Minutes of CoDA H&I Committee meeting Sunday, September 15, 2013.

Check-in and introductions:
Kathy L., Annie S./Outreach liaison, Barbara D./Board liaison, Lou L., and Linda A./Spanish Outreach

Minutes taker: Linda

Record? Yes.

Review minutes (attached). Additions, corrections: none. Minutes accepted as written.

Activity report.
General Appeal letter not sent out yet.
H&I meeting format, book request form and brief introduction to CoDA (from San Diego's H&I committee) and initial response letter are now available in Spanish. Received help on this from John, Carrel and Linda.
42 letters received; 14 answered, 9CoDA books and 3 Workbooks and 2 meeting lists sent out. No Spanish requests in the interval since the last teleconference. 2 requests for library copies from 2 facilities and info on CoDA request from a third facility have been received. Mary has offered to start doing the book ordering; Kathy will work with her on the next order and Lou and Kathy will thus be able to let go of what they've been doing for four years now.

Specific literature for prison libraries: what pieces would be best to send about our program?
Kathy has asked CoRE this question and was sent a copy of the "blurbs" on the list of all current CoRe publications. Mention was made of the liquidation of CoRe tapes (e.g., Codependents and Shame, Ken & Mary) due to their conversion to CDs is underway. Old items as well as these items could be sent along with book orders. Does H&I want to send audio?
Appropriate to send along with Meeting Starter Packet? CoRe has this item; Barbara understood that Joan downloads and ships them, to CoDA's cost. Kathy says that CoRe has them. Lou: audio question depends on the institution that H&I sends them to (audio may not be allowed; institution may not have the players). Sending tapes (or CDs as well) OK as long as it is not too expensive. FSM OK too. Need to correspond with prison librarian to check first with the facility. CD could be used as an instrument of harm, and so they may not want them at certain high-security prisons.
Comments about other literature: Do we want to send bookmarks (they come in packets of 4)?
How does prison librarian or inmate indicate what they want? Is it to support a meeting or for an individual? How many librarians make requests each year? Three librarian requests in past 6 weeks. These are the first in a year. Two books (Codependents Anonymous and 12 Steps and 12 Traditions Workbook are sent to inmates on the Books for Inmates and Institutions (B4II) subsidy to H&I. Half of the cost for these two books comes from the H&I budget, half from donations to B4II. Shipping and handling costs come of CoDA's H&I budget.

Literature to offer other institutions requesting literature.
Shall H&I send a booklet and a pamphlet to inquiring librarians, with a question as to whether they'd like audio tapes as well. Kathy will order these items for the two library requests and include Spanish information as well.
Lou: Send $40 books to sit on a desk v pamphlets such as Why Attend Meetings or the ABI (Recovery from Codependence: A Brief Introduction to CoDA that is available in both Spanish and English),

Recovery Patterns or Am I Codependent? Or the Newcomers Handbook ...the latter would be a better idea. No truckload when they only want a small package.

Our working documents to be uploaded to the Committee Work Area on the CoDA website.
These are: initial response letter, book request form, H&I meeting format and ABI in English and Spanish. **Do we want to upload minutes of meetings to the website?** Yes.

How long to keep recordings of meetings?
Kathy has found them useful when approaching a new meeting. Finds it helpful to have them until they have an accepted set of minutes for the meeting. Agreed to erase them after that.

Group discussion about how to respond to those who request a sponsor.
Kathy presently sends a letter to explain about co-sponsoring in lieu of such a program. A recent CoDA announcement on sponsorship with excerpts from CoDA material that is about a page and a half long has recently been sent. It looks as if it would be helpful to include in the mailings. Ann refers to Outreach's list of possible sponsors as possibly useful in this context. Lou says that that list would fit H&I's needs once they've figured out how to protect the anonymity of people on the inside as well as those on the outside. Such a system needs to be in place to help with sponsorship by mail. Barbara refers to Joan (a CoDA fellowship service worker) as now more caught up: perhaps she could scan mail and send it to those who'd reply? Thus the only thing being passed around would be the Arizona PO Box. Kathy: we want for sponsors on the outside to be untraceable. **We will send that recent CoDA email blast on sponsorship to those who inquire, as it contains more information than is presently sent.** In last 6 weeks Kathy has received one request for a female and one request for a male sponsor.
What to do with individual written comments that come in from inmates who've received literature and sent back comments, for anonymous use in <u>H&I Lights</u> or other materials. Linda will help type them up and send them back to H&I. Kathy will notify me by email to turn on my printer to receive scanned comments for typing.

Ann: Outreach-focus question she has is how these committees (Spanish Outreach, repurposed Outreach, H&I) can flow together and support one another. As the person who updated (with John and Allan) the CoDA sponsor list: **is it premature to touch base with John to ask those sponsors whether they'd be willing to correspond with prison inmates?** Kathy: no it’s not, go ahead and do it. Then a system for making a real connection would have to be worked out. Lou asks Barbara whether she'd be willing to **broach the subject with Joan: would she be willing to take on, say, a spreadsheet?** Yes, she'll bring it up in their weekly Saturday calls. **We need to have two or three people doing this sponsoring to see how it works.** (Need updating the current list of those willing to sponsor and ask if any are willing to sponsor inmates by snail mail. Do not have a list of potential inmate sponsors.) Barbara: would someone put this in an email to her so she will have specifics when talking to Joan? Lou will.

Sponsor support group! With electronic communication such a group could happen. Ann: loves idea of modeling 'how is this working?' Does it break anonymity to have a group talking about sponsoring. Avoid turning into gripe session.

Closed with Serenity Prayer.