

Minutes CoDA H&I Committee meeting Sunday, March. 16, 2014

Time 7:00 pm Eastern, 6 pm Central, 5 pm Mountain, 4 pm Pacific.

Attending; Lou, Kathy, Mary, Barbara, Linda

Opening prayer followed by Check-in. Answer the question: How are you spiritually today?

Agenda reviewed. Minutes taker: Mary volunteered, Record? Agreed

Review minutes of meeting on Dec. 8, 2013. - Approved as written.

Review minutes of f2f meeting on Feb 6 to 8 - Approved as written.

Activity report(s):

63 orders, 47 books, 13 workbooks, 3 standard packets in PO 10002 and 10003. There were no requests for Spanish materials, nor any communication in Spanish. Since beginning of January, we have received 138 letters, 130 responses have been written. Lou has responded to 2 emails that came in with requests for information about H&I – either starting a meeting in a facility or how to get involved in H&I at the community level. In 2013 we had 321 letters total.

Setting up the inmate sponsorship program.

We have received one inquiry about becoming a sponsor for an inmate; we have had one inquiry about obtaining a sponsor from an inmate. Both have been sent our new applications.

Logistics of the program – Fellowship service worker has agreed to take on the job of communicator for the program. We need the sponsorship coordinator - Lou has agreed to be that person for now. FSW has not had great success in scanning in the past, but is willing to try it out. If we find we have sponsors who prefer to have it scanned, we will revisit the scanning at that time. For now it will be via snail mail. Barbara mentioned that she will ask the CoDA board to authorize a new scanner for the FSW. The application and qualifications for sponsor and sponsee are complete. They will need to be hard copied, signed and sent in. We may change that in the future. We reviewed what the expectations and applications are, and the process outlined in the minutes from Feb 6-8.

Still need to get the email address set up for the sponsorship liaison. Barbara noted she is the liaison to the web master, so we can make that request of her and she will send it on. **Do we need to send her and email on this or did she take the info during the meeting?** Barbara has mentioned to the CoDA board that H&I will be doing this program; Barbara will notify the board we are moving forward.

Our announcement mentioned in Feb 6-8 minutes will be going out in the next week. Kathy volunteered to get this to Geff.

Kathy talked to Joan about #11 envelopes, and Joan was most appreciative of the information so that letters can be sent inside those envelopes rather than having to fit envelopes and letters into smaller envelopes.

Lou – action item about our budget from Feb 6-8 meeting – concerning the doubling of charges to us. This will be discussed at the face to face with Finance.

Kathy action item - Flyer for books for inmates needs to be changed to ***donation to institution***; if donor requests a book be sent to a specific individual, that individual must be aware of the shipment before order is sent. **Kathy** Will be taking care of this in the next month. There have been delays due to change in web master. Also archive of community work area is on the action items for Kathy but Barbara suggested we wait for uploading of new info to web because of new web site that will be active in the next 3 months.

Kathy action item - contacting a facility to test out the feasibility of our sponsorship program. ORW was asked and has given approval to the program.

Barbara agreed that FSW will not be billing H&I for supplies or stamps for the inmate sponsorship program.

Notes for next meeting – we need to work on our budget for this upcoming CSC.

Next meeting is April 20 at 7PM.

Meeting closed at 8:05PM with the serenity prayer.