

Name of Committee: Steering Committee

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

Note taker: Theda Bryant

Attendees: Chris Weis, Victoria Livingstone, William Boyce, Dennis Hughes, Mike Gruber, Melissa Medice, Verna L. Johnson, Craig Dorin, Sharon Alberts, Meg Park, Rachel Kallem, Wesley Sowers, Theda Bryant, James Kindler, and Chari Fredrick

Announcements:

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Agenda Item: Hope and Change Copyright

Committee Goal Being Addressed:

Discussion: ACCR received official copyright for the hope and change booklet.

Action Item	Person Responsible	Target Date

Agenda Item: SOCI Project

Committee Goal Being Addressed:

Discussion: Survey revealed four topics that people are interest in receiving training for.

- Leadership, Data and Advocacy
- Needs Assessment
- Focus Group Implementation
- Communicating you Data

Dates for the training will be scheduled in late May or early June. Each training session will be 60 or 90 minutes.

Action Item	Person Responsible	Target Date
Mike will work with Sarah to schedule the trainings.	Mike and Sarah	5-6-2011

Agenda Item: ACCR Committee Co-Chairs Responsibilities Discussion results

Committee Goal Being Addressed:

Discussion: Purpose statement was approved, Overview expectations-if the Co-Chairs are not

going to be present somebody else ask to chair in advance notice. If there is not advance notice then the meeting will be canceled. Remainder of that section will be approved. Responsibilities for Co-Chairs to share section was approved. Attendance requirements were set at eight meetings per year for the steering committee. Term of office, was changed too two years term. There will be discussions about implementations about the terms of office at the next meeting.

Action Item	Person Responsible	Target Date
Revise term of office description.		
Implementation will be discussed at the next meeting.		

Agenda Item: 11/12 Budget submissions

Committee Goal Being Addressed:

Discussion: Committee Co-Chairs were asked to come prepared to the next meeting to discuss, the end of the year budget request and projections.

Action Item	Person Responsible	Target Date

Agenda Item: 11/12 Budget submissions

Committee Goal Being Addressed:

Discussion: Committee Co-Chairs were asked to come prepared to the next meeting to discuss, the end of the year budget request and projections.

Action Item	Person Responsible	Target Date

Agenda Item: Fiscal Process and Clarification

Committee Goal Being Addressed:

Discussion: Co-Chairs need to provide documentations (bids, receipts, etc.) When submitting their invoice requests. The document will be amended to indicate that contract for events should be included with purchase requisitions.

Action Item	Person Responsible	Target Date
Document to be amended about contracts.	Craig	4-29-11

Agenda Item: Website Updates

Committee Goal Being Addressed:

Discussion: ACCR members should refer to the website calendar for conference information. The website redesign is underway, using information from website design research. A mock website will be out in April. **To post information on the website used the form and send it to Meg.**

Action Item	Person Responsible	Target Date

Next Meeting Date, Location, and Time:

April 29, 2011
Life's Work
12:30- 2:30