Minutes of CoDA Hospitals and Institutions Committee Meeting November 3, 2013

Present: Kathy L., Chair, Corresponding Secretary, Literature Distribution Coordinator (LDC); Lou L., Email Corresponding Secretary, Book and Donations Inventory Keeper; Barbara D., Board Liaison; Mary I., LDC-in-training; Linda A., interested CoDA member and Chair of Spanish Outreach.

Meeting opened with a prayer from "Making Choices" booklet.

Each person gave a brief check-in.

Linda agreed to take notes for meeting minutes.

Minutes of the September 15, 2013, meeting were accepted as written.

Activity reports (since our last meeting)

1. We have received and responded to about 53 letters, 3 via email and the rest by snail mail.
2. Sent out: 31 CoDA Books, 12 Steps and Traditions Workbooks (all in English), 3 Standard Packets, 1 In This Moment, 1 Newcomers' Handbook, 4 requested meeting lists and 2 copies of the H&I meeting format.
3. We have had 3 requests for female sponsors.
4. Mary is assuming the role of Literature Distribution Coordinator. She has been learning processes and responsibilities.
5. Barbara talked with Joan, the CoDA Fellowship Service Worker, about her handling the logistics of sponsoring of inmates by mail. Joan feels that she would be able to handle this.
6. So far, none of the H&I documents or minutes have been uploaded to the Committee Work Area of the CoDA website. This needs to happen to make them accessible to others.

New Business

1. CoRe has been working on making it possible for H&I to order books for inmates, etc., through its online store. Mary is working closely with the CoRe store to get this process up and going.
2. Discussed using online platforms for sharing our working information. Google Docs does not work well with Excel spreadsheets, which is our primary document. SkyDrive (the Microsoft cloud) handles this well. We discussed security issues because our information is personal and sensitive. For now we will limit access to the sensitive information to the Corresponding Secretary and LDC and share files on SkyDrive.
3. Kathy will investigate the logistics and responsibilities, rights, qualifications, and protection issues regarding sponsors for inmates. She will have some of this information to present at the next meeting.
4. We started working on some H&I FAQs that were presented in a document by Lou. The purpose of these questions is to enable CoDA members desiring to get involved in H&I service at any level easy access to some "How-to" pointers and resources online. Lou will upload this document to the SkyDrive and invite members to have access to edit or add to it.

5. Discussed having a face to face mtg before spring to work on some of the above. Lou will look at possibilities for a location.

Next meeting is scheduled for Sunday, December 8, 2013, at 8 pm EST, then on the third Sunday in January, the 19th.

Closed with the Serenity Prayer.