

MINUTES

Hospitals and Institutions Committee

Date: Sunday September 26, 2010 by Teleconference

In attendance:

Yumi M. (chair)	Concord, CA	expressopenme@yahoo.com	925-787-5422
Barbara D.	Redwood City, CA	southbaycoda@yahoo.com	650-814-1084
Annie S.	Belchertown, MA	annstephan@yahoo.com	413-320-1615
Kathy L.	Champaign, IL	stokerkathy@gmail.com	217-979-2847
Lou L.	Champaign, IL	codalou@gmail.com	217-898-2847
Lesa G.	San Diego, CA	lesaG2010@gmail.com	619-244-2289
Julie B.	Las Vegas, NV	myhp1st@gmail.com	702-273-8755

Meeting started at 11:07 AM Pacific with a Serenity Prayer.

1. Annie wanted to clarify what her task from last meeting was; we agreed it was to develop a message to reach out to the VE's to identify H&I contacts and compile a list of the contact people. She won't do anything just yet on the CoDA Pen Pals project.
2. Lesa has completed the response letter and is still working on adding H&I inquiries to the database. It was noted that a new item will be available on coda.org, a single document that includes the foundational documents and the new patterns and characteristics. We discussed using it and/or "What Is CoDA?" to send out to inquirers. Lesa will work on getting information about how one would go about writing to inmates, so we can set up the CoDA Pen Pals project.
3. Kathy is working on how we get info to CORE so that they can send the materials out to our inquirers. She's also trying to determine how many donated books for inmates we have available. Kathy is also working on the database.

We had a discussion of what is required of inmates before we send them a Big Book. In some instances, inmates request one for themselves and for others as well. We took a group conscience and agreed that each individual must request a book for themselves.

4. Lou is working on the flowchart for H&I activities. He's got it started, but needs more information in order to expand it. He also suggested that we develop a system for identifying incoming requests to make tracking easier.
5. Yumi sent us the link to the expense reimbursement form. She will work on something to include in the next QSR and have a draft available by the next meeting. She is also working on providing the Board with documentation of the duties of the H&I Chairperson.
6. We started the discussion of when and where to have our face to face meeting. We probably need to do it in February in order to have our motions ready for the next CSC. Everyone needs to bring calendars next month, so we can pin down a date. We should each email Yumi with our availability in /February. Yumi will check into what our budget is for the face to face meeting.

7. Julie will check into how we can access and use the Committee Work Area (CWA) on CoDA.org

Meeting adjourned at 12:42 PM Pacific.