

MINUTES

Hospitals and Institutions Committee

Date: Sunday January 30, 2011 by Teleconference

In attendance:

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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

A. Review our goals and responsibility

1. Update and expand the H&I committee description for the FSM – needs work
2. Create an “H&I Service Manual” – needs work
3. Service as a resource to institutions - ongoing
4. Track and document contacts and literature distributed - ongoing
5. Establish a communication network between H&I and delegates/intergroup/VE -ongoing
6. Work with “Outreach” to evaluate which committee “Pro-Outreach” should presided – needs work

B. Motions for CSC

No motions ready at this time; Kathy would like to suggest a motion for the purchase of 150 Big Books and 50 Meditation Books. We have one donation that we need to match. Yumi would like to do a motion regarding the donation of Big Books to libraries. Lou would like to do a motion about getting CoDA budget years and calendar years aligned.

C. Communication to our new contact "Email Announcement"

1. Anne - Thank you for your interest and welcome

We have 84 subscribers. She is working on the thank you/welcome email and will send us a draft by next meeting. She reminded us that we too can subscribe, so we can see what is going out.

2. Kathy - email flash

Working on it. Table until next meeting.

D. Budget and book motions for CSC (any ideas)

Lesa thinks she needs \$200 for copies and postage.

Annie predicts a doubling of incoming requests based on our outreach efforts.

Lou thinks we need \$5 per book for distribution costs, multiplied by 200 books, that comes to \$1000.

Yumi will send everyone a copy of the current year budget.

Lesa says we had 125 requests from last year for books and/or literature.

Lou will ask Finance for an accounting of H&I's budget use.

Everyone should come up with estimates for the budget.

It may be due 3/30 along with the motions.

E. Project commitments

1. Website – needs work

2. FSM Update – Annie has some time to work on updating FSM using what we currently have available

F. New Business

What should we send when we receive requests? Consensus was to not just automatically send out Big Books. Only send those when requested. Instead send Newcomer's Handbook, Welcome, etc.

Next meeting Sunday 2/27/2011 11-1 Pacific Time

866-645-3167 code 5379710