

Minutes for the CoDA H&I Committee meeting Sunday, August 17, 2014

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

Check-in.

Review agenda

Minutes taker - Mary

Record – yes

In attendance – Kathy, Lou, Mary, James

Review minutes of meeting on June 22, 2014. notes - Lou & Kathy did not get H&I Lights out at conference. CSC went well, job description request went well – we got 3 volunteers.

Activity report:

Mary reported - Books ordered,

po number	Blue Book *	Workbook *	Spanish Workbook *	Std Packet *	Spanis h Std Packet *	Other*
10012	18	4	0	1	0	2 msp, 1 library, 1 100 what is coda
10011	12	9	1	3	0	1 library
total	30	13	1	4	0	2 msp, 2 library, 1 100 what is coda

We voted to send a number of libraries this year, and We need to verify the number we agreed on. Mary will verify.

Kathy reported - letters received (snail- and email) and answered; other? In past 2 Months, 58 requests with only 7 still in process all others have been answered. We have had a slight delay because the 4010's haven't arrived to Darlene. We have had contact from 23 different institutions (7 which are new including 1 women's half-way house, and local jails). We have had donations of \$304 to BFII that have no specific designation. The scanning by Joan and entering data is working well. Darlene is also using the master response list so she has what needs to be sent out.

Lou reports he has had 5 or 6 email strings since last meeting. 1 in process, 1 waiting, the rest completed. Sponsorship program – 4 sent to inmates, 2 sponsee to approve, 1 sponsor to approve. Lou will follow up with the sponsor/sponsee relationships that we already have to make sure they are working.

New business:

Progress with transfer of responsibilities to new members. Darlene is helping with correspondence, and has some great ideas on getting assistance with the communication in the future. Darlene has already begun work on assisting Kathy with mailing simple mailings, with mail merge and responses with ABI and what is. Any letter requiring more (meeting list or issue) Kathy is taking care of that for now. Book response forms that Kathy now handles will flow to Darlene next. James is willing to do research to find out how to get lit to facilities when we have issues (Like approved vendor). Mary will find out what facility that is (sent info immediately after meeting). Lisa is sponsorship coordinator, and Lou has shared with her files. He will follow up with her on the phone, as she was unable to participate in this call. With a committee of 6, we need a sub-committee of sponsorship. Mary, Lou and Lisa will be the sub-committee handling sponsorship.

Updating the Committee's Operations Manual – needs update. Mary agreed to write process for ordering via web and the invoice retrieval and submission process.

H&I CoDA website – not covered. Ran out of time.

Lou reported there is a meeting (Tucson AZ) starting at a facility for relatives of inmates that is looking for support. Lou suggested we send 100 "What is CoDA", 50 "Am I Codependent?" 50 "Attending meetings" & 50 "Establishing boundaries". Discussion followed. Mary requested that it be sent to the contact person with a note requesting that if the meeting doesn't make it, the literature be left at the facility. We are all in agreement on this.

James agreed to follow up on the prison that has a requirement for preferred vendor status. Mary will send the information to James.

Mary suggested that at next CSC, we make a motion that CoDA will have CoRe distribute a book, workbook, all pamphlets and booklets to each registered meeting (Must be updated within the last year) that makes that request. Also from then on, each newly registered meeting will receive the same. Lou suggested we send this on to outreach for their input also. (CoRe will have to charge CoDA the lowest price bulk without royalty, also for the labor to fill the orders as well as shipping). We will need a count of the meetings that are up to date before we make this motion, if we decide to move forward.

Next meeting Sept 21 7pm Eastern.

Close with serenity prayer at 8:09

Followed by meeting of sponsorship sub committee.