

Minutes for CoDA's H&I Committee meeting

Sunday, February 28, 2016. at 12 pm Pacific for one hour. Online teleconference Playback Number (712) 775-7029; Meeting ID: 874-326-850; Playback # 15

Those in attendance: Lou L, Darlene H, Gabe S, James B, and Kathy L.

Opened with prayer from the "Making Choices" booklet, followed by a brief check-in and introduction for new members. After adding one item to the agenda to new business, we decided to record the meeting and Lou volunteered to take minutes.

We accepted the minutes of meeting on January 18, 2016 without any corrections.

Activity reports:

Kathy: Snail mail correspond 42 letters, 9 by email, 14 from individuals with previous contact. From 13 different institutions only one new. All letters needing responses were answered.

Welcome Gabe new Inmate Sponsorship coordinator

No update on P&P manual

Lou: Have responded to several emails but have not responded in the last week.

Darlene: See summary below, over 100 books send out in January!

Literature Ordered January 2016			
Piece of Literature	English	Spanish	TOTAL
Co-Dependents Anonymous Book	64	5	69
12 Steps & 12 Traditions Workbook	19	1	20
Standard Packet (a set of pamphlets and booklets CoRe donates)	6	1	7
Institutional Meeting Handbook	4	0	4
In This Moment	1	0	1
"Library"	1	0	1
TOTAL	95	7	102

Gabe: Added a couple new male sponsees,

James: Updated 4 institutions information and we are trying to find someone at a 5th to direct multiple copies to be distributed.

Need Male sponsors. We will send out an email on the coda announce list that we desperately need Male CoDA sponsors. Kathy will draft.

\$184.80 in BFII donations received since last meeting. We have finally gotten reports from CoDA bookkeeper and they are tracking BFII donations separately and will carry over what is not spent one year to the next.

Old business:

A. Processing sponsor/sponsee applications.

Discussed the benefits of re-establishing a subcommittee to aid the Sponsorship Coordinator. Limits the # of people who have access to inmates' personal information, first line resource for coordinator, able to respond more quickly to business of

administering the Inmate Sponsorship Program.

Lou is willing to stay on the subcommittee

Suggested that the subcommittee bring applications / tasks that are received shortly before a scheduled meeting to the meeting so that other committee members become aware of the process and what goes into the decision making. If the subcommittee needs to process something before the next meeting, they can.

- B. Survey progress and next steps. Survey results: Lou will send something out. (See report on last page.) We have 58 responses with 22 responding to the last email invitation to participate. Darlene offered to help with responding to survey results.

New Business:

- A) Welcoming new H&I subscribers: How do we acknowledge their subscription?

Optional letter to people who sign up for the list. Form letter.

Darlene will contact some of those who are willing to serve about helping write a welcome letter.

Suggested that we send out emails with only one topic per email.

Would you like to join the H&I committee?

Secondary Invite to take the survey.

- B) H&I Books for Inmates and Institutions program brochure needs to be updated.

form at donation page and on the H&I pages,

do we have a script for donations? No, we have never had a script. Darlene will share what she sets up for her meeting from the other meetings she attends.

- C) Review 2015-16 Committee goals to determine next steps:

- a) Maintain books for Inmates and Institutions Program and inmate correspondence.

- b) Continue and grow the Inmate Sponsorship Program.

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

- d) Update "Books for H&I" order form.

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

- f) Have all new H&I print materials available in Spanish. Inmate Handbook in Spanish need a little more work.

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

- h) Develop a data base to determine potential resources for CoDA H&I service by surveying our list serve subscribers. Darlene will work on this.

Add a progress report to each and what is a mission statement and a what are measurable goals that we can set. Bring back as old business next meeting. How do these differ from a mission statement and goal with measurable criteria?

Thanks for being on the committee.

Closed with the "we" version of the Serenity Prayer. Next meeting: Sunday, March 20, 2016.

Submitted by Lou L.

Summary of survey.

Question:	Interest in H&I CoDA		
Responses:	Date info added	Being aware & Informed about it	Possibly getting involved in H&I service locally
Total for all 58 responses	2/29/2016	42	29
Total for 22 new responses (Feb 2-29, 2016)	2/29/2016	17	11

Question:	I want to learn how I can support H&I service:			
Responses:	Locally	State Wide	Nationally	Internationally
Total for all 58 responses	42	13	12	7
Total for 22 new responses (Feb 2-29, 2016)	18	3	5	3

Question: Are there facilities in your area?
 Responses: 42 Yes, 3 No, 12 Don't Know.

Question:	Have you done any H&I service?			
Responses:	Yes, with CoDA	Yes, with another 12 Step group	Yes, with another type of organization	No
Total for all 58 responses	11	11	3	36
Total for 22 new responses (Feb 2-29, 2016)	4	4	3	14

Question:	Areas that you would be willing to do and like information.				
Responses:	Inmate sponsorship program	Taking CoDA information into institutions	Helping start a meeting in an institution	Serving on the H&I international committee	Other (# of comments)
Total for all 58 responses	13	32	22	6	12
Total for 22 new responses (Feb 2-29, 2016)	5	14	10	1	

Question:	Professionally involved in:				
Responses:	Corrections	Rehab/ Recovery	Medicine	Counselling	other Professional area
Total for all 58 responses	3	7	2	12	6
Total for 22 new responses (Feb 2-29, 2016)	1	2	0	4	1

Question:	Number leaving information				
Responses:	# of questions/ comments.	Attending meetings?	Name	email	phone
Total for all 58 responses	20	34 Yes, 23 No	37	39	25

Action Items:

- 1) Kathy will draft an email blast to be sent to committee and then out re desperately needing men sponsors.
- 2) Lou will send something out. (See report on page 3.)
- 3) Darlene offered to help with responding to survey results.
- 4) Darlene will contact some of those who are willing to serve about helping write a welcome letter.
- 5) Darlene will share what she sets up for her meeting as a script re a second donation for H&I Books for Inmates & Institutions.
- 6) All- Review of Committee Goals - New Business Item C)