

## Minutes for the CoDA H&I Committee meeting Sunday, November 16, 2014

Time: 7:00 pm Eastern in attendance – Kathy, Lou, Linda A, Mary

Opening, CoDA Opening Prayer:

Minutes taker. Mary

Record? no objections, recording meeting.

Review minutes of meeting on October 19, 2014.

Activity reports: books ordered;

books	workbooks	Spanish Workbook*	Std Packet*	Spanish Std Packet*	Other*
<b>October</b>					
80	2	1	0	1	3 meeting starter packet 1 library
book order - 200 CoDA books added to inventory					
<b>November so far</b>					
26	7	0	1	0	1 sp msp

Kathy reported letters received (snail- and email) and answered; 139 requests via mail, responded to most of them.

There is a file of PDF letters that is sent, and Darlene prints and mails those – but Darlene hasn't dated the spreadsheet if those were done, so can't verify it was done. Heard from 25 different facilities, 12 that are new to us.

Lou reported 9 inquiries this month, emails from 2 new inmates - 1 person didn't get the response because she was transferred before it was answered. 1 or 2 inquiries about general H&I that have been answered. Lou generally answers the emails from [hosp@codas.org](mailto:hosp@codas.org).

Sponsorship update; Lou has transferred the sponsorship coordinator responsibilities to Lisa.

Other- H&I Lights was distributed. 6 responses for the plea for sponsors. Copy of H&I Lights was sent to the inmate that was willing to share her letter in Lights.

Old business:

Report on information available to inmates about sponsor via JPay. How much personal info is accessible to the inmate via jpay. Lou bought stamps in jpay with his credit card. He is unsure if they have his email address, and he gave his name as Lou L, so believes his name is not revealed. 3 different email contact providers - jpay, corrlinks, smartjailmail

Discuss F2F meeting time, location, agenda items. Late winter or early spring suggested, location suggested St. Louis, MO. Alternate is Las Vegas, or Denver, NC. Item to consider is cost of transportation. Times would be January or March last two weeks. Mary will have more info on dates in the next couple weeks. **Tabled until next month's meeting.**

We have 1625 subscribers to our list of contacts.

Progress on updating Operations Manual. Mary has worked on the operation manual for ordering, has a couple things to fix, and then Lou has agreed to test the directions. Kathy will review the Literature Distribution Coordinator section in the Operations Manual to check for need for changes to be made.

Report on obtaining copies of Workbook pages for facilities prohibiting this book due to its size: John, legal Liaison, reported to allow specific facility to copy – each page must have a statement that it is copied with permission of CoDA for the specific county facility only. John reported this is under a standard procedure, and although not vetted thru an attorney, SOS agreed.

Email issues with sponsorship/general correspondence with inmates. -

The jail accounts are under Lou's email account, and when Lou leaves, someone else will have to sign up. We are wondering if we can have a CoDA account. John (liaison) has been talking to Dominic at the management company re: legal – transfer without personal info. He referred us to SOS for discussion. Lou asked if a usable email can be created for [H&I@CoDA.org](mailto:H&I@CoDA.org), and John said he could carry that back to the board, and SOS.

Discussion with John about what our needs are with jpay, etc. He referred us again to SOS, and will check out

how to enable us to discuss with SOS. The CoDA board is setting up a Google Doc system with a folder structure that is still to be determined, so once that is determined that info will be shared – it will allow every committee to have a place to put info that is easily transferrable from one year to the next.

#### New business:

How to handle responding to large numbers of requests arriving at one time from a given facility and different types of facilities. Question – does Kathy send a letter to every individual person from a facility that comes at one time (for instance 50 came at one time, from one facility, in one envelope) or can she just send one to someone? Previously, Kathy would send addressed to each person, but in a batch envelope. It would contain just one copy of the things that normally is sent to one person. Especially if it is a facility we have had contact with before. With the groups agreement, Kathy will handle as she sees fit. If individual requests have been batched, individual letters are optional.

Discussion on how CoDA pays CoRe. Maybe a statement once a month from CoRe? We want to get the payments up to date before the end of the year. There are Dec 2013 bills still not paid and we don't know why. Mary will talk to Debbie to see if we can deduct from Royalties rather than wait for a check to be cut – to verify it is a standard accounting practice. After that we will follow up, if needed, with our liaison. Mary agreed to work during the next two weeks to see why there is \$2000 outstanding owed to CoRe.

Discussion on the price of shipping separately the Book and Workbook vs. sending at once. When shipped together, it is over \$2 cheaper than shipping separately. **Tabled for next meeting.**

#### **Date of next meeting. December 14 same time – NOTE CHANGE**

Close with “we” version of the Serenity Prayer.

**TABLED TO NEXT MEETING:** Material to be posted on the Trusted Servants' Area of website. Copies of standard letters and forms we currently use in pdf? Where should minutes of past meetings be? Purging vs saving old correspondence with inmates/”customers”.