

CoDA's H&I Committee meeting minutes for 12 18 2016

Sunday, December 18, 2016. Time 4:15 pm Pacific (5:15 pm Mountain, 6:15 pm Central, 7:15 pm Eastern)

Attending: Lou, Kathy, Darlene, Jim, Terry

Opened with the Serenity Prayer.

Brief check-in for each member present.

Kathy agreed to do the minutes.

Meeting was recorded. I will send any member who desires a copy of the mp4.

Minutes of the Nov. 20, 2016 meeting were approved as written.

Activity reports

Correspondence: Snail mail--39 requests, 5 by email. 30 of these were first contacts. 18 different institutions, 3 of which were new. All letters were answered.

Email contacts that were unrelated to literature have 3-5 awaiting responses from us.

Sponsorship: No report.

Literature:

Literature Ordered November 2016						
Piece of Literature	Prev Mth Inv	English	Spanish	Totals and Notes	Qty Adj	New Inv
Co-Dependents Anonymous Book	170	41	-	Total Blue Books	2	131
Co-Dependents Anonymous Pocket Book-SP	42	-	7	48	0	35
12 Steps & 12 Traditions Workbook	50	41	-	Total Workbooks	2	11
12 Steps & 12 Traditions Workbook-SP	26	-	6	47		20
Standard Packet	-	13	-	Total Standard Packets	1	-
Standard Packet-SP	-		3	16	-	-
Institutional Meeting Handbook	-	7	-	Standard Packets are	-	-
In This Moment	-	7	-	a set of pamphlets and booklets	-	-
CoDA Meeting Handbook/MSP	-	0	-	CoRe donates.	-	-
Other	-	37	-		-	-
TOTAL	288	146	16	162	5	197

Old business

1. Approved payment of fee of \$4/mon. for a Skype Call-in number for our meetings
2. Date and time for committee meetings will be determined after surveying members. Kathy will do this.
3. Jim will look at the information members had containing info for the Service Info page for H&I on the website to determine the main topics to place on the first page. (See minutes for 11/20 meeting.) Additional information on these topics will be placed on secondary pages found by clicking on the topic headings. This will be a way of organizing the information we have.

Some topics that we need to develop some information on : Facilitating meetings in institutions; Doing H&I service at the local meeting, intergroup, and Voting Entity levels;

New Business

1. Discussed the idea of the “Committee of the Month” as a way to highlight the responsibilities/ tasks of each committee using different outlets of CoDA. We felt that without clear directives and formats, we will not be able to prepare the information needed by ourselves.
2. Discussed the idea of “seed supplies” of CoDA Books/Workbooks being sent to facilities with residents who stay only a few weeks. This is a specific number of books requested by the facility for use by residents would be sent to the facility without specification as to the recipient. If a resident wants a book for him/herself, we request that that individual send a request to us for another book to be sent to that institution. The replacement book would most likely arrive after the requesting individual has gone, but the supply of these books would be maintained for the facility. This is something we have been doing for about one year, but it is not part of our policies and procedures.

Our next teleconference time and date will be determined and the committee members will be notified.

The meeting closed with the CoDA Closing Prayer.