

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

Thursday, May 21, 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:

- Minutes taker?
- GC to Record? Approved
- Review and accept minutes of April 16,2020. Accepted
- **Activity reports:**
- **Chair:** The 2020 H&I webpage update which included the Service handbook was submitted to the board 4/21, we are waiting for a response. Reaching out to a new member of committee-no response so removing from H&I Committee alias.
- **Corresponding Secretary:** We received 11 letters from 5 different institutions of which two were new. 5 were from first contacts. All the letters were answered. We have received no letters for more than a month. Last received postmarked March. Will reach out to Fellowship Service Worker.
- **Sponsorship Coordinator Report:** One new sponsee application. We have 2 men needing sponsors. A Committee member is willing to take them as sponsee's
- **E-mail Report:** Answered all emails except for one.
- **Questionnaire Report:** Progressing with updates.
- **Literature Distribution Report:** No letters and therefore no lit for May.

H&I Literature Report	April
Piece of Literature	
Co-Dependents Anonymous Book	5
Co-Dependents Anonymous Book Sp	1
12 Steps & 12 Traditions Workbook	3
12 Steps & 12 Traditions Workbook Sp	0
Standard Packet	4
Standard Packet Sp	0
Institutional Meeting Handbook	2
In This Moment	
Library in English	
Library in Sp	
Other	
Total	15

**Positions to be filled:** Corresponding Secretary: Literature Distribution Coordinator:  
Inmate Sponsorship Coordinator:

**Old Business:**

1. Review and approve sample response letters to the Questionnaire. Reviewed and updated. Approved
2. Discuss support and maintenance for database of H&I contacts.  
Approve announcement for data collection for H&I VE, Intergroups, meetings, and Individuals. A member attended Outreach meeting and submitted a letter to include with the delegate package. A member from Long Island willing to help with database. They suggested sending through announcements@coda.org or perhaps individual meeting contacts (registered on the website)? Question about data integrity, i.e. annual audit to ask "are you still doing H&I?" Look at how we're going to support and maintain it before starting the database. The purpose was to go to the database when there was an inquiry in that area. Looking for excel and database expertise. TABLED Chair will report after next Chairs Forum.
3. Standard Packet update Report: Is CoRe willing to add 1 or 2 Suggestion: to update with some of the new materials, such as CoDA Prayers booklet, Peeling the Onion, Traditionally Speaking, 12 Piece and Relationship Toolkit to the standard packet. **Corresponding Secretary** to ask CoRe. Asked but no response yet.
4. Status of Service Handbook-waiting for response from the Board

**Action Items:**

1. H&I presentation Package - the H&I trifold for institutions. (a member is working on) *Chair and member are working on getting the pdf to Chair. Three attempts made, maybe send to another member then to Chair.*
2. Newsletter, **Chair** to contact member. *No response from member after email and phone attempts.* Update alias to remove member
3. Communication with institutions.
  - H&I directory of current H&I local groups and source of contacts.  
Need someone to create and maintain this database and possibly coordinate with IMC in creating a VE (Voting Entity) database.  
Make an announcement to groups and intergroups asking if they have an active H&I service. **Chair** to create for committee approval.
  - A member will make a report on lists from the website.  
look at where we are sending literature.  
Concerns: Data integrity and maintenance. How do you keep it up to date and validate in the future? Some VEs have open positions and other are doing it without the title.

### **New Business:**

- **Redacted Minutes:** Does the committee want to look at redacted minutes before they are submitted to the Service Info page on our website, or do you trust Chair to not name you in them? Chair to remove names and submit without additional review from committee. Approved.
- Do we want to review and change the Questionnaire TABLED

### **Work on documents through Zoom Share TABLED**

1. H&I presentation Package - the H&I trifold for institutions
2. Initial letter templates
3. Database of VE, Intergroups, meetings, and individuals doing H&I service work.

Next Meeting June 18, 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.