

**Allegheny County Coalition for Recovery
Steering Committee
Meeting Minutes**

February 10, 2004

Present: Harriet Baum, Don Russell, J.R. Brenner, Cathy Hewitt, Jan Boyd, John Cassase, Sharon Alberts, Harold Hartger, Mary Jo Dickson, Curtis Upshur, Rev. J. David Else, Wes Sowers, Paul Freund, Mike Gruber

The Committee reviewed the ACCR Retreat held on January 31. Participants expressed satisfaction with the retreat and noted having a clearer sense of direction for the organization. Several members mentioned stated they realized just how much ACCR has accomplished in a short period of time.

Mike Gruber distributed a packet of information about the role definitions for ACCR officers and feedback provided by the ad hoc committee that was formed at the retreat to address this matter. There was considerable discussion about how formalized the structure should be, what officer roles needed to be filled, who should fill them, and how they should be selected.

A motion was made to accept the role definitions as described by Mike Gruber and amended by John Cassase (see attached) with the change that the functions of the Secretary/Treasurer would be handled for now, by the coordinator. The motion was amended to include Co-Chairs for ACCR and that at least one of them must be a consumer. The motion was further amended to state that the Co-Chairs would be responsible for authorizing all reimbursement of expenses. The motion and amendments were unanimously approved.

There was discussion about developing procedures for obtaining reimbursement. An ad hoc committee consisting of Harriet Baum, Paul Freund, and John Cassase was formed to develop guidelines and procedures to recommend to the Steering Committee.

The Committee discussed how the Steering Committee should be appointed or elected. There was consensus that all sub-committee co-chairs should be on the Steering Committee. Several different viewpoints were expressed about how the remainder of the Steering Committee should be constituted, but the issue was tabled.

The selection of Co-chairs was the last item of discussion. The motion was made that the Fall Festival serve as the transition time for changing Co-Chairs and for selection/election to the Steering Committee, and that Co-Chairs appointed at this time would serve until then. This was approved by the Committee. There was discussion about how Co-Chairs should be selected. It was decided that for now, the sub-committee co-chairs would serve

as a nominating committee and would attempt to identify potential candidates before the next Steering Committee meeting.

The Steering Committee decided upon an agenda for the next meeting. Topics will include the selection of Co-Chairs, what constitutes membership in ACCR, what should be the composition of the Steering Committee, review of the role of the sub-committee co-chairs, and what should be the function of the Steering Committee.

The Steering Committee decided to set a permanent meeting time on the last Friday of each month from 12:30-2:00. Jan Boyd volunteered to contact Life's Work to arrange for a meeting room on an ongoing basis.