MINUTES

Hospitals and Institutions Committee
Date: Sunday April 21, 2013 by Teleconference

In attendance:

Kathy L.	Champaign, IL	stokerkathy@gmail.com	217-979-2847
Barbara D. (Board Liaison)	Redwood City, CA	southbaycoda@yahoo.com	650-814-1084
Lou L.	Champaign, IL	codalou@gmail.com	217-898-2847
John D.	(Dallas?), TX	jrda@rocketmail.com	?

Debra is a new member of H&I from Chico, CA, and was not able to attend.

Opened with the Serenity prayer

We spent a few minutes with introductions and sharing a little about ourselves.

1. Kathy, local involvement, intergroup involvement 6 yr, delegate. H&I committee 4 years literature management and recently chair.
2. Lou, 8 yr in CoDA, local and state involvement, delegate 4 yrs and chair of Finance Committee 6 mo. 4 yrs on H&I committee. Serving on POTF (Proactive Outreach Task Force) since last CSC.
3. Barbara, 8 yr anniversary this month, local meeting GSR, intergroup chair, northern CA, H&I, board and treasurer.
4. John, 12 yr recovery, local meetings, helped with state assembly, managing e-mail distribution for whole state, bi-lingual, instructional design and training in corporate world.

Correspondence report
We reviewed 2 sets of letters received (about 30 letters), sent 19 books, Able to respond to one inmate in Spanish because John was able to translate it for us.

Inmates requesting of correspondence course, will sponsorship working the workbook be a good substitute? John expressed interest in working with H&I developing sponsorship program. One need is a PO Box to funnel correspondence through. Debra also has expressed interest in this.

ORW (Ohio Reformatory for Women) has been one of the primary institutions where H&I has been strong. Draft letter to ORW to thank and encourage the continuance of cooperation between H&I and ORW. Draft read and will be typed up and shared for comment.

Discussion of 2013 goals in preparation for developing 2014 goals to be presented to 2013 CSC:
1. Website workgroup is getting ready to get someone to build it. Our goal to work on the H&I webpage is dependent on a new site.
2. Pilot a sponsorship program at an institution- probably at the Chowchilla women's facility
3. Communicating the H&I Purpose: Use of the H&I email blast to open communications between other voting entities. Recruitment of people works-Kathy's sponsor responded to a request to attend an institution in IL. She was able to recruit others and now 5 of various ages go to this facility weekly. A

national request got accomplished by someone on a local level.
4. Update the H&I database of local people serving on H&I

5. Expand Operations Service Manual - We have done some work on it and are continuing to do more.
6. Work with the board to ask service worker to help with the ordering of books. Joan will be at CSC.

7. Work with local groups to encourage them to work with local libraries and educational institutions. Found some historical information that H&I has done in the past.

8. Develop an H&I panel to serve. – develop a speaker bureau as a resource to local intergroups/conferences.
9. Develop an H&I Can for donations. Idea of a PDF sleeve that a local group could print and have to create more awareness and participation in the H&I program.

Look over the list and are there some added ideas. What are the goals that we want to work on next year? What are the ones that are the most likely.

What tasks will people preform:
Ordering of literature: May become a part of the fellowship Service worker's tasks.
Corresponding Secretary – email, and snail mail
Literature distribution-receives spreadsheet information and creates the orders. Also approves invoices and tracks inventory so that there is a check with what bookkeeper maintains.
Pilot sponsorship program.

Books for Inmates and Institutions Process:
1. Letter from inmate sent to Phoenix PO Box.
2. Forwarded to H&I Corresponding secretary (CS) who reads the letters. The CS determines what literature is to be sent, notes if request for a sponsor was made, what letter we should send the person. (Currently offer co-sponsoring within the institution because we don't have a sponsorship program.) Also offer an institution meeting format to be used within an institution (no announcements, 7th tradition donation, etc. that can't be done in an institution.) We have each letter entered into an Excel spreadsheet that summarizes what we do with each letter.
3. Next we populate 2 mail merge order forms from the spread sheet, one for ORW and one for all others.
4. We also send a mail merge letter to each first time letter with several stock paragraphs that go into it.

John offered to help in whatever way he can. He has about 1.5 hr per week to help. Lou offered to send mail merge order forms and sample of last letters. Lou can be consulted by phone or email.

Budget is due June 10 and we will work on it for the next meeting.

Next meeting on May 19, 2013, at 1:00 CT, 11:00 PT. Thursday lunch at CSC is H&I's slot for recruiting.

Closed with Serenity prayer.