

# MINUTES

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## Hospitals and Institutions Committee

**Date: Sunday November 28, 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 |
| Lesia G.        | San Diego, CA    | lesiaG2010@gmail.com    | 619-244-2289 |

## Old Business

### 1. Kathy

Kathy received a response from CoRe. No one has been keeping exact records of what has been sent out, nor does there appear to be an exact record available of donations.

There were 400+ Big Books donated and set aside to be sent to inmates/institutions. 258 had been sent out by July 2010. 200 workbooks were paid for, of which 47 had been sent out by July 2010. Kathy has requested that 38 Big Books and 2 workbooks be sent out.

Currently, 103 Big Books and 151 workbooks are paid for and available for shipping.

CoRe will send new meeting starter packets or “standard packets” at no charge to H&I except for shipping.

Kathy would like all CoRe invoices to go to her for her review, then to Yumi for approval. Kathy will contact CoRe about this. She also wants to ask the Treasurer how CoDA is keeping track of the Books for Inmates donations. Either France (the current Treasurer) or Steve (the prior Treasurer who is currently on the Finance Committee) should be able to answer the question.

We need to prepare a motion for the next CSC regarding the Books for Inmates Project.

### 2. Annie

Annie is making progress; she has 15 names for Intergroup H&I reps and has received 60 emails from people interested in H&I program. The goal is an email contact for every Intergroup. She would like to create an H&I listserve. She wants to know if CoDA can develop the contact info we need. She will contact the Intergroups that have phone

numbers to see if she can get email contacts for them, as well as contact the webmaster (Roy L) regarding setting up an H&I listserve.

She would like H&I to develop a report to mail out/email. Yumi will accumulate the information to do a report.

3. Lesa

Lesa has 16 letters to work on. 2 were returned. She also has invoices from CoRe for the period 3/26/2010-8/21/2010, as well 25 more letters to “wade through”.

New Business

1. “Books for Inmates and Institutions”

We need to clarify the process, establish accountability, and get the word out about the program.

Yumi will draft a process document; then we will either submit a motion to CSC or simply relaunch the current program.

We discussed whether libraries meet the definition of an “institution” for this purpose.

2. We need to establish a newsletter and/or some form of communication to send CoDA members interested in H&I service work.
3. We need to update the H&I information on CoDA.org
4. Yumi will update the Books for Inmates/Institutions process.
5. We should all think about motions/projects to put forward at CSC.
6. We need to put together an H&I “overview”
7. We should put together a procedures manual; each member of the committee should draft a procedure to describe what they do.

Having the procedures manual, including the Books for Inmates/Institutions procedure, will lay the groundwork for preparing the motions to submit to CSC.

Next meeting Sunday January 2, 2011 (Sunday after New Years) at 11AM Pacific Time.

**866-645-3167 code 5379710**