

# MINUTES

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## Hospitals and Institutions Committee

**Date: Sunday February 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

### • **Reports**

Kathy has a spreadsheet which tracks books requested and sent. Della reported to Kathy that we have funds on hand for approximately 140 books (70 from Books for Prisoners donations plus the 70 matching books). We also have 75 books at Core ready to be sent. Lou will see about going ahead and ordering the 140 books for which we have funding on hand.

### • **Motions**

1. Lou will redo remarks on the motion about changing “Books for Inmates” to “Books for Inmates and Institutions” no later than 3/13.
2. Annie will update the FSM and submit a motion to adopt the updated FSM language no later than 3/13.
3. Lesa will incorporate Yumi’s suggestion for change to the “Institution Script” and submit a motion to adopt it as CoDA approved no later than 3/13.

### • **Communication to our new contact "Email Announcement"**

1. **Anne - Thank you for your interest and welcome & FSM**– Annie will submit the draft of the thank you email (including an invitation for new H&I Committee members) to the committee and members will respond with comments no later than 3/4. Annie will prepare new FSM entry and submit for member comment no later than 3/13.
2. **Kathy - email flash** – Kathy will submit the email flash draft no later than 3/4 for member comment. The approved email flash will be issued after the welcome email is issued.

### • **Budget**

The proposed budget as submitted by Lou was discussed and adopted unanimously.

- ***Script for meetings in Prisons***

The script as submitted by Lesa was adopted unanimously as amended with Yumi's suggestion to include CoDA birthdays in the script.

- ***“Book plate” to send with donated books***

Lou will check with Core and let us know if they agree.

**Next meeting** Sunday 3/27/2011 11-1 Pacific Time

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