MINUTES

Hospitals and Institutions Committee
Date: Sunday May 19, 2013 by Teleconference

In attendance:

Kathy L.	Champaign, IL	stokerkathy@gmail.com	217-979-2847
Lou L.	Champaign, IL	codalou@gmail.com	217-898-2847

Barbara D, John D, & Debra did not attend.

Opened with the Serenity prayer

Accepted minutes from last meeting, Opened with Serenity Prayer.

Meeting was recorded if you would like to listen. Call 424-203-8409 and use access code 381463#.

We had a brief check in.

Correspondence Secretary report
We reviewed 3 sets of letters since last month (22 letters), sent 13 Blue books, 5 workbooks, and 8 standard packets from the first two, the last batch came 2 days ago. it appears that we may be set to get two sets per month. Got a batch that were sent to CoRe to CoDA to us with dates since Jan 19, 13. Friday's batch had letters as recent as early May. The letters reveal that there are many opportunities for service to inmates. Books for Inmates and Institutions requires a lot of work.

Email Correspondence Secretary report
Got 2 of 3 emails responded to. Working of finding response to 3rd that will be based off a similar e-mail. This is showing the need to set-up a document with canned responses in it.

ORW Letter was shared with the committee, but was not sent. It will be sent this week with a copy going to Barbara to take to the board.

John D agreed to try sending out the orders. After his attempt, he is not sure that this task is for him.

Budget
We requested figures from the bookkeeper for prior years expenses this past week. Kathy and Lou will work on a budget and share with the committee ASAP as it is due to the Finance Committee on 6/10/13.

Goals for 2014

We talked about goals from 2013 and will restate them for 2014. Please rate **each** goal with a 1-low priority, 2 - medium, or 3 - high. We will use the rankings to prioritize them.

1. Develop H&I webpage for new website. List what should be on it, links to lower level resources, sign up sheets, link to H&I e-mail list, etc.

2. a. Develop and pilot an Inmate Sponsorship program. To be based on other 12 step organizations, we will need one or more mail box addresses to process letters from inmates to protect anonymity. Concern was expressed about the frequency of checking mail so it can be forwarded to sponsor in a timely manner.
   b. Correspondence courses have been requested from some inmates. Does NQ or AA have any?) Would this be sponsorship or companion program?

3. Communicate the H&I Purpose – (H&I Lights) - this is an on-going goal and everything we do probably helps with this.

4. Operations Manual – liketo ask everyone to review. Have an intentional review.
   Should bookkeeping policy be a part of manual?
   Referenced or included in body of manual?
   Clarify and document the process for placing orders.

5. FSW to take care of role of ordering books for inmates.
   Task needs clarification of process.

6. Update data base of local people serving on H&I .
   Resource and communicating to expand/network services of H&I.
   Needs to be maintained by using it.

7. Document Historical information on books into libraries.

8. H&I Panel – low priority. relate it top 4, may be able to doitby asking members indata baseto determine availability.

9. H&I can

10 Developing resources for VE/Intergroup H&I committees
   VE & Intergroup H&I committees submit periodic reports, links, purpose statements, etc.

11. Questionnaire to list serve.

Rank the above goals on a scale of 1 Low to 3 High Priority.

Closed with Serenity Prayer.

Respectfully submitted by Lou L. with apologies for late submission.