

## H&I committee meeting 9/21/14

Conference dial-in number: (424) 203-8400. Participant access code: 381463#. Playback number: (424) 203-8409. Participant access code: 381463#

In attendance: Mary, Lou, Linda, Kathy, Chris

Opened with the CoDA Opening Prayer

Check-in. Each share for one minute how he/she is doing/feeling.

Minutes taker Mary

Record? approved

Review agenda for corrections, additions, deletions – Minutes approved as submitted..

Activity report(s):

Books ordered, letters received (snail- and email) and answered; Kathy reported 95 orders, 92 of which came since 9/2. 9 new facilities heard from. Letter entering to spreadsheet is completed, with only a handful still to be answered. Kathy has run out of “what is coda?”

Mary

Lou reports he has a couple of open communication threads and one in process. Sponsorship has sent 13 emails to individuals concerning sponsorship. 20 women and 13 men are waiting for sponsors. May send out postcards to those waiting for sponsors so they don't feel they have been forgotten. Mary reported the sponsorship packet is now being included in every CoRe order.

Old business:

Revising H&I Operations manual – Kathy started revising. Mary is working on the order process. Kathy sent out a copy of the manual via email. Kathy reminds us that the check request policy needs updating also. Kathy and Mary will work on this.

H&I Web pages on [coda.org](http://coda.org). What to put there? Inmate sponsorship info sent, not yet showing. Institutional meeting format is there. Suggestion from Linda - take text from a few book response forms and put it there, to help explain the effect our work has had. Kathy also has some correspondence from inmates to share. Question – do we put date received or posted there? For now, not needed, but we may review later. Lou mentioned HiLights and its relation to this page – being the same information. For now, we'll put the excerpts as we can. Chris suggested there may be a specific email address to give feedback about the web site. She said to request what we would like to see on the web – send to the web liaison, web master or to [contact@coda.org](mailto:contact@coda.org). Since it is under construction, we can make suggestions. Discussion followed of the trusted servants site and it being unavailable to the fellowship at large. We must remember this, and that the service info area is about the structure of the committees.

Chris noted it would be lost and would be better placed on the page open to everyone. Kathy is going to gather some of the comments from the committee and send them in. Lou is saying to archive on the trusted servants' area, and post info for the fellowship at large on the regular pages.

New business:

Board liaison issue. Chris is the back up for our Liaison. Our liaison has resigned as liaison to H&I. Since the board has less members than before, we don't have a #1 liaison. Chris asked if we want someone on every call? Mary requested we have a discussion at another time.

Responding to a letter from someone who seems to have disordered thinking – this 8 page letter does have a question in it. He seems to be asking for information, so sending What is CoDA? is in order, but what else should we send? We agree that sending him the normal packet is good for now.

Start thinking about an institutional meeting starter packet. We briefly discussed the service positions portion as well as what doesn't apply in institutions. We will all come to next month's meeting with ideas.

Other? No other topics

Close.