

## Minutes for CoDA's H&I Committee meeting

Thursday, February 20, 2020. Time: 9 -10:30 pm Eastern, 8 - 9:30 pm Central, 7 – 8:30 pm Mountain, 6- 7:30 pm Pacific for one and a half hours.

### Establish the round robin:

- Everyone checks in for one minute
- Review agenda. Any additions/questions? *None*
- Minutes taker?
- GC to Record? *Yes*
- Review and accept minutes of January 16,2020. *Unanimously accepted*
- **Activity reports:**
- **Chair:** *A member attended the Chairs forum in place of Chair, discussed new website and experienced that they are quick to make corrections. Tech Soup (Zoom) still under consideration for global use for virtual meetings.*
- **Corresponding Secretary:** *Received 6 letters, 1from a new institution and 1 greeting card, all responded to. Will set up time with Deb to coor*
- **Sponsorship Coordinator Report:** *One sponsee sent in an application for a sponsor, and two men need sponsors. Five applications sent out for inmates wanting sponsors. Chair to send out requests for sponsors through CoDa announcements.*
- **E-mail Report:** *An issue with an individual CoDa member bringing a large quantity of literature (with the facilities permission) into a jail due to the lack of a consistent contact person. Discussed who to pay for the literature. Does CoRe pay, do we recommend the local group pay, or should H&I pick up the tab? H&I policy that literature be received in a facility by a designated individual as stated on our form. This issue has come up before and handled on a case by case basis.*
- **Questionnaire Report:** *No responses this month. Due to personal time commitments no action taken to create responses,*
- **Literature Distribution Report:** *CoDa has been having difficulty getting checks to CoRe. Four checks sent to CoRe have been returned by the bank. Literature Coordinator has requested that CoDa treasurer hand write checks to CoRe rather than sending a bank generated check. Last check was hand delivered.*

H&I Literature Report	Jan.
Piece of Literature	
Co-Dependents Anonymous Book	3
Co-Dependents Anonymous Book Sp	0
12 Steps & 12 Traditions Workbook	2
12 Steps & 12 Traditions Workbook Sp	0
Standard Packet	1
Standard Packet Sp	0

Institutional Meeting Handbook	0
In This Moment	0
Library in English	
Library in Sp	
Other	0
Total	6

### Positions to be filled:

Corresponding Secretary: Literature Distribution Coordinator: need trainee: Email  
Corresponding Secretary: Inmate Sponsorship Coordinator:

### New Business:

- Discuss Tech Soup or other alternatives to Meeting Con Call platforms. *New understanding that by going through Tech Soup that we will receive a discount as a nonprofit organization and would be able to use Zoom. H&I preference to stay with Zoom. Tabled until board decides.*
- H&I Service Info area Proof read changes to new website. Chair to email board regarding current information and what we had given them two years ago and last summer. *Tabled until board has looked at information and notifies us of their input.*
- Discuss individual requests by CoDA members to take (we supply?) literature into treatment centers. *Chair to look at P&P regarding individual requests. BFII form notes that all literature is to be sent to individuals at the facilities by CoRe. We have had individual situations where the facility will allow local groups to bring in literature who lack the personnel to receive our literature from CoRe.*
- *Discussed Standard packet (2 pamphlets and 4 booklets) CoRe donates other literature. Now being asked for more than what was originally intended. Do we need to pay for half, say we are not able to supply currently, does local group supply, or ask CoRe to pay? H&I can supply a library to a facility once a month. Need new text to update policy and discuss updating the standard packet with the newer literature next month. May need to discuss with CoRe. Brought up by CoRe to have a Pocket Blue book, and In this Moment as an offer to inmates (cheaper than blue book and step book). Noted that the print small hard to read for the older inmate.*
- Look at website during document work. Tabled until board gets back to us regarding our drop downs and submitted Service Info page.

### Action Items:

1. Questionnaire auto reply-maybe have 2 or 3 set up based on specific parameters filled into survey. Terry and Lou will setup a meeting.

2. Discuss recommendation of sponsorship, that sponsors and sponsees be of the same sex and who should sponsor members of the LGBT community in prisons. Discussion included comments about sponsorship is more focused on ES&H rather than sexual preferences, program is via mail so face-to-face is less of an issue, ask Sponsors who they're willing to sponsor (Do you want to sponsor exclusively women, exclusively men, or open to sponsoring any? Sponsee ask Are you looking for someone who desires to be sponsored Exclusively by men, exclusively by women, or open to be sponsored by either?) by some, those who identify as a woman and non-binary, and sponsorship boundary questions that already exist in literature. We identified questions to ask sponsors and sponsees but need to clarify how we would match a sponsee since we still won't know how they identify. *TABLED Sponsorship Coordinator will look at applications for Sponsor and Sponsee wording to reflect choices for both and present at next meeting.*
3. Newsletter *Tabled*
4. Information from David (Long Island) regarding communication with institutions. *Chair will reach out to David*

Work on documents through Zoom Share

5. H & I Service Handbook-started review of handbook together (11/21/2019). Completed through 33. Pick up at 34.1, need to fix formatting. *Completed editing, to be formatted and final review by committee before posting on website.*
6. Initial letter templates-tabled
7. H&I presentation Package-tabled

Next Meeting March 19, 2020 Time: 9 -10:30 pm Eastern, 8 - 9:30 pm Central, 7 – 8:30 pm Mountain, 6- 7:30 pm Pacific for one and a half hours.