

MINUTES

Hospitals and Institutions Committee

Date: Sunday August 21, 2011 by Teleconference

In attendance:

Yumi M. (chair)	Concord, CA	expressopenme@yahoo.com	925-787-5422
Kathy L.	Mahomet, IL	codakathyl@gmail.com	217-979-2847
Lou L.	Mahomet, IL	codalou@gmail.com	217-898-2847
Lesa G.	San Diego, CA	handicoda@gmail.com	619-244-2289
Kristen	NH	kryzs10@webryders.net	
Julie B.	Chico, CA	myhp1st@gmail.com	702-273-8755

- **Introduction of New Member**

Welcome Kristen from NH. She was a delegate to CSC and joined us there.

- **CSC Review**

-Lots of work was done. Some difficult issues were dealt with as our HP worked these out. We met with CoRe for lunch.

-Our committee met for dinner on Thursday 7/7.

- **H&I Lights vs New CoDA World Newsletter**

-Communications wants to do a periodic newsletter.

-They want a commitment for contributions from committees. H&I is being asked to support this effort by being responsible to supply approximately a half page of information at regular intervals (like contributions to the QSR). This task would be added to our committee's duties.

-we may need to come up with a "default" H&I advertisement to use if we can't make the deadline.

-Discussed value of continuing to have a specific e-mail blast of particular interest to people serving CoDA in Hospitals and Institutions.

A Group Conscience was taken and passed unanimously to support the newsletter.

- **Pro Outreach**

-This committee understood that the tasks of Professional Outreach would come under H&I. This transfer had been agreed upon at CSC 2011.

-From the communication Lou has received from Outreach, it is apparent that at least some of Pro Outreach has not been relinquished by Outreach, so he is confused.

-Discussed scope and definition of this work.

-Took a group conscience re: whether our committee felt Pro-Outreach belonged under H&I or Outreach. The results were equally split. Yumi will consider this input and talk with the Outreach chair &/or Committee Chair Forum. She will report on this later.

- **Assign Website Updates from Lesa's recommendations**

Lesa will resend the website change recommendations so we can divide up the various areas/tasks. If you see something when it comes, volunteer to take it before the next meeting.

- **Reassign Annie's efforts**

Tasks

-Manage e-mail list of H&I;

-Group, Intergroup, VE, State contacts for H&I

Kristen will take this over from Annie & will contact Annie to find out what she did and report back to us the update.

- **Books for Inmates name change and flyer for CSC (announce in next H&I lights)**

Flyer for books for Inmates and Institutions needs to be worked on. Lesa asked for help and Yumi will take this on.

- **Review Goals (based on CSC goals – minutes 2011 04 17)**

1. Expand H&I Operations Manual.

2. Clarify and re-launch the Books for Inmates Process as the Books for Inmates and Institutions Program. (Yumi is working on a brochure, will ask a friend, may have draft by next meeting)

3. Launch a program to encourage local meetings and Intergroups to support their local institutions. – use of e-mail list focus of next H&I Lights

4. Create a section of the H&I segment on the CoDA website that provides “How To” information for local meetings on how they can start meetings at hospitals and institutions and assist in providing service and tools of the program such as literature, speaker lists, workshops, correspondence, sponsorship information or donations.

5. Utilize H&I Contact Database and develop specific service areas for volunteer work

6. Improve response time to inmate mail requests (This is ongoing, Lesa is getting mail twice a month from the CoDA Office worker.)

7. Update H&I section of CoDA website (relates to 4)

- **Next meeting**

-Moved from 9/25 to 9/18

- **Other items/commitments for next meeting**

- Who will do the next H&I Lights?

-Kathy will have more books ordered to be sent out.

-Kathy will have a draft of the next H&I Lights to be critiqued in 2 weeks.

-Kristen – wanted copy of FSM/Operations manual for this committee. Yumi will send this to her.

-Sept 4 is next CoDA Board meeting. Julie invited us to attend. See below for procedures.

-Lou and Kathy will contact the bookkeeper and/or treasurer to get current BFII inventory.

Next meeting Sunday 9/18/2011 11-1 Pacific Time. Looking into ways to include Geraldine from UK (New board liaison) - Skype?

866-645-3167 code 5379710 (may change)

Guidelines for Membership Participation in CoDA Board Conference Calls

(Board meetings)

1. The CoDA Board will announce the date and time for their next scheduled monthly conference call as part of each meeting or con call summary that is sent out via email blast and posted on the CoDA website.
2. Members interested in joining the call must notify the board in advance since a limited number of people may join each call.
3. It is at the discretion of the Board as to whether or not participants will have a "voice" during the call. This is based on the time constraints that we have and whether or not a participant has specific information or expertise on a subject under consideration.
4. Certain con calls (for example, those that involve personnel discussions) will be closed to non board members.
5. Those members agreeing to the above conditions and wishing to be notified and given access to the Board conference call should send Email to: board@coda.org

The Board would like to receive requests for participation seven days in advance of the conference call if possible.