

# MINUTES

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## Hospitals and Institutions Committee

**Date: Sunday August 22, 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
Les G.	San Diego, CA	lesaG2010@gmail.com	619-244-2289

### 1. Pro Outreach Update

Yumi reported that Outreach doesn't think it's a good idea to transfer Pro Outreach to H&I at this time. We all agreed with Yumi's assessment that we let it go for the time being and potentially revisit the issue on a year.

### 2. Update

Leza reported that she has notified the appropriate entities that she is now the contact to send H&I inquiries to. She has approximately 50 items already dealing with requests for sponsors, literature, meeting lists, etc. She has created a spreadsheet to track the inquiries.

We agreed it would be a good idea to develop a quick initial response for Leza to send out when an inquiry first comes in to let them know it has been received.

We also agreed it would be a good idea to develop a list of members willing to communicate with inmates/patients, a sort of "CoDA Pen Pals" network.

We agreed it would be a good idea to develop a list of H&I contacts in the VE's to let them know what we're doing and support them in their efforts.

### 3. Action Items

Everyone-

- 1) visit the Committee Workgroup Area on coda.org to familiarize ourselves with what is there. <http://coda.org/cwa/index.php>; username; service, password: service10!
- 2) submit names and contact info for H&I contacts in the VE's to get the database started

Yumi-

- 1) Find out how we get funds to do our tasks
- 2) Prepare an agenda for next month's meeting and send it out in advance of the meeting

Leza-

- 1) Develop the initial response letter and share it with the Group
- 2) With Kathy, share with the Group the templates we do have

Lou-

- 1) Develop a flowchart for H&I

Annie-

- 1) Develop something to include in CoDA Announcements to ask VE's to send us their H&I contact info and to seek volunteers for the "CoDA Pen Pals" network

Barbara-

- 1) Prepare and send out minutes of the meeting

Next meeting is Sunday 9/26/2010, phone 866-645-3167 pc 5379710

Item for the agenda: what should we send out to inquirers, Welcome to CoDA, Am I Codependent, etc