The information in this report covers the time interval between October 1, 2017, and August 31, 2018. September 2018 information will be added when the report is given at CSC.

Actions toward 2017-2018 Goals:

1. Maintain the Books for Inmates and Institutions Program and inmate correspondence.
	1. Received 169 specific requests for literature or information by US Mail
	2. Sent 159 response letters
	3. Heard from an average of 23 different institutions per quarter
	4. Received requests from 24 facilities we have never heard from
	5. Literature sent:

|  |
| --- |
| **Literature October 2017-August 2018** |
| **Piece of literature** | **English** | **Spanish** | **Total** |
| Co-Dependence Anonymous Book | 190 | 11 | 201 |
| 12 Steps & 12 Traditions Workbook | 110 | 11 | 121 |
| Standard Packet(a set of pamphlets and booklets CoRe donates) | 40 | 1 | 41 |
| Institutional Meeting Handbooks | 15 | 0 | 15 |
| In This Moment | 9 |  | 9 |
| Other Items | 4 |  | 4 |
|  |  |  |  |

 We had no requests for a CoDA “library” for institutions.

* 1. Received $2775.15 in donations to Books for Inmates and Institutions. Three of these donations totaling $140 were directed to specific institutions.
1. Continue and grow the Inmate Sponsorship Program: Due to an excellent response from the Fellowship, every inmate who has requested a sponsor has received one. We do not know how many of these pairs (sponsor-sponsee) are currently active. We have had reports that some no longer exist and would like to find out more about the sponsors’ experiences with snail-mail sponsorship.
2. Totally rewrote the H&I Service Info page on the CoDA website.
3. Update “Books for H&I” donation form on the CoDA website as needed: This has been done twice this past year to make sure we get the information we need. A few “donations” have been made by non-CoDA members specifying that a certain number of books be sent to an institution. It seems that some organizations want to purchase books for their clients at the reduced “H&I” price, but that is not the purpose or function of this program. The donation form needs to make it clear that the donations are from CoDA members who want to make books available at no cost to individuals who have no way to purchase books while institutionalized.
4. Regular communication with the CoDA community: We receive and respond to 5-15 email queries from Fellowship groups or members each month. Using the H&I email subscription list we have sent out a few announcements asking for help with requests from organizations wanting to have meetings in them and making the need for inmate sponsors known. We have also invited anyone on this list to attend one of our meetings twice this year. In response to one, six people indicated their desire to attend and requested an agenda and link to the meeting, but none of them came.
5. Get more members: We started the last year with 4 members, gained 1, and had 2 previous members return.
6. Maintain H&I P&P Manual: This was totally updated, but needs more.
7. Have a face to face meeting to produce an “H&I Manual” with suggestions for types of CoDA H&I service: This we did and have a preliminary copy of this handbook which will be featured at an ICC workshop. We hope to get feedback and suggestions then for its completion.
8. Continue to build our database through those responding to the H&I survey that is offered to all new email subscribers: The offer to complete the H&I questionnaire upon subscribing to the H&I subscribers’ list continues to be available. Perhaps 25% of new subscribers who do complete it could use a response from us, but, due to overloaded schedules, only a fraction of them do. We will continue to offer this.

Additional accomplishments:

1. Had 10 regular and three special meetings via teleconference.
2. Helped meetings get started in at least 5 facilities.
3. Worked with CoRe in developing the procedure for ordering books for the Books for Inmates and Institutions program created by having a new CoRe website.
4. Requested that CoRe make the 12 Steps and 12 Traditions Workbook available without the spiral binding that just came out. Such bindings are not allowed in many facilities. CoRe has provided, and we have ordered them. THANK YOU, CoRe.
5. Considered ways to provide institutionalized CoDA members with new stories/ material because they have little exposure to recovering co-dependents outside. We have been able to send copies of some Weekly Readings and Meetings in Print. We would like to find ways for them to get this material in their facilities through prison librarians but haven’t made any progress in that direction.

Thank you for allowing me to serve on this committee for 8 years, the last 6 as chair. It is now time for me to step down and away after tying up some loose ends.

We appreciate and thank the following for the help and encouragement we received from them:

 Linda A., our outstanding Board liaison; Barbara D., our liaison to the CoRe Board; the CoRe Board; Joan O. CoDA Fellowship Service Worker; the CoDA members who serve as inmate sponsors; each CoDA member who serves the codependents who still suffer in institutions and facilities; each CoDA group or donor to the Books for Inmates and Institutions program; and our current committee members:

 Bruce H., FL member at large

 Darlene H., CA Recording Secretary

 Deborah B., CA Assistant Corresponding Sec’y

 Jim B., AL Sponsorship Coordinator

Kathy L., IL Chair, Corresponding Sec’y

Lou L., IL Email Corresp. Sec’y and Literature Distribution Coordinator

Terry D., CT member at large