Minutes of the H&I Committee meeting 8-18-2013. Held by teleconference.

Present: Kathy L., Chair, Lou L., email corresponding secretary, Barbara D., Board Liaison, Natasha K., back-up Board Liaison, Linda A., Spanish Outreach chair.

1. Opened with Serenity Prayer.

2. Check-in from each person present.

3. Minutes-taker for this meeting: Linda. Meeting being recorded.

4. Review of minutes of June, 23, meeting (attached)

   Kathy presented brief report of what had been done as well as goals reported at CSC. The CSC decision to have donations to the B4II cover the cost of the 12 Steps and Traditions Handboook as well as the CoDA Books and some of decisions recorded in these minutes have now been put into the H&I operations manual. Shredded all letters received prior to June of 2011 in light of a need for the preservation of anonymity. This may need to be done once a year.

   Consensus that person responding to an inmate's request would copy the meeting with that reply. Also, only one piece of literature will be sent when an inmate makes a request. H&I sends out the CoDA book, the 12&12 Workbook, and a standard packet that includes: Newcomer's Handbook, 12 Steps Handbook, Affirmations, Boundaries , Communication in Recovery and Making Choices. CoDA foots the bill for this packet.

   In This Moment and Peeling the Onion are occasionally requested, as are order forms for literature.

   In June H&I began sending out Spanish pamphlet but need an accurate order form. Standard packet in Spanish at this point includes 4 or 5 of the available items. CoRe donates the Spanish packets for H&I at present. Kathy will send Linda a copy of that form. Need for more Spanish responses is ongoing. Jail mail comes by snail mail. Someone bilingual who is willing to translate the letters has been of service. H&I has a standard response form that he also translated. H&I wants more bilingual people to help. There is one woman from Brooklyn, NY who is interested. Kathy will send copy of different responses to varying inmate requests. She'd like to send Linda copies of those letters.

   No additions or corrections; minutes accepted as written.

   Natasha asked about discussion of budget in the recorded meeting. What funds were used?

   Lou: There is a donation form for Books for Inmates that meetings can use. They've received a $248 donation from an individual in the past month. Because CoDA is a 501c3 organization H&I (CoDA)must use that donation only for its designated purpose. At the end of the year, any unused funds cannot be used against H&I's general expenses. That matter has not been fully discussed with the bookkeeper, Lauren. Since the Board's

granting of the approval of use of QuickBooks, he'd like to discuss it with Lorraine first and then talk to Lauren. H&I currently tracks the value of the books sent.
Kathy: Another issue about designated donations is that some donors specify where they want the books to go.

5. Report from CSC and activity since last meeting
   Kathy: business report on H&I activity since the last meeting.
   Responded to 39 inmate letters.
   Received request from a Women's safe house for 13 Workbooks.
   Ordered:
   21 CoDA books, 6 Workbooks in English and 15 in Spanish;
   2 English Standard Packets, 1 Spanish and 2 English Meeting Starter packets,
   3 requests for H&I meeting formats and 1 for the same in Spanish (translation being worked on).
   CSC report mentioned in review of minutes.

6. Discuss attached appeal
   Kathy: Sees that the Appeal letter was talking to the choir. Are any of us willing to receive emails from her about decisions to be made? (2)
   Lou: seeking different ways to divide the load or as there is an increase in chores, there may be multiple people doing smaller bits of the work.
   Kathy on past recruiting: Woman from Brooklyn (Carol?) wrote to them to volunteer. Others were not at CSC but responded through an H&I email blast or to CoDA Announcements. At times those recruited do not stay involved in the work.
   Lou: H&I needs to **create task teams** that don't have to attend meeting but rather have only one person who attend meetings, we may be better able to retain volunteers.
   Kathy: Need volunteers to understand what the task is. Work groups may be a good solution.

7. New business:
   We discussed several issues of details involved with Books for Inmates and Institutions that need to be ironed out before the task of ordering literature requested could be handed off to a fellowship services worker, namely: How should questions that come up on the shipping end (from the CoRe distribution center) be handled? Currently the literature distribution manager on the committee receives and responds to these calls and emails. This would not be the responsibility of the worker preparing the orders

8. Adjourn