

## Minutes for CoDA's H&I Committee meeting

Sunday, April 17, 2016. Time 3:00 pm Eastern, 2 pm Central, 1 pm Mountain, 12 pm Pacific for one hour.

Members attending in order of Rotation:

Lou L	217-898-2847	Mahomet, IL
Kathy	217-979-2847	Mahomet, IL

Opened with the Serenity Prayer followed by a brief check-in. Lou volunteered to take the minutes and the meeting was recorded. Playback Number (712) 775-7029, Meeting ID: 874-326-850

The minutes of meeting on March 20, 2016 were accepted as presented

Activity reports: See 1<sup>st</sup> qtr QSR, significant things not in the report that were noted:

- 1) Since our last meeting we received \$1,605.40 in donations to the BFII. One check requested 5 books to be sent to a specific individual in an institution. Kathy will send letter to inmate.
- 2) P&P Manual has been posted on the website in the old format.
- 3) Discussed book ordering inventory trip points. Suggested an approximate monthly amount 50 CoDA books and 20 wkbks. The Literature coordinator needs to let the committee chair know when the order trip point is reached. Does the committee need to decide how many to order? Or can the chair and literature coordinator decide? (New Business, next meeting)
- 4) How are we doing with inmate sponsorship? Lou thinks he mentioned contacting active sponsors to see if they are actively working with their sponsees. The follow-up question is "Are they willing to try again with another sponsee if it is not working with their current one?"

Do we know what is working and what is not?

Maybe using a chat room at online coda? Contact Jen L @ communications about that? Can it be done at Codependents.org?

Old business:

- 1) Follow-up on survey progress. Were letters sent to those interested in being sponsors? Kathy will check.
- 2) Welcome letter to new H&I subscribers: follow-up. Questionnaire asks what you are interested in. Do we need to be more forthright (straight forward) in asking for help in questionnaire!  
To ask someone to join the committee as you sign up is a bait and switch approach in my opinion.
- 3) Using personal email to contact subscribers to the H&I email list. Got OK from Board Liaisons, but will likely use the new email [CoDAHosp@gmail.com](mailto:CoDAHosp@gmail.com) (see New Business).
- 4) Follow-up on Lou's response to Gabriel in Israel. Kathy & Lou will work on this.
- 5) Forget the Goals review for now. We will look at this in July in preparation for CSC in Oct.

New Business:

- 1) Policies for use of [codahosp@gmail.com](mailto:codahosp@gmail.com). Lou will share password with individuals but not in minutes or on recording (too public).  
Committee correspondence, can be used by all committee members.  
We could use folders for each position  
Add to [hosp@Coda.org](mailto:hosp@Coda.org) so information is received there and can be responded to from there  
Do we request all H&I emails be sent to/from here so there is a record for posterity of H&I business?
- 2) Thoughts on cross-training for committee tasks.  
Good idea but will take some concerted effort to teach and get others involved. Recruit

more individuals. It takes precious time. CoDA is a “we” program, and this committee needs to be a “we” committee. What area do you want to be cross trained in?

3) What changes need to be done on the H&I Service Info webpage?

Action item: each member to go to the H&I Service Info page and see what needs to be removed and what can we put up there? Dream – what would you like to have there and how might we organize it?

4) Functioning of Sponsorship Program: How is it working?

Close with the CoDA Closing Prayer: “We” version of the Serenity Prayer

Next meeting: Sunday, **May 22, 2016**. This isn’t the 3<sup>rd</sup> Sunday, but L & K have a graduation to attend the 15<sup>th</sup>.

Future meetings and

Deadlines:

6/19/16? Father’s day

7/17/16

8/19/16 Motions due for CSC

8/21/16

9/18/16

9/18/16 Reports, Budgets, and goals due for CSC.

10/16/16?

CSC in Phoenix, 10/18-21/16

Action items:

- 1) Kathy will send letter to inmate (individual specified to receive donated books).
- 2) Kathy will send letter to Darlene to see if she had sent letters to questionnaire responders indicating an interest in sponsorship with link to sponsorship information on website.
- 3) Lou & Jim will continue to work on welcome letter.
- 4) Kathy & Lou will work on making response to Gabriel in Israel more generic to be sent out on the H&I list-serve and on website.
- 5) Kathy will ask for [CoDAHosp@gmail.com](mailto:CoDAHosp@gmail.com) to be added to H&I alias.
- 6) All: Text Lou to get password. (217-898-2847)
- 7) ALL: What committee area are you willing to be cross trained in? See P&P Manual for job descriptions.
- 8) ALL: Review H&I web page for changes.
- 9) Gabe: Report on sponsorship activity.