we will be doing other trainings, if not 2, at least 1; and then doing the "Training the Trainer", and then continuing the ongoing monthly meetings from the support networking aspect of things.

Estimate of Funding Needed:

- a. One session of regular ELI, lasting 5 weeks - \$100 for food from various vendors (not just pizza), plates, cups, napkins per training day. The option of having a "pot-luck" was discussed; where everybody brings in something, and where Mike would supply drinks and utensils, plates & cups.
- b. One session of "Train the Trainer" – A full trainer receives a compensation of \$75/week. Possibly, training can be provided to ELI graduates, who would then facilitate the Fall session under Mike's support and supervision. So far, 6 graduates from Allegheny County have expressed interest.
- c. Graduates' Monthly Support Group Meetings - \$25 to \$30/meeting.

Action Items	Persons Responsible	Target Date
Get figures from Lynn. Determine the actual cost per person for food and beverages. Report results to Mike Gruber	Mike Reber	12/21/06
Check to see if ACCR has Certificates (Such as Giant Eagle) to be used to offset food expenses for the Monthly Support Group Meetings	Mike Gruber	1/16/07
Send Laura Thomas a flyer about ELI	Mike Reber	1/16/07
Post ELI Flyer throughout her Agency	Laura Thomas	1/16/07

**In Our Own Voices – Harriet Baum**

Next Year we'd like to continue having In Our Own Voices Trainings, each to be attended by 10 to 15 people. Base expenses for these trainings would amount to approximately \$3,500, which would cover training, food, and Stipends of \$30 per presentation/per person. Funding that ACCR provides would go to support trainings for DHS providers.

Recommending a Fiscal Budget amount of \$3,500 - based on 2 presentations a month.

**Social Marketing – Mike Gruber**

It was agreed by all that Social Marketing should be the Big Priority of the overall budget, and a Budget amount of \$5,000 was recommended for Venue Planning & Food.

The next meeting is scheduled for **Tuesday, January 16, 2007**, from 12:30 – 2pm at CCBH. Lunch will be provided. We will further discuss the Budget, exploring the other programming further, and perhaps determining other ways of funding them since it was decided that Social Marketing should take priority. We also need to determine what goals and projects we really want to own in 2007-08, and which goals can be projected over to 2008-09.

Respectfully Submitted, Nancy McGrath, Note-taker