

MINUTES

Hospitals and Institutions Committee

Date: Sunday January 16, 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
Julie B.	Las Vegas, NV	myhp1st@gmail.com	702-273-8755

- ***Review reports for QSR***

Annie- 22 confirmed H&I contacts and 15 signups from the coda.org website

Kathy- hasn't mailed out any more books since the last report in November; no books have been returned to CoRE from the last mail out

Lesa- received about 20 letters since the last report and has 20 received at the end of November; she's getting a few requests for help starting meetings inside institutions

- ***Communication to our new contact "Email Announcement"***

We agreed a quarterly email newsletter would go out. Kathy suggests calling it "H& I Light". Kathy (and Lou) would prepare it for now. The first one to go out tentatively by March 1. Yumi suggests it be very simple, perhaps three items: "What we've done (accomplishments), "Did you know?", and "Opportunities for Service".

Annie volunteered to send a welcome email to those who sign up on Coda.org explaining that they will be getting quarterly newsletter, attaching copy of most recent newsletter, asking if they would like to be contact for their area, etc.

- ***Update on Books or Prisons and Institutions***

Kathy reported that no good records have been kept of donations to the program or of books sent out under the program. It is H&I's responsibility to keep track and we will do that from now on. Funds have been going into the 7th Tradition Fund and not differentiated from regular 7th trad donations. Along with doing the tracking we will be making the matching donations from our budget. This had not been included in our budget previously.

Right now we have a supply at CoRE to use up: 103 Big Books and 151 12x12 Workbooks.

Yumi commits to updating the “Books for Prisons and Institutions” information on CoDA.org in time for Kathy to include it as the “Did you Know?” segment.

- ***roles and responsibility***

Annie will handle the list and respond to emails about joining/being on the list

Lesa will respond to other emails about starting meetings, getting literature, etc.

- ***Motions and Next Meetings***

We will come up with proposed motions to discuss at our next meeting; Lou had one about reconciling the Budget Year and the Reporting Year. Kathy would like to ask CoDA to donate 200 books.

See below for schedule of next meetings.

- ***Action Items follow up***

-work on rewrite/reissue of H&I Pamphlet

-work on our section of the website

-work on operations manual

-work on motions

Next meetings- Sunday 1/30/2011 2-4 Pacific Time

Sunday 2/20/2011 11-1 Pacific Time

Sunday 2/27/2011 11-1 Pacific Time

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