

Minutes for CoDA's H&I Committee meeting

Thursday, 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.

### **Open with CoDA Step six Prayer**

#### **Establish the round robin:**

- Everyone checked in for one-minute
- Agenda reviewed. No additions or questions.
- Minutes
- Recording GC'd: Yes
- Accepted minutes of May 21,2020.
- **Activity reports:**
- **Chair:** Chairs forum is busy with motions. I will bring up H&I concerns with database next month
- **Corresponding Secretary:** We received no letters in May.
- **Sponsorship Coordinator Report:** Assigned four sponsees to the same sponsor in May. We need more men who are willing to sponsor. Sponsorship Coordinator will write a new request
- **E-mail Report:** no report
- **Questionnaire Report:** Progressing with updates. Sponsorship Coordinator received a response.
- **Literature Distribution Report:** No letters and therefore no lit for May.

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

#### **Old Business:**

- Discussed support and maintenance for database of H&I contacts.  
  
The purpose was to have a database to use when we received an inquiry from social workers, facilities, or institutions to facilitate connections with local CoDA groups and to share information. Looking for excel and database expertise. Besides developing such a database, consideration needs to be made about maintenance and ongoing data audit (keeping it updated).
- Discussed the announcement for data collection for H&I VE, Intergroups, meetings, and Individuals.  
Member is willing to tweak email for database announcement and possibly work with member from Long Island who may be willing to help on this announcement and/or the database. Chair to share H&I members email with Long Island member. We may want to send this announcement

through announcements@coda.org or perhaps individual meeting contacts (registered on the website as a separate contact list). Another H&I member is willing to work on this as well.

- Member attended Outreach meeting and submitted a letter to be included with the delegate package for 2020 CSC.
- TABLED Chair will report on progress with VE database after next Chairs Forum. *To be brought up at July Chairs Forum due to work on motions in June.*
- 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. **Sponsorship Coordinator** to ask CoRe. Asked but still no response.
- Status of Service Handbook- Is on the current website.
- H&I web page update: Webmaster and member have been working out the details of getting our information for the H&I test page for the website. Request for information paragraph to remain under “Hands” paragraphs. We approved to request that meeting minutes be placed in dropdown menu, if possible, or below dropdown menu if not.  
Noted that “Service” was left off of the “H&I Service Handbook” title block.  
member will have that fixed.

### Action Items:

1. Tabled: H&I presentation Package - the H&I trifold for institutions.

### New Business:

- New Chair for 2021 Current chair's term is up in October 2021, and will remain as a member of the committee. Would anyone be willing to become a co-chair?
- Discussed the need for a face to face in 2021. Possible objectives: H&I Presentation package, H&I letter templates, Database for VE and intergroups, updating the P&P manual, re-examine sponsorship program, Review Questionnaire, restart Newsletter H&I Lights
- Do we want to review and change the [Questionnaire](#)?
- Member will look at the past H&I Lights to consider work on them. She will let us know next month.

### Work on documents through Zoom Share

1. H&I presentation Package - the H&I trifold for institutions. *Still unable to send pdf to Chair.* Tabled.

2. Initial letter templates Looked at them on shared screen and Kathy will share with committee for comment and to be approved at next meeting.

Closed with the CoDA Closing Prayer

Next Meeting July 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.