**Hospitals & Institutions
Committee**

“Annual” Report

September 2019 - July 2020

* Terry D. CT. Chair,
* Kathy L . IL Corresponding Secretary for US Mail, acting and Sponsorship Coordinator
* Lou L. IL LDC (Literature Distribution Coordinator)
* Darlene H. CA. Recording Secretary and Email Corresponding Secretary
* Deborah B. CA Assistant Corresponding Secretary for US Mail
* Jim K. PA Assistant Sponsorship Coordinator
* Tina R. GA Member at large
* Betsy L. GA Member at large
* Corrine W. KS Member at large
* David A. NY Member at large

**2019-2020 H&I Committee Goals**

* + Maintain: The Books for Inmates and Institutions Program; inmate correspondence; update the H&I P&P Manual; respond to requests that come by email, regular communication with the CoDA community (through the H&I email subscription list)
	+ Recruit Sponsorship Coordinator and Re-evaluate the Inmate Sponsorship Program
	+ Plan a Face to Face meeting in April
	+ Complete the H&I Service Handbook
	+ Develop a Presentation package for members to take into Institutions
	+ Develop a system to rotate leadership
	+ Revive Newsletter
	+ Recruit more members

**Accomplishments**

* Maintained the Books for Inmates and Institutions Program (details below)
* Continued to grow the Inmate Sponsorship Program: Every inmate who has requested a sponsor has received one. Using the H&I email subscription and General announcement list we have sent out a few announcements asking for help with sponsoring inmates in institutions.
* Due to the Covid 19 Pandemic our communications slowed during April, May, and June.
* We finished editing the Hospitals and Institution Service Handbook and it is located on the H&I Service Info page of the CoDA website
* Regular communication with the CoDA community: We receive and respond to about 3 email queries from Fellowship groups or members each month.
* Recruitment of members: We started with 9 members last July; and lost three members and gained four, and one additional person who is assisting with Spanish translations. We had 12 regular and multiple special meetings via teleconference.
* We have updated responses to the Questionnaire on the website.
* Started a subcommittee to create a database of contacts of Voting Entities, Intergroups, meetings and Individuals who do H&I Service to facilitate communication between facilities and members being of Service.

**Books for Inmates and Institutions**

* 170 letters received from an average of 10 different institutions each quarter
* Sent 133 responses by mail.
* **We sent from September 1, 2019 to June 30, 2020:**
* 146 Co-Dependents Anonymous Books (111) \*
* 11 Co-Dependents Anonymous Books in Spanish (10) \*
* 112 12 Steps & 12 Traditions Workbooks (69) \*
* 7 12 Steps & 12Traditions Workbooks in Spanish (5) \*
* 32 Standard Packets (25) \*
* 5 Standard Packets in Spanish (3) \*
* 16 Institutional Meeting Handbooks (20) \*
* 6 In This Moment (2) \*
* 3 Institutional libraries (7) \*

\* Last year’s amounts are in ( )

Received $2,578.24 ($**2,765.60) \*** in donations to BFII (Books for Inmates and Institutions) for September 2019 June 30, 2020.

\* Last year’s amounts are in ( )

Donations can be made using forms from the Link found on the Donation page

[Books for Inmates & Institutions Donation Form](http://coda.org/default/assets/File/2016%2003%2015%20BFII%20form%20updated%281%29.pdf)

**and**

On the Hospitals & Institutions Page [BFII Form](http://coda.org/default/assets/File/2016%2003%2015%20BFII%20form%20updated%281%29.pdf)

**2021 H&I Committee Needs**

* More committee members to:
	1. Sponsorship Coordinator
	2. Literature Distribution Coordinator
	3. Read letters and emails and determine appropriate responses (1-3 people)
	4. Respond to our mail (email and US Mail) (2)
	5. Database Coordinator
* CoDA members willing to be sponsors of inmates by US Mail
* Creative individuals with passion to help reach those who are locked in their codependency.

**2020-2021 H&I Committee Goals**

* + Maintain: The Books for Inmates and Institutions Program in the US.; inmate correspondence: regular communication with the CoDA community; respond to requests that come by email (through the H&I email subscription list) and US postal mail.
	+ Look into Supporting the International H&I development.
	+ Update the H&I P&P Manual
	+ Reevaluate the sponsorship program
	+ Plan a Face to Face meeting in April
	+ Develop a Presentation package for members to take into Institutions
	+ Develop a system to rotate leadership
	+ Create and maintain database of H&I service Contacts
	+ Publish Newsletter
	+ Recruit more members

**Thanks to:**

* Board liaisons: Salle H. and Yaniv S. (CoDA Board), and Barbara D. (CoRe Board)
* Joan O. (Fellowship Service Worker) & Geff R. (email list Coordinator)
* And all those who have contributed to the Hospitals & Institutions Books for Inmates & Institutions program.
* Our current inmate sponsors.

**Special thanks to:**

* Members of the Fellowship who serve locally in carrying the message into institutions. These are the ones who make the difference in some codependents’ lives.