

CoDA H&I Committee meeting

Minutes for Sunday, June 22, 2014

Attended by: Kathy L, Chair, Lou L, Mary I, and Barbara D, Board Liaison

Opening prayer. CoDA prayer found in the booklet "Making Choices":

Check-in. Answer the question: Does our common welfare come first as we do this committee work?

Added two items to the agenda and two items to the after-meeting meeting. Kathy agreed to be note taker.

Review minutes of meeting on May 18, 2014. Approved. Kathy noted that she had not sent the sponsor recruitment email announcement as assigned at that meeting.

Activity report(s) (since last meeting):

Kathy received (by snail mail and email) 45 letters, and all but the last four have been answered. Among these came requests from three facilities new to our list. The Books for Inmates and Institutions received one donation of \$168.00 with no specifications. Joan has been scanning the letters from the inmates, and this has been working pretty well. The hard copies are being sent to her(Kathy) once a month.

Lou reported the progress of the inmate sponsorship program: 2 sponsors have written their first letter to their sponsees. Each has been vetted as per our policy and approved. We are pleased with the quality of the recovery messages in both those letters. So far 6 sponsor-sponsee pairs have been set up. He has 7 sponsee apps that need to be approved and asked for the Sponsorship committee to meet briefly after this meeting. (All 7 were approved in the after-meeting.) Lou has received two requests via email from an inmate. This facility email system charges fees and requires much personal information, bringing up questions of following our traditions. This brought up a discussion about inmate email and the desire (need?) to have an email address from which to send (and receive) inmate email. He will pursue this issue. Kathy will send a reminder to Barbara about this in order to have it brought to the Board,

Mary reported books for inmates ordered: 20 CoDA Bks, 25 wkbks, 1 Sp wkbk, 6 standard packets, & 1 library (which had the Sp. Wkbk).

New Business:

Review of the Committee report and goals: A couple of spelling/date corrections were made.

Mary recommended that we add to the list of jobs a request for help compiling a list of correspondence and packaging/addressing requirements for each of the institutions on our spreadsheet. This job would also require that this person check out the requirements of any new institutions from which we are contacted and set up a system to alert those responsible for sending books/mail if they vary from our standard handling methods. Kathy will write up a job description for the committee to review and add it to the report to CSC.

We need to re-format some of our correspondence to be printed on postcards.

Lou noted that he will be asking any sponsor who is willing to have more than one sponsee whether (s)he would like to be assigned multiple sponsees at the same time or wait until one has been established to receive another.

We discussed dealing with returned letters/book packages, especially with how they are addressed.

Kathy and Lou will work on an H&I Lights for distribution at CSC.

Mary said that CoRe would be willing to include an appeal for inmate sponsors and an application to be a sponsor in all its outgoing packages for a few months. Lou will prepare the appeal and send Mary that and a copy of the application.

Next meeting will be August 17, 2014.

Closed with the Serenity Prayer

The Inmate Sponsorship Committee met and made the following decisions:

Approved 3 female and 4 male sponsees.

Respectfully submitted,
Kathy L.