

Redacted Minutes/Agenda for CoDA's H&I Committee meeting

Thursday, January 16, 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.

Open with CoDA Step One Prayer

Establish the round robin:

- Everyone checks in for one minute: 6 members attended
- Review agenda. Any additions/questions? Chair made some changes
- Minutes taker:
- GC to Record? Approved to record to Chairs computer
- Review and accept minutes of December 19, 2019. Approved.
- **Activity reports:**
- **Chair:** The Chairs Forum did not meet this month. Sent an email to Long Island coda regarding their introduction letter to prisons. Talked with member, who corrected my impression of them having an introductory letter. They have some letters with the administrators which they are looking through to see what would be of value to our cause. they will get back to Chair within the month.
- **Corresponding Secretary:** Only 7 letters in Dec. One of them was an email. Four were first contacts. Four different institutions, none were new. Letters received are mailed about a month prior by inmate. Current process is not as swift as if it were scanned.
- **Sponsorship Coordinator Report:** Working on consolidating data records. Coordinator and member had a phone meeting to begin orienting member. Had 2 new sponsors applications, a woman and a man. Matched 2 sponsees with a sponsor. Still need another male sponsor. (All of this has happened in January. There was no activity in Dec.)
- **E-mail Report:** Responded to 4 email for information.
- **Questionnaire Report:** No responses this month, 1 a few days ago with a phone number.
- **Literature Distribution Report:**

H&I Literature Report 2019	Dec.
Piece of Literature	
Co-Dependents Anonymous Book	17
Co-Dependents Anonymous Book Sp	0
12 Steps & 12 Traditions Workbook	19
12 Steps & 12 Traditions Workbook Sp	0
Standard Packet	4
Standard Packet Sp	0
Institutional Meeting Handbook	0
In This Moment	0
Library in English	
Library in Sp	

Other	2
Total	42

Positions to be filled:

Corresponding Secretary: Literature Distribution Coordinator: Email Corresponding Secretary: 1 member is interested; Inmate Sponsorship Coordinator: 1 member is interested in learning the position.

New Business:

- Discuss Tech Soup or other alternatives to Meeting Con Call platforms. Techsoup was confusing. Chair prefers Zoom. Need clarification if cost issues are alleviated by not recording video meetings to the cloud.

Additional information from Chair's forum.

At the last Forum in December they asked the Chairs to have their committee's look at the tech soup website as CoDA meeting server. Due to problems with office 365 skype and the limits on accounts with Zoom and increasing cost.

“techsoup.com” - 50% reduction - concern on whether lose something, full use? zoom account would have to be canceled before signing up for tech soup admin fee approximately - 75 for one 120 pro - one off fee (I am not sure what this means) the place to go if non-profit

Zoom options reduce number of accounts and double up. many using one zoom account one account with 10 users - called sharing an account. zoom account: \$199/ yr = 16.58/mo return on investment good, zoom works well internationally and the cost nominal compared to other costs

Freeconferencecall what are limitations: not worldwide? -any one calling in with cell phone is penny a minute and jumping hoops to get internationals to connect

Skype struggles w skype - especially with recording. We did stress that we are nonprofit? have tried several times to bring down cost with Skype, skype was charging per user - prudent & due diligence to examine costs

Adobe acrobat for nonprofits \$12.99/mo \$ 5admin

- H&I Service Info area as it is being changed to new website. Chair resubmitted our request previously. First submitted two years ago. Tabled-until we can see what is posted on the new website.
 - Group conscience to accept Board member as our Board Liaison and another board member as back up. Approved unanimously.
1. H&I International – what is this H&I committee's responsibility towards other countries?
Possible auto-response to international inquiries, to look at H&I Service Info area for ideas and contact hosp@codas.org for further guidance. Plus, we can learn from international H&I and incorporate best practices here.
 2. Questionnaire auto reply-maybe have 2 or 3 set up based on specific parameters filled into survey. Chair and member will setup a meeting after 2/1.
 3. 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 sponsored Exclusively men, exclusively women, or open to sponsoring any?) 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 to think about this.

4. Newsletter

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.

6. Initial letter templates-tabled

7. H&I presentation Package-tabled

Close with the CoDA Closing Prayer

Next Meeting 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.