

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

Date: April 24, 2009

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**Co-Chairs:** Craig Dorin Verna Johnson

**Note taker:** Bernice Hayes

**Steering Committee Members (\*):** Sharon Alberts, Sandra Beahm, Terri Bishop, **William Boyce**, Mary Jo Dickson, **Craig Dorin**, **Sarah Goldstein**, **Mike Gruber**, **Harold Hartger**, **Bernice Hayes**, Shirlee Hopper-Scherch, **Dennis Hughes**, **Verna L. Johnson**, **Melissa Medice**, Jim Nelson, **Meg Park**, Chelsea Quattrone, **Sherry Shaffer**, Wes Sowers, Robin Spencer, **Jessica Strong**, Chris Terry, **Albert Torcaso**, Curtis Upsher, **Chris Weis**, Denise Weis

* Members present are shown in <b>bold</b> . Excused absences are <i>italicized</i>
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**Guests:** Megan Bursic (MBH Intern), Chari Frederick, Annette Mendel, and Danette Veahman

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**Welcome & Introductions:** The meeting was opened by Co-Chair, Craig Dorin. Harold Hartger's guest, Meghan Bursic, and intern with MBH was welcomed.

**Approval of Minutes and agenda:** Minutes from March 26 meeting were reviewed. There were a few corrections to the minutes: William Boyce was added as being present, Danette Veahman's spelling of her last name was corrected and Verna would like the middle initial "L" added to her name. The minutes were then approved as amended.

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**Agenda Item 1:** Budget Report

**Committee Goal Being Addressed:** Review the 3rd Quarter financial report. Determine what we have left to spend by the end of the year.

**Discussion:**

- Original budget wasn't done as a "zero-based budgets" meaning the budget wasn't created according to how much money was actually coming in. As a result the committees requested more than we had income for (\$53,910). The actual amount of income was \$46,171. The total amount spent to date is \$19,824. Then including the PSAN administration fee of \$2,553 subtract from the \$46,171. This means we have \$23,744 left to spend this fiscal year per Mike Gruber. Money left must be spent wisely or returned to OBH. There is no penalty for not using all the money allocated.
- A \$250 refund has been added to the \$46,171 from a dialogue that was cancelled in the 2<sup>nd</sup> quarter.
- Not enough co-chair members are present to decide what will need to be done with remaining money.

- Each committee co-chair should bring what projects they want to work on for the whole year to the steering committee.

Action Item	Person Responsible	Target Date
Co-chairs to ask confer with their committees as to how the balance of their requested amounts are to be spent	Co-chairs & committee members	5/29/09
Steering Committee will decide if/how we will shift money within ACCR or return money to OBH	All members present	5/29/09

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## Agenda Item 2: Committee Budget Reports

**Committee Goal Being Addressed:** Reports from the committees about current activities and also whether they will be able to use all of their money.

**Discussion:**

- 1) Child/Family Committee ( Sherry Shaffer) reviewed their budget and the remaining money they have not spent money on is related to the Tool kit. \$1,000 for the CD/DVD/Cases will be ordered by the end of the FY
- 2) Education Committee (Dennis Hughes) balance of \$1,000 for *Emerging Leadership Institute* (MHA) has not been used by them. The Committee plans to use elsewhere. Hope and Change Booklets were overspent on their budgets but there is a surplus of \$2,755 on the Social Marketing budget. Per Mike this money will be sifted to aide in distribution of the Recovery booklets in the community. They will report next month how much money will be left.
- 3) Public Awareness Committee (Chris) purchased a new banner costing around \$404. This is to be used at ACCR events and in media presentations. There will be advertising on P.A.T. buses and a TV show on Bipolar Disorder on May 12 and another show in June. Public Awareness will also make a video of people at Mayview to tell their recovery story. Chris will present how much money will be left and what it will be used for at the next meeting. It was also stated that if a person works a table at a conference it will be paid from the Public Awareness budget.
- 4) Consumer Provider Collaborative (Sarah) stated that they have a peer advisor (Mary Lu Zemaitis, NAMI) Sarah corrected the budget handed out that should have the advisor paid out of the \$420 budget line. She will have to check how much was paid to Marylou. The minute recorder amount needs to be clarified as they too seemed to be inaccurate. The \$720 that was allocated for Co-chair will be shifted to Dialogues. Sarah (Community Care) is a volunteer co-chair for this committee. They will use all the money they were allotted.
- 5) Quality Improvement Committee (Sarah & Meg) the \$720 for the Co-Chair may be put into play for the general fund. The rest of their funds will be used for focus groups and another printing of the brochure
- 6) The Steering Committee Meg noticed that \$369 from the \$1,500 that the SC allotted for membership appreciation, which was to be used for the Appreciation Event was missing. She said the Membership Committee *humbly* asks that it PLEASE be put back in the budget for that purpose.

Action Item	Person Responsible	Target Date
Those committees that need to will report next meeting on what they will be spending the rest of their budget on i.e. Public Awareness, Steering Committee	ACCR Co-Chairs	5/29/09

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**Agenda Item 3: ACCR Member Appreciation Event**

**Committee Goal Being Addressed:** Inform members of upcoming events.

**Discussion:** The ACCR Member Appreciation Dinner and Awards Ceremony is coming up on **June 20, 2009** at One Smithfield Street in the Liberty Room. It will be from 4 to 7:30 PM. Attire will be black and white—anything from a white t-shirt to a tuxedo or little black dress and pearls! There will be an elegant buffet dinner, a well known recovery speaker with an awards ceremony to follow. The theme is

***Imagine... Believe... and Achieve.***

The next meeting will be April 29, 2009 at 1:00 at 1 Smithfield. Please contact Meg if you'd like to help.

Action Item	Person Responsible	Target Date
Invitations & RSVP will be coming out in early May	Meg & Membership Cmte	Early May
RSVP back to the committee with your dinner choice	All invitees	May 21

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**Agenda Item 4: Steering Committee Role for Growth and Development**

**Committee Goal Being Addressed:** Define what does oversight mean and being a guiding force.

**Discussion:** Verna opened the discussion by asking the co-chairs how they feel about the steering committee not forcing but being a guiding force but dealing with accountability.

The following issues were brought again:

1. What outcomes do we want to obtain? Steering committee can make a review of quantifiable outcomes.
2. Structure and function are both equally important.
3. The mission of the ACCR was discussed and the goals of each of the committees are to help ACCR reach its mission.
4. Craig read the definition from the by-laws: The Steering Committee is to provide “coordination”, “support”, “guidance”, and “accountability”,... to set annual goals and objectives and to review progress towards the objectives at least twice annually to make sure they are being met.

Action Item	Person Responsible	Target Date
The co-chairs of the Steering Committee will meet to set some common language as to outcomes	Verna, Craig, Mike, Bill & Meg	Mid May

Co-chairs to continue to think about the role of the SC & to return with some discussion points	All co-chairs	May 29
Review by-laws and amend language as necessary for clarification	Harold Hartger	May 29

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**Agenda Item 5:** ACCR Telephone  
**Committee Goal Being Addressed:** Update on use (Bill)  
**Discussion:** very few calls coming in

**Next Meeting Date, Location, and Time:**

**Friday May 29, 2009 12:30 – 2:15** Please come early to get some lunch. Let's be ready to start our meeting at 12:30. Thanks  
**Life's Work 1325 Forbes Ave**