

Books for inmates

Decision on numbering PO's –Start at 10001 and maintain consecutive numbers. Assign to spreadsheet the PO # as well as the invoice numbers. PO number must be on the invoice. Lou added columns in the spreadsheet to assist in getting information to the CoDA bookkeeper. In the column 'Notes to bookkeeper' – this is for any special instructions to bookkeeper. This system will start as of Jan 1, 2014. All columns needed have asterisks in the spreadsheet. Simply cut and paste columns from spreadsheet into another workbook, delete the un-asterisked items, then paste into the template Lou is creating on skydrive. This will then be copied from the template and saved with the name being the PO#. This is sent to the bookkeeper each time a PO is cut.

When orders are returned from a facility (maybe the inmate has left, or has rejected the shipment, or the facility won't deliver), note in the (spreadsheet) column 'number shipped' an R for return, so it will say 1R. Also note that it was returned and what date. If the order is reshipped, you must add a new line and order, use billing code zero with a note to bookkeeper telling them it was a reship, don't charge for workbook or book, etc.

The PO's must be sent to bookkeeper and copy to Lou, as both keep track of units shipped.

Action item – Mary will send Debbie an email reminding her of these changes.

Meeting with Debbie

Met with Debbie, discussed the check that hadn't been cashed – it was deposited but just yesterday. This info was given to the CoDA treasurer and we are waiting to see if it clears. Debbie will put PO #'s on each invoice. Debbie will send invoices to both Literature distribution coordinator and to CoDA bookkeeper. We are changing our procedures to match that plan. We are also adjusting the procedures to state that the LDC will send a purchase order to the CoDA Bookkeeper. We will also change the procedure to state that billing code 1 and 3 are the codes for literature, 1 being to come from Books for inmates program designated recipient donation; 3 is to designate that there was no designated institution or inmate but it was a donation. Code 4 is for all literature that must be billed to H&I. Code zero is for returned items that have been reshipped.

It was noted that our budget includes donations. This budget ends yearly, and so the donations are not properly being carried over. We are authorizing Lou to bring this matter to the finance committee's attention for resolution. We believe the money should be held in a separate fund accounted for separately and carried over not put into the general fund at the end of the fiscal year. This translates into when books are ordered for H&I, half the money should come from this fund and the other half should come from the H&I budget. **Lou action item**

Flyer for books for inmates needs to be changed to **donation to institution**; if donor requests to a specific individual, that individual must be aware of the shipment before order is sent. **Kathy action item**

Sponsorship Program

Joan (FSW) has agreed to receive requests from inmates and to send them on to sponsor, and will be the go between with mail. Can Joan scan and send to sponsors? Or does she have to mail to them? If she scans, it must be dark enough to be read. Does Joan have a scanner capable of doing the job? Board approval has been given to allow Joan to do this job. Kathy will contact Joan for this information. **Kathy action item**. It will then be the sponsor preference, if Joan agrees. Joan needs to keep a record of what is received, who she sent it to from sponsor list, and when. We think it good to number the sponsors, starting with #101, and require inmates to put that number on their mail.

We need to find out if there is difficulty in receiving mail from someone who does not use a last name. **Kathy action item** – contact one of the facilities that we have a person that

Qualifications adjusted. Rules for sponsorship with an inmate - vetting of a sponsor expectations – all this is included in Lou's document on CoDA Sponsorship for Inmates program.

Process – a letter is received by corresponding secretary requesting a sponsor. Step 1. CS forwards that request to the sponsorship coordinator (SC). Step 2 SC sends application to potential sponsee. Step 3. application returned and forwarded to SC. Step 4. SC enters basic data into spreadsheet that is held on the cloud. Step 5. Subcommittee meets bi-monthly (based on need, may change) to assign sponsors to sponsee. Sponsor number will be assigned at this time. Step 5B. SC will verify with sponsor they have no knowledge of the prospective sponsee. Step 6. SC sends notification to both sponsor and sponsee, and informs fellowship worker of the sponsor # and address of sponsor, along with the sponsee name, number and institution address for their records. Step 7. Sponsee sends initial letter to sponsor via CoDA po box, and FSW will verify relationship and re-mail to designated sponsor in new envelope with CoDA return address. Note to FSW - If sponsee mis-numbered, send to correct person. If not on sponsee list, the letter will be directed to the SC (until we get a volunteer for this position, it will go to corresponding secretary). Step 8 – Sponsor answers initial contact, sending to hosp@codas.org for vetting of adherence to guidelines. Step 9. Vetting team approves or sends back for revision. Once approved, sponsor sends directly to sponsee using CoDA PO box as return address (option – sponsor may choose to send their correspondence to FSW and have FSW send letters to inmates rather than mail themselves). Step 10. Continue the process. Step 11. Report from FSW to committee concerning number of sponsee letters re-shipped. Step 12. Sponsor uses the designated forum for questions as they arise or to share experience, strength and hope. SC will create a report for H&I committee for insertion into QSR and annual report.

initial contact – this will be copied into the sponsorship document on sky drive.

This is what is to go to both sponsor and sponsee – direct to sponsee, copy to sponsor.

