MINUTES

Hospitals and Institutions Committee
Date: Sunday June 23, 2013 by Teleconference

In attendance:

Kathy L.	Mahomet, IL	stokerkathy@gmail.com	217-979-2847
Lou L.	Mahomet, IL	codalou@gmail.com	217-898-2847
Barbara D.	Redwood City, CA	southbaycoda@yahoo.com	650-814-1084

John D, & Debra did not attend.

Opened with the Serenity prayer & brief check-in.

Minutes for the 5-19-13 meeting were accepted as written.

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

One item was added to the agenda under New Business.

Corresponding Secretary Report
The letter to ORW that was accepted at the last meeting was sent. Information that was in the QSR draft was shared.

Old Business:
Time was spent reviewing the list of goals that had been worked on at the May 19th meeting. This list was arranged 1-12 according to priority. The first 3 will be presented as "must do's", numbers 4-7 would become priority if we have more members. Numbers 8-12 are on the "wish list of priorities.

Highest Priority (1-3)

1. Maintain current Books for Inmates and Institutions Program.
   A. Inmate correspondence.
   B. Expand H&I Operations Service Manual.
   C. Work with CoDA Board to transfer ordering of books to FSW.
2. Develop or encourage the development of more resources in Spanish.
   i.e. "A Brief Introduction", Recovery Patterns, & 2010 list of Patterns and Characteristics.
3. Develop and pilot an Inmate Sponsorship Program.

With more help we would do these (4-7)

4. Create new H&I main page on CoDA website.
   A. Welcome, opportunities to serve, goals, accomplishments, resources, FAQs,
   B. Communicate H&I purpose to the fellowship as a resource.
5. Update and maintain current H&I contact databases in order to coordinate needs and resources with specific opportunities for service.
6. Regular communication with CoDA Community.
   A. Continue H&I lights
   B. Survey H&I e-mail list (questionnaire).
7. Explore feasibility of a correspondence course for inmates.

Our "Wish List" (8-12)

8. Develop an "H&I Handbook" (to be a part of new "Outreach Manual").

9. Launch a project to encourage local meetings and intergroups to provide CoDA books to local libraries and educational institutions. (Eventually becomes a resource on web page.)
10. Develop an H&I speakers' bureau.
11. Develop "H&I donation can" label.
    options: H&I Books for I&I, Books for local libraries & educational institutions, local jails, or split between them.
12. A poster highlighting Books for I&I program for local groups & for inmates.

The Budget was an item that all three of us had already seen and approved. It has been submitted to Events, Web Master, and Finance.

New Business:

1. The 2nd quarter 2013 QSR was accepted. Kathy will submit it.
2. The committee report to CSC has not been written.
3. We discussed the management of letters from inmates and decided to shred letters after 2 years
4. We agreed to ask committee members to review responses to requests (email or inmate) that require unusual or complex answers. The reason behind this is to assure the questions were answered to the best of our knowledge and in the healthiest way.
5. We decided to send only one piece of literature or packet per request even if more than one were requested. In our response letter we would include an order form to be mailed back to us. In addition to developing the order form, we would need to make changes in our initial response letter to explain this policy.
6. We discussed the recent significant number of requests for Spanish literature. Lou will check with SoCal H&I (creator of the folder "Recovery from Codependence: A Brief Introduction") to see if they've created a Spanish version. If not, Lou will work on assembling a similar folder in Spanish from the documents on the Spanish website. He will also contact Spanish Outreach and Legal@CoDA.org for guidance and input. He will need some translation help from John D. This folder is a piece of literature we usually send with our first response letter.
7. We decided to submit a motion to CSC to ask that funds contributed to Books for Inmates & Institutions program be used to purchase 12 Steps & 12 Traditions Workbooks in addition to the Co-Dependence Anonymous book.

Our next meeting will be after CSC, the date and time will be scheduled at CSC. We will have lunch together on Thursday, July 11, 2013 with anyone interested in the work of H&I or interested in joining our committee.

Respectfully submitted,

Kathy L.