

# MINUTES

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## Hospitals and Institutions Committee

**Date: Sunday April 17, 2011 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
Lesa G.	San Diego, CA	lesaG2010@gmail.com	619-244-2289

- **New Website Pilot Project-Annie**

Annie updated us on the new CoDA website pilot project, in particular a process for H&I inquiries to be handled by the website. One choice is a blog type and the other is a form type with a drop down series of questions.

- **H&I Mail Handling – Lesa**

Lesa has received no response from Joan about receiving the mail on a more frequent basis. The concern is both that the inmates don't receive responses for a long time, and that it is hard for Lesa to respond once she receives the mail if it comes in large infrequent batches. We will ask Julie to take this problem to the Board.

- **Update on CoRE/Finance and the Books for Inmates Program-Lou**

Lou reports we are finally getting somewhere on this. Thanks again to Julie B. for helping us get attention on this. Lou has received an email response. He will copy us on his response. Kathy says that it looks like the "Books for Inmates" process will be much clearer in the future.

- **FSM and Schools - Annie**

FSM motion done and reviewed by all.

We are all clear that H&I does include educational institutions in the groups we serve.

- **Books Ordered-Kathy**

Kathy sent an order 3/30/2011 for 12 books to be sent to 3 institutions.

- **Is H&I International or Just North America?-Kathy**

Kathy initiated a discussion of whether our committee is just geared to North America or is truly international in scope as CoDA is. The general consensus is that while we are intended to be international, we may not at this time have a good understanding of what institutions in the rest of the world are and how they function.

- **New Goals for CSC**
  1. Expand H&I Service Manual.
  2. Clarify and re-launch the Books for Inmates Process as the Books for Inmates and Institutions Program.
  3. Launch a project to encourage local meetings and Intergroups to support their local institutions.
  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
  7. Update H&I section of CoDA website
- **For Next Month**

Annie will develop a draft of an H&I Service Manual, soliciting input from other committee members for their areas of expertise. We will discuss it at the next meeting.

We will discuss how to best reach out for new H&I Committee members, possibly via H&I Lights, email , etc.

**Next meeting** Sunday 5/22/2011 11-1 Pacific Time

***866-645-3167 code 5379710***