We have a request from you (sponsee) for a sponsor. You will find that contact name and mailing address below. Please introduce yourself to the sponsor to initiate your sponsor/sponsee relationship. You can expect a response within the month of our receipt of your contact letter. We ask you to make sure you use your sponsor's ID number in the mailing address of all sponsor/sponsee correspondence. Please focus on working the Steps and Traditions. How you work that process is between yourself and your sponsor. If you do not have a copy of the CoDA book, please fill out the request form (BRF included with this letter) and return in a separate envelope to H & I, PO Box 33577, Phoenix, AZ 85067-3577. Below is a list of rules of conduct in this relationship; please honor them or the relationship may be terminated.

Insert expectations for sponsee.

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We would like a separate email address (maybe inmatesponsor@codas.org?) that will be a closed communication link for those on the sponsor list. Jeff will be the only person who will be able to add people to the list, and the only way to add a person to the list is via notification from a member of H&I – Chair or Sponsor coordinator only. The request will be that when responding to an email, it is always reply all. This will be the communication arena for questions and sharing of inmate issues. This could be the way we vet new sponsors – first response letter to be shared with the email address for feedback.

We will vet the sponsees as a first step, asking them if they are willing to follow the guidelines. “you have requested a sponsor to help you work the CoDA program. Please read the below guidelines, and if you are willing to participate

under these guidelines, please sign and return the guidelines to the address below. Upon receipt of the signed guidelines, a sponsor will then be assigned and you will receive notification.”

ATTN: Sponsorship (this will designate the sponsorship coordinator)

Application to include qualifications for sponsors. We completed – See Lou’s documents.

Recruitment strategies

How do we get people into service on H&I? Maybe we are specific in our request, and are clear that if they cannot do the job they can talk to someone on the committee. If someone is unsure they can do the job, it may be because the job hasn’t been clearly defined and we need to know that. Start slow, and build. First up – sponsorship coordinator, assistance with secretary. Define in our communication we are not starting meetings, we are not going to jails or hospitals, we are assisting the CoDA community in their outreach efforts into correctional facilities, hospitals and institutions.

Below is the announcement we want to go out to our listserve (people who have requested information about H&I).

H&I announcement –

H&I is looking for some specific assistance in three areas -

First, we are starting a program that links inmates who would like a sponsor with CoDA members who are willing to sponsor inmates by US Mail. We need a person to coordinate our sponsorship program. We have developed a plan, we just need assistance implementing it. We anticipate it will take about an hour a week.

Second, we need assistance with documenting correspondence, answering requests from inmates (most of the time with form letters). We average 10 to 15 letters per week, and although each letter is potentially different, average time is 8 to 10 minutes per letter. We would like to have several people to do data entry on rotation; another person to handle printing and mailing the form letters with enclosures and a person to answer the 10% of the letters that require more thought or research, which may include meeting lists printed from the CoDA website or H&I meeting format.

Requirements – Computer with internet access and Word program; the print/mail people also require a printer, and basic word processing skills.

What we will provide you - Letterhead, envelopes with return address and stamps, enclosures such as ABI’s (a brief introduction) BRF’s (Book Request Forms), 1040A “What is CoDA?” pamphlet, and H&I Meeting Format.

Third, we need people willing to be sponsors to inmate – and we are sending out the information concerning that in the next couple days.

If you are willing to assist in any of these areas, please send a note to HOSP@CoDA.ORG.

This needs to be put into proper format and sent – Lou to forward to Geoff.

Announcement for H & I Sponsorship Program

CoDA is starting an H & I sponsorship program, intended for snail mail correspondence between inmate sponsees and CoDA sponsors on the outside. The purpose of this is to convey the CoDA message, dealing with the Twelve Steps and Twelve Traditions, to the codependent who still suffers in an institutional setting. We currently have 21 requests for sponsors, so the need is there and we are hoping you will join us in carrying the message. We are looking for willing participants who meet the qualifications below. If you are interested and meet the qualifications, please send a note to HOSP@CoDA.ORG, using the word sponsorship in the title. We will send you an application and information on the process. (This means the application plus the process steps listed in the minutes).

Letter to the board liaison –

Barbara, attached is our proposal for the H&I Sponsorship program. We would appreciate it if you could take this information to the board to review before we announce it. Attach procedure, application for sponsee and sponsor, qualifications for sponsor, expectations of sponsee and sponsor, along with the announcements

Committee work area -

What are we posting on the committee work area? After moving to archive from the work area any outdated materials, we will add the following: H&I lights, H&I sponsorship, minutes of current and previous calendar year, annual report, H&I annual budget, operations manual, books for inmates procedures and policies along with form letters (both English and Spanish) we send to inmates, FSM description of H & I, copy of H&I letterhead, H&I meeting format in English and Spanish.

End of Minutes

Note to Kathy – need to update the donation form.

Note for Mary - What does the corresponding secretary receive? Requests for literature, meeting lists, starting meetings, all information about CoDA, Sponsor requests. Some may ask for several of these items.

Note for Joan - # 11 (4 ½ by 10 3/8) envelope will hold 10 inch envelopes.