

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

Redacted Minutes

Thursday, March 19, 2020. Time: 9 -10:30 pm Eastern, for one and a half hours.

Establish the round robin:

- Review agenda. Any additions/questions? None
- Minutes taker?
- GC to Record? Yes
- Review and accept minutes of February 20,2020, (version sent out today). *approved.*
- **Activity reports:**
- **Chair:** Board is currently reviewing our service info page. Member sent possible page format to suggest to Board.
- **Corresponding Secretary:** 20 letters in Feb 12different institutions/2 new. One requesting a meeting in a San Diego area was referred to San Diego H&I. 13 first time correspondence. All answered, challenge - receiving some letters in Spanish, which secretary is having to take to someone to interpret for her. **Another member** offered to ask **a member from her home group** about helping with Spanish letters. Got her on the phone and she is willing to try it. **Secretary** will scan and send to **group member**. **Committee member** will connect them.
- **Sponsorship Coordinator Report:** Currently 4 inmates requesting sponsors. 2 men/2 women. have a woman sponsor willing to take on the two women, need another one or two male sponsors. Some women responded to sponsorship request announcement in the last two weeks. Another member will ask outreach to put it on their agenda.
- **E-mail Report:** Current member doing this service requested someone to take this over, another member will take over this area.
- **Questionnaire Report:** No responses this month. Due to personal time commitments no action taken to create responses, need to check on response notices.
- **Literature Distribution Report:** We are paid up to date finally with handwritten checks delivered in person to CoRe Treasurer by CoDA Treasurer.

H&I Literature Report	Feb
Piece of Literature	
Co-Dependents Anonymous Book	21
Co-Dependents Anonymous Book Sp	3
12 Steps & 12 Traditions Workbook	18
12 Steps & 12 Traditions Workbook Sp	3
Standard Packet	9

Standard Packet Sp	3
Institutional Meeting Handbook	2
In This Moment	4
Library in English	1
Library in Sp	0
Other	10
Total	74

Positions to be filled:

Corresponding Secretary: Inmate Sponsorship Coordinator:

Old 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. Awaiting Boards decision.*
- H&I Service Info area Proofread changes to new website. *Board is in the review process of our Service Info page.*
- Discuss individual requests by CoDA members to take (we supply?) literature into treatment centers. *We will approve exceptions on an individual basis. Also, Corresponding Secretary will ask CoRe if we can offer the CoDA book or the pocket edition and ITM? noting that the pocket edition is not helpful for older eyes. Will CoRe allow a group to work with H&I to take a specific piece at a reduced rate/free?*
- Look at website during document work. *Waiting to hear from Board.*

Action Items:

1. Questionnaire auto reply-maybe have 2 or 3 set up based on specific parameters filled into survey. *Chair and member will setup a meeting next week 3/23-30/2020.*
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. *Sponsorship Coordinator will look at applications for Sponsor and Sponsee wording to reflect choices for both. Coordinator will work on the forms with the following to check off: I am male, female, other. I will sponsor a male, female, other. I am willing sponsor for a short (6-12 month) period or longer period. Sponsee: I am willing to be sponsored by male, female, other. Because we sponsor by mail, male/female interaction is not as critical.*
3. Newsletter, **Chair** to contact member about this.
4. Communication with institutions. Long Island member suggested we look at what they have put on their website info@licoda.org where they have revised their H&I info. *They will be meeting this Saturday March 21, and they will update Chair after.*

New Idea: H&I directory of current H&I local groups and source of contacts. Share ideas and what is working for others. Source of contacts for inmate sponsors.

Announcement to groups and intergroups "Do you have an active H&I service?" **Chair** will create an announce and share with committee for approval. The announce can be a good seed.

Could look at websites from the state/VEs of where we know activity existed.

Member will make a report on this.

Send out to H&I list first and then send to general announce after we have a response from H&I list.

Concern: Data integrity and maintenance. How do you keep it up to date and valid in the future? Some VEs have open positions and other are doing it without the title.

Do we have the resources? Is there an active VE list that we can address first? IMC, Board, SSC are working on this. Ask and see where it goes.

Commented [LL1]: 54 min into meeting recording stopped here 3/26/2020

New Business:

Current Standard Packet: Communication & Recovery, Boundaries Pamphlet, Making Choices Booklet, Newcomers Handbook, Twelve Step Handbook, & Affirmations Booklet
Suggestion: CoDA Prayers booklet to add to the standard packet, other possibilities. Peeling the Onion, Traditionally Speaking, 12 piece relationship Toolkit were considered, too.

Corresponding Secretary will ask CoRe if they would consider adding 1 or 2 pieces to the standard packet.

Anything sent to a prison is read by many people.

extended meeting for 5 minutes

Work on documents through Zoom Share

5. H & I Service Handbook- Formatting and final review before posting to website.
Chair and member will get together next week to review and make sure we are done. Might involve **another member**.

ran out of time and didn't cover 6 & 7

6. Initial letter templates
7. H&I presentation Package - member had to leave early, been wanting to talk about the H&I trifold for institutions but haven't made it to the end of the agenda for a couple of months. Hope to revisit it next month. Suggest it **be put higher in the agenda**.

Next Meeting April 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.

