

Minutes for CoDA's H&I Committee meeting

Sunday, March 20, 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
Gabe	323-893-2934	Pasadena, CA
James	251-929-2704	Mobile, AL
Darlene	760-282-5796	Los Angeles, CA
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

One item was added to New Business on the agenda and the minutes from the 2/28/16 meeting were approved as presented.

Activity reports:

Corresponding Secretary is reporting for the previous calendar month instead of meeting to meeting. Because the last meeting was on Feb 28, no new correspondence in Feb. that was not already reported. No progress on Policy & Procedures manual. After some discussion, Kathy will draft a letter to Board on why it is taking so long to get P&P manual reformatted. She will share it with the committee before she sends to Board and SOS.

Book Orders: No books were ordered in February, but all orders have been placed since then.

Email 5 letters responded to, several to survey questions.

Sponsorship Coordinator: 1 sponsor replied and will send letter tomorrow to inmate sponsee.

Old business:

Follow-up on survey and next steps.

Lou, James, & Sherri will work on revising the welcome letter sent to individuals who sign up for the H&I Email list. Kathy will contact Geff R, FSW in charge of maintaining the email lists, to ask if it is a breach of etiquette for a committee member to send a follow-up welcome letter to new subscribers to the list from their own email.

Darlene is willing to initiate an initial response to survey respondents and then hand off the follow-up to the committee. Next area is Inmate Sponsorship.

New Business:

This is an example Darlene shared & could be in our handbook. **"This meeting also has a Group Conscience to do a second 7th tradition collection for the World CoDA H&I Books for Inmates and Institutions Program. Each dollar is matched and helps to provide CoDA literature to those who may not have access to these recovery materials otherwise."**

CoDA Announce email based on email to Gabriel from Israel. Suggested by board member that it be sent to the Fellowship. Do as an Announce from H&I. Yes, Lou will modify for USA.

Suggested we get it out annually, present to CSC & ICC, & basis for a trifold as well as on website.

Returned to Old Business

Review 2015-16 Committee goals to determine next steps: James will look and provide some measurable statements before the next meeting.

Maintain books for Inmates and Institutions Program and inmate correspondence.

Continue and grow the Inmate Sponsorship Program.

Continue to populate the H&I webpage on the new CoDA website: (FAQs, the purposes and services of H&I, etc.).

Update "Books for H&I" order form. (done)

Regular communication with the CoDA community (esp. those subscribed to the H&I list serve).

Have all new H&I print materials available in Spanish.

Develop an H&I Handbook (This may be part of the Outreach Committee project.)

Develop a data base to determine potential resources for CoDA H&I service by surveying our list serve subscribers.

Kathy will send out the email for sponsors tonight or tomorrow.

Close with the CoDA Closing Prayer

Next meeting: Sunday, April 17, 2016, (same time as today's meeting.)

Action Items:

1. Kathy will draft a letter to Board on why it is taking so long to get P&P manual reformatted. She will share it with the committee before she sends to Board and SOS.
2. Lou, James, & Sherri will work on revising the welcome letter sent to individuals who sign up for the H&I Email list.
3. Kathy will contact Geff R to ask if it is a breach of etiquette for a committee member to send a follow-up welcome letter to new subscribers to the list from their own email.
4. Darlene is willing to initiate an initial response to survey respondents, next area is Inmate Sponsorship. She will then hand off the responses to someone on the committee.
5. Lou will modify email to Gabriel for announce email for USA.
6. James will look and provide some measurable statements before the next meeting.
7. Kathy will send out the email for sponsors tonight or tomorrow.