

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

Sunday, January 17, 2016. Time 3:00 pm Eastern, 2 pm Central, 1 pm Mountain, 12 pm Pacific for one hour. Playback Number (712) 775-7029, meeting ID: 874-326-850, Ref # 15

Attendance: Lou L, Tina B, Darlene H, Jim B, and Kathy L.

Opened with the CoDA opening prayer, followed by a check-in. Lou volunteered to take minutes and we decided to record the meeting. We accepted the minutes of meeting on Nov 29, 2015 as written.

Activity reports: books ordered; books inventory; letters received and responded to, inmate sponsorship.

49 requests, Letters have been created to send to all appropriate requests (some received this past week have not been mailed yet)

20 different facilities 5 new, (3 we have had direct contact with (like Epiphany Center, a half-way house in SF area), Kathy to send 2 new institution names to Jim.

2 returned letters, 1 book returned, and 2 libraries sent

Donations for Books For Inmates & Institutions (BFII) \$398.80

No report of orders since last meeting. (In QSR). Inmates are posted to the spreadsheet when mail is picked up. Does not happen on a schedule. Corresponding secretary will let Literature Distribution Coordinator know when new book orders were updated on the Master list.

Epiphany House bought 56 books from the Bay Area CoDA Intergroup

4 or 5 email have been responded to since last time.

and QSR completed and submitted.

Old business:

Survey progress and next steps.

34 filled in, 8 people responded to request for help in analyzing questionnaire. Lou has contacted with 4 but got no direct response back. – suggested we give three tries. We need to vet volunteers a little.

Lou will re-contact those who offered to help.

James offered to help develop specific response letters to requests for more information. Lou to send what info we have and James will help organize that.

Suggested we send another email blast with cover letter. Maybe suggest a goal of 100 responses. Darlene will help with cover letter. Because the request for help was so close to sending the survey, it was confusing. So we will resend.

New Business:

Inmate Sponsorship Program: What steps can we take now?

We haven't done anything except approve applications because we have not had a coordinator since last April. A subcommittee works with Coordinator to approve, match, encourage, and trouble shoot program. ISP coordinator is the most pressing need, along with corresponding secretary. We will also contact people responding to survey.

Tina will talk to some local SF people about possible taking on this role. Tina willing to call or email those who indicated interest in the survey. The spreadsheet was shared with Tina & Jim.

### Review of Applications – Inmate Sponsorship Program

Processing sponsor/sponsee applications: 1 new sponsor app, 2 new sponsee apps.

Approved 1 sponsor, 1 sponsee, and rejected one sponsee (parole date too soon - 8 mo.)

We have made the request for sponsors in the past and we have a waiting list of sponsees prior to last April when the ISP coordinator resigned.

### Review of Committee Policy and Procedures Manual.

Kathy expressed appreciation for all the work everyone did on the document. Moved to accept was passed (4-0-1). Kathy will create a PDF and send to Board and H&I committee. She will have it replace the operations manual on the website. (Operations manual will be archived.)

Lou and Kathy will create a list of action items.

Next meeting: Sunday, February 21, 2016.

Close with the “we” version of the Serenity Prayer.

### Action items:

1. KSL list of new institutions to James.
2. Corresponding Secretary to notify LDC when new requests have been posted.
3. Darlene to write an intro to the re-sending of the survey, giving reasons for its re-issue. Send to Kathy to re-send the survey.
4. Kathy to re-send the survey.
5. Kathy to send P&P Manual to committee and Board and to the website to replace the previous version.
6. Darlene, Lou &/or Kathy to set up further training for Darlene.
7. Lou to send Tina and Jim info about accessing survey results on SmartSheet. done
8. Lou to send to James any information already written up pertaining to those areas about which respondents have requested info. Letter development. Items listed. James will send proposed letters to committee via Hosp@coda.org
9. Tina to ask for local volunteers to be Inmate Sponsorship Coordinator.

**Create Statements**

**Select Statement Options**

Statement Date: 01/17/2016

Statement Period From: 12/18/2015 To: 01/17/2016

Statement Period From 12/18/2015 To 01/17/2016

All open transactions as of Statement Date

Include only transactions over 30 days past due date

**Select Additional Options**

Template: Intuit Standard Statement | Customize

Create One Statement Per Customer: [v]

Show invoice item details on statements

Print statements by billing address zip code

Print due date on transactions

**Do not create statements:**

with a zero balance

with a balance less than 0.00

with no account activity

for inactive customers

**Select Customers**

All Customers

Multiple Customers

One Customer: Recovery Services [v]

Customers of Type

Preferred Send Method

View Selected Customers...

Assess Finance Charges...

Preview | Print | E-mail | Close | Help