

# MINUTES

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## Hospitals and Institutions Committee

**Date: Sunday May 22, 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	<a href="mailto:annstephany@yahoo.com">annstephany@yahoo.com</a>	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.	Chico, CA	myhp1st@gmail.com	702-273-8755

- **CSC Report and Goals**

Annie raised a concern committee members' email and phone numbers being included on the report. We agreed they should be removed. Annie also had a couple of edits. She will send edited version to Yumi, and Yumi will submit to Roy to post on the website.

- **CSC**

-Yumi has received no response from CoRE about getting together at CSC. Julie will follow up with them (and/or JudiAnn or France) to get a response.

-Our committee will meet for dinner on Thursday 7/7.

-Yumi led a discussion of the rules for reimbursement for committee chairs who are also delegates.

-CSC starts at 9:00AM Tuesday 7/5.

- **Books for Inmates name change and flyer for CSC ( announce in next highlights)**

-No motion needed to change the name

-Kathy is finally getting invoices.

-Lesa will update the order form and flier, so we can relaunch the program at CSC

-Kathy will prepare a report on what has been accomplished

- **Update from Annie on projects**

-Annie announced that she will be leaving the committee after CSC

-Annie reported on the website Beta project. She will send us a sample in the next few days. She hasn't heard from JudiAnn about the project in a while. If she doesn't get a response from JudiAnn, Julie will follow up. Lesa volunteered to take over this project, if anything remains to be done when Annie leaves the committee.

-Annie is working on the outline of the H&I Service Manual. Other committee members should send her a description of their tasks to be included. Annie will send us a draft by 6/5.

- **Update from Lesa on website**

Within the next week Lesa will send us a list of what needs to be addressed on the website.

- **Update from Kathy on next H&I Lights**

Kathy would like committee members to submit examples of H&I activities in institutions to include in the H&I Lights. We may also solicit examples from our email list. Next issue will go out by the end of June.

- **Solicitation of New Members for H&I Committee**

- Announcement at CSC

- Announcement at Convention

- Yumi will find out how to it via website announcements

**Next meeting** Sunday 6/26/2011 11-1 Pacific Time

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