

**Approved Minutes**  
**Special Alcohol Fund Advisory Committee Meeting**  
**Harmon Room, City Hall, 1101 Poyntz Avenue**  
**March 7, 2007**

**MEMBERS PRESENT:** Doug Chapman, Dennis Cook, Mary DeLuce, Elaine Johannes, Amy Gross, Brian London, and Julie Govert Walter

**MEMBERS ABSENT:** Captain Robert Buttrey and Matthew Schindler

**STAFF PRESENT:** Allie Lousch, Administrative Program Coordinator

**PUBLIC PRESENT:** None

Meeting was called to order at 7:02 a.m. and Committee reviewed the agenda.

***Minutes:** Elaine made a motion to approve the minutes. Amy seconded. Motion passed.*

***Nominations:** Brian was nominated as Committee Chair and Mary was nominated as Vice-Chair. Dennis moved to accept the nominations and Doug seconded the motion. Motion passed.*

**Site Visits:** Committee discussed the two pending site visits. Mary offered to conduct the Youth Court site visit and Doug offered to conduct the site visit with Boys & Girls Club.

Committee reviewed site visits and discussed the site visit scheduling change that was approved during the February meeting. Two 2007 site visits were reassigned to new members; Dennis will visit RCPD/D.A.R.E. and Elaine will visit with USD 383.

**Fund Application Review**

Considered looking into incorporating the United Way of Riley County's budget form into the Special Alcohol application.

**RFP:** Elaine moved to use revised Request for Proposal (RFP) with outcomes and Allie's explanatory words. Julie seconded

Motion carried.

Allie will send RFPS Friday March 23 with a due date Monday April 23.

Elaine suggested hosting a Bidders Conference to explain to all of the applicant agencies at one time about the nuances of RFP. Recommendation to ask MARPC if we can host the bidders conference during a MARPC meeting. Melissa RUNDUS is president-next MARPC meeting is March 28.

Bidders' Conference must be included in the public notices.

**Allocation Interviews & Deliberations:** Committee discussed hosting interviews May 29 and 30 with deliberations May 31. Doug moved and Mary D. seconded. Motion passed unanimously.

***Include incomplete and late rfps will not be accepted.***

Allie asked Committee to please recycle the notebooks and paper.

Brian motioned to adjourn. Mary seconded. Motion carried.

Meeting adjourned at 9:11 pm.