**2016 Hospitals & Institutions Committee Annual Report**

Members: Kathy L. Chair, Corresponding Secretary for US Mail

Lou L. Email Corresponding Secretary, Assistant LDC (Literature Distribution Coordinator)

Darlene H. LDC

James B. Institutional Information Researcher

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Deborah B. Assistant Corresponding Secretary for US Mail

Chris H. Board Liaison

Mary I, Back-up Board Liaison

* 1. **Committee goals**
1. Maintain the Books for Inmates and Institutions Program and inmate correspondence.
	1. Received 467 individual requests—letters, directed book donations, and emails.
	2. Sent 307 responses by mail and numerous more email inquiries about various aspects of H&I service.
	3. These requests came from an average of 25 different facilities per quarter. We had requests from individuals in 27 institutions that we had no record of having heard from before.
	4. Literature requested and sent out in addition to three “CoDA libraries”.

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| **Literature July 2015-June 2016** |
| **Piece of literature** | **English** | **Spanish** | **Total** |
| Co-Dependence Anonymous Book | 306 | 9 | 315 |
| 12 Steps & 12 Traditions Workbook | 119 | 4 | 123 |
| Standard Packet(a set of pamphlets and booklets CoRe donates) | 22 | 4 | 26 |
| Institutional Meeting Handbooks | 15 | 0 | 15 |

* 1. Received $4,188.64 in donations to Books for Inmates and Institutions.
1. Continue and grow the Inmate Sponsorship Program. We set up 5 new sponsor-sponsee pairs.
2. Continue to populate the H&I webpage on the new CoDA website: (FAQs, the purposes and services of H&I, etc.). Worked on FAQ’s for the H&I Service Info page on the website.
3. Update Books for Inmates and Institutions (BFII) order form. Did this twice, once for clarity and once due to a committee policy change.
4. Regular communication with the CoDA community (through the H&I email Subscription list)
	1. Distributed a survey to subscribers to the H&I subscription list.
	2. Responded to individuals who took the survey and requested additional information
5. Get more members: We recruited 2 new members as a result of the survey.
6. Maintain H&I P&P Manual. We totally revised our “Operations Manual” and have called it the H&I P&P Manual.
7. Continue to build our database through those responding to the H&I survey that is offered to all new email subscribers.
8. Have any new H&I print materials available in Spanish. Our only new H&I print material is the Institutional Meeting Handbook has been translated, but needs some formatting changes for publication—mostly pagination and corresponding index changes.
9. Develop an H&I Handbook. (This may be part of the Outreach Committee project.) Nothing was done toward this goal.
10. Get BFII accounting in order. We finally established CoDA bookkeeping processes related to the BFII Program that are IRS compliant. (A task that took 5+ years)

Additional accomplishments:

1. Held teleconferences 10 times.
2. Assisted with the start of 8 new meetings in institutions (that we know of).
3. Cross-trained members in committee tasks.
4. Obtained committee financial reports. This was a 2014 H&I motion.

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| **2016-2017 H&I Committee Goals** | **Status** |
| 1. Maintain the Books for Inmates and Institutions Program and inmate correspondence.
 | Ongoing |
| 1. Continue and grow the Inmate Sponsorship Program.
 | Ongoing |
| 1. Maintain the H&I webpage on the CoDA website.
 | Ongoing |
| 1. Update “Books for H&I” donation form as needed.
 | Ongoing |
| 1. Regular communication with the CoDA community (through the H&I email Subscription list)
 | Ongoing |
| 1. Get more members.
 | Ongoing |
| 1. Maintain H&I P&P Manual
 | Ongoing |
| 1. Continue to build our database through those responding to the H&I survey that is offered to all new email subscribers.
 | Ongoing |
| 1. Have any new H&I print materials available in Spanish.
 | Carryover |
| 1. Develop an H&I Handbook (This may be part of the Outreach Committee project.)
 | Carryover |
| 1. Develop a list of facilities in which there are known to be CoDA meetings along with contact persons.
 | **New 2016** |