

**ALLEGHENY COUNTY COALITION FOR RECOVERY**  
**Steering Committee:**  
**Minutes**

Date: 11-30-2012

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**Co-Chair(s):** Dennis Hughes

**Note taker:** LaTacia Brentley

**Attendees:** Lori Ann Pace; Barbara Witherspoon; Anthony Lucas; Charlene Saner; Denise Weis; Mike Gruber; William Boyce; Marci Sturgeon-Rusiewicz; Wes Sowers; Chari Frederick

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**Agenda Item:** ACCR FY 2012-2013 Budget

**Committee Goal Being Addressed:** Discussion

**Discussion:** Appendage to the spreadsheet ACCR FY2012-2013 Approximate Committee Expenses; Public Awareness Committee spends \$30-\$40 six times a year. Correction to the Child & Family monthly expense from \$6 to \$56. The minute recorder is for 10 months @ \$60 a month. Also, the Adviser is for two months @\$ 35 a month for an annual total of \$70. Correction on Membership Committee which should read \$60 for the Co-Chair which was paid for 4 months, the Minute Recorder 1 month and the Committee Adviser 1 month for a total of \$335 for the year.

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**Agenda Item:** Criteria for receiving money for the Reserve Fund

**Committee Goal Being Addressed:** Discussion

**Discussion:** Suggestions for Criteria and questions

--Committees should do a Cost Assessment for their project. The project should be assessed to see if it fits and serves the Mission and Vision of the ACCR.

--Committee Chairs should follow up on attendance to prevent waste of lunches, the money can be used elsewhere when needed.

--Some type of form should be created for the Committee Chair to complete to request money.

--The question, "What would be reasons for denial?" was raised. One answer was, "A committee that has spent frivolously would be looked at second."

--A sub-committee should be formed. It was further suggested that Dennis and Marci be on the Committee with three others. The odd number would serve best. It was agreed that the other three people come from outside of the Steering Committee. Dennis asked that Chairs give an invitation to this Sub-committee at their next meeting.

--That raised the question of how one get on the Steering Committee? There are three ways.

1) You are a Committee Co-Chair.

2) The person applies for an at-large position of which there are 9 designated slots.

3) Previously, through the CAP...(Conference of Allegheny Providers)

--Going back to criteria suggestions, a time line should be created.

--Raising the question, "What if a Committee wants more time?" One suggestion was that a Committee should know or plan well in advance. Also suggested was first come

first serve. Another suggestion was that any Chair should have great attendance at the SC Meetings.

--Denise suggested that Committees collaborate projects to cut costs.

**A summary of the suggested Criteria:**

- \*Collaboration
- \*Mission/Vision
- \*First come, first serve
- \*Cost Sheet
- \*Form a Sub-committee
- \*Budget review (How did you spend money)
- \*Time line (90 days)
- \*Request Form
- \*Resources/Networking

<b>Action Item</b>	<b>Person Responsible</b>	<b>Target Date</b>
Discussion on Criteria to continue	Steering Committee	01/25/13
Chairs to ask Committee Members to be on Sub Committee	Committee Chairs	01/25/13

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**Agenda Item:** ACCR Awards Banquet

**Committee Goal Being Addressed:** Discussion

**Discussion:** Discussion about funding, how it was previously funded and what types of funding was involved. It was asked was this a project of the Membership Committee, which it has been in the past. There were suggestions to seek outside grants and it was stated that a Seed Grant had helped to fund the Banquet previously. Discussion to continue as funding is an obstacle.

<b>Action Item</b>	<b>Person Responsible</b>	<b>Target Date</b>
Discussion to continue	Steering Committee	01/25/13
Chari is to check on previous networking to seek assistance	Chari	01/25/13
Chair are to ask Committee Members about the Award Banquet	Chairs	01/25/13

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**Next ACCR Steering Committee Meeting:**

**January 25, 2013**

**Life's Works**

**1325 Forbes Avenue**