

# **MINUTES**

Hospitals and Institutions Committee

Date: Sunday Dec 11, 2011 by Teleconference

In attendance:

Yumi M. (chair) Concord, CA expressopenme@yahoo.com 925-787-5422

Kathy L. Mahomet, IL codakathyl@gmail.com 217-979-2847

Lou L. Mahomet, IL codalou@gmail.com 217-898-2847

Kristen . VT. kryzs10@webryders.net

Julie . UT. myhp1st@gmail.com

## **1. Julie, our board liaison, shared 3 items with us**

- Length of service on committees- Board thinks that this is a CSC issue. Was it brought up at the last CSC as a VEI? Couldn't find reference in action taken at CSC 2011 during meeting. (After our meeting Lou found VE-SoCal-11-01 is about term limits for chairs of standing committees. All VEs were assigned to the board by the board. Board minutes shared after our meeting indicated that this VEI was assigned to SSC.)
- Julie asked about the check approval for BFI&I inventory purchase. Concerned that she will be moving again and may miss important e-mails. She and Barbara were asked to approve the check request. Barbara is our Finance Team liaison. Only one was needed to get the approval. Lou will send Julie the Books for Inmates & Institutions Procedures & Accounting document (BFII P&A) that France developed last spring which is slowly getting implemented.
- Julie asked Lou if he had gotten all of his concerns answered. This led to a discussion to the lack of financial reporting that gets sent to committees. The BFII P&A says that a monthly report will be sent to the H&I committee. It is not being done and there is no reporting back to the committees as they spend their budget. We would like to have some sort of reports at least quarterly!
- Julie had to attend another meeting so left after we discussed her points.

## **2. Library issue from Allen and review of Lou's suggestions**

- after much discussion relating to the scope of H&I, it was agreed that public libraries are not where we want to expend a lot of our limited resources.
- Lou is going to draft a response based on his experience why it is better for local groups to take CoDA books to their local libraries than to have them shipped from the publisher. We will then ask CoRe if they would be willing to give a discount to groups buying books to be given to local libraries and then publish this via either the H&I Lights &/or CoDA Announce to encourage local groups to take the initiative. Local groups to Local libraries.

### **3. Face to Face**

- We are going to look at March 23-25, 2012 at Hyannis Port, MA as a possible time/location for a face to face. Lou & Kathy's shared family home may be available with cost of about \$200 to clean as our cost for use.
- We would need to develop an agenda that justifies 8-10 hours of work.
- Web site updates, as well as some of our regular work would be enough to justify it. Also the synergy of the group would be a big bonus to the committee. (work on brochures, H&I Lights, Books for libraries promotion, Web page edits)
- If Julie would want to come we would welcome her but didn't think there was \$ to pay for her flight in our budget. Housing is covered & shared meals cooked-in would easily cover another person.

### **4. Re-launch BFII document**

- brief discussion and request for edits to be e-mailed to Yumi

### **5. Next meeting and Action/Agenda Items**

- Next meeting will be January 22, 2012 at 11:00am PST, 2:00pm EST
- Finalize Face to Face
- Yumi-seek Finance Team approval for Face to Face.
- Members to CSC in Asheville, NC.

***Next meeting Sunday 1/22/12 11-1 Pacific Time  
866-645-3167 code 5379710. Geraldine will Skype via Lou & Kathy***