

Minutes for CoDA's H&I Committee meeting

Sunday, August 21, 2016. Time 3:00 pm Eastern, 2 pm Central, 1 pm Mountain, 12 pm Pacific for one hour.

Members attending in order of rotation:

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| Darlene H | 760-282-4796 | Torrance, CA |
| Lou L | 217-898-2847 | Mahomet, IL |
| Jim B | 310-702-8272 | Mobile, AL |
| Kathy | 217-979-2847 | Mahomet, IL |

Opened with the Serenity Prayer followed by a brief check-in. Kathy volunteered to take the minutes this time. The meeting was recorded. Playback Number (712) 775-7029, and reference number is 22. Meeting ID: 874-326-850

Reviewed agenda. No changes.

Minutes of meeting on July 24, 2016 were accepted as presented (via email).

Activity reports:

Correspondence: 22 requests, one email and one a directed donation. Of the 20 remaining, none have been responded to due to schedule mix-ups and unavailability of time. The requests came from 16 different institutions, 6 new;

Books ordered: 13 booklets/pamphlets/ books that were part of a library; inventory not reported: July BFII donations-\$128;

Sponsorship: no report;

Email: 4-6 responded to. Questionnaire: about 3 have responded but no new contact info. Have not contacted the responder who last month left contact info.

Old business: Tabled from previous meeting:

- A. P&P Manual reformatted, sent by Kathy on June 28. Needs to be reviewed and accepted or changed by committee. Send feedback or acceptance of the new document, with or without Kathy's recommendations for change that were sent with the document: Please let the committee know by Sept 11.
- B. The new FAQ document will be posted on the website and an announcement with link to it will be sent to the H&I email list.
- C. H&I Service Info page on website needs to be totally revamped. Kathy working on it. Further action delayed.
- D. Discussion of the committee GC to send both CoDA Book and Workbook when only CoDA Book requested led to the decision (1) to allow that more than one piece of literature to be sent at a time if requested. Our Initial Response Letter and book response forms have been changed to remove the restriction. (2) to send only the literature requested.

New Business:

- A. The letter received from the CA Dep't. of Corr. and Rehab. will be sent out on the email subscription to the attention of those involved in such service. It is asking for feedback letters to be sent to the CDCR from those with experience with serving in their institutions.
- B. 2016-17 H&I budget: Lou and Kathy are working on this and will send the information to committee members. Each committee has been asked to prepare a budget that is 20% lower than the 2016 budget, a budget equivalent to 2016, and budget for items on their "Wish List" for 2017.

C. H&I Goals for 2016-17:

- 1) Maintain the Books for Inmates and Institutions Program and inmate correspondence.
- 2) Continue and grow the Inmate Sponsorship Program
- 3) Update "Books for H&I" donation form as needed.
- 4) Maintain the H&I webpage on the CoDA website.
- 5) Regular communication with the CoDA community (through the H&I email. Subscription list)
- 6) Have any new H&I print materials available in Spanish.
- 7) Maintain H&I P&P Manual
- 8) Get more members.
- 9) Develop an H&I Handbook (This may be part of the Outreach Committee project.)
- 10) Continue to build our data base through those responding to the H&I survey that is offered to all new email subscribers.
- 11) Develop a list of facilities in which there are known to be CoDA meetings along with contact persons.

D. Special meeting at same time on Sept 11 to go over budget, goals and reports for CSC and P&P manual.

The next regular meeting will be on Sunday, September 18, 2016. An open invitation will be sent out to our email subscribers to attend this meeting.

Closed with the "We" version of the Serenity Prayer.