

# MINUTES

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## Hospitals and Institutions Committee

**Date: Sunday March 27, 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

- **A moment to celebrate our Success!**

We have an H&I listserve to which 180 people have subscribed.

Welcome emails are being sent to H&I listserve subscribers.

The first issue of the H&I Lights newsletter went out.

- **Lou- motion**

The group conscience was unanimous to submit our motion to CSC to change the name of the “Books for Inmates Program” to the “Books for Inmates and Institutions Program”.

- **Lou – finance/book order update**

Lou reports that Julie B has done a great job as our liaison to the Board. Della agrees that funds designated for the Books for Inmates (and Institutions) Program should be kept separate. A process is being worked out by CORE, the Board, etc. While we are not quite there yet, we are getting there. We will wait until the process is established before placing a book order.

- **Anne- FSM**

Annie has submitted the first draft of the revised H&I Committee section of the FSM. We will all review and get our comments/suggestions for edits to her by next Sunday. She will incorporate the changes and send it to us.

Yumi will confirm that we need a motion to include the revision in the FSM, but we are pretty sure we need a motion to do that, so Annie will draft the motion.

- **Lesa- mail process**

Lesa has asked Joan to send the H&I incoming mail to her (Lesa) twice per month rather than once a month as is the current process. The change would allow us to respond in a more timely manner to inquiries.

- **Lesa- H&I Meeting Format**

Karla said to go ahead and use the special H&I Meeting format while it is being approved.

- **Lesa- website update**

Nothing to report at this time.

- **Roundtable**

**Yumi** – spoke to Judy Ann regarding how our activity will probably result in more work for CoDA; Yumi would like to continue as chair next year, hopefully with a co-chair who would then be ready to take over as chair the following year. A two year term seems about right to ensure continuity. We'll table this discussion until CSC.

**Kathy**- kudos to Lesa for her work on the H&I Meeting Format; Kathy would like committee members to submit stories of working on the committee for an issue of the H&I Lights; she also wants to mention in the H&I Lights and at CSC that there is literature available at CoRE for hospitals and institutions, including "standard packets" etc. Kathy and Lesa will discuss how to handle responses from inmates who have received their Big Books

Invoices from 2009 and 2010 have been paid; no new invoices received yet. The process is rather convoluted: CoRE sends the invoices to the CoDA office, which sends them to Lesa for Kathy, so Kathy can track that books have been sent.

**Lou**- agrees with Lesa that faster turnaround times to inmate inquiries are important; also Lou reminds us that QSR is due soon; need numbers from Lesa and Kathy for that. Lou would like to see H&I Lights issues archived on our section of the CoDA website; we all agreed that's a good idea.

**Annie**- suggests we arrange to have a meeting with CoRE at CSC to discuss our working relationship with them

Yumi will confirm whether we do need a motion for the rewrite of our FSM section and see about scheduling a meeting with CoRE during CSC.

**Next meeting** Sunday 4/17/2011 11-1 Pacific Time

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