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**CoDA Service Conference 2022**

**Committee Report**

**Committee: Hospitals & Institutions Committee**

**Date:** July 2021 – June 2022

**Members:**

* **Terry D. CT.        Chair,**
* **Kathy L.   IL.        Corresponding Secretary for US Mail,**
* **Vacant            Email Corresponding Secretary,**
* **Carrie B.  OK.    Literature Distribution Coordinator (LDC)**
* **Vacant            Recording Secretary**
* **James K.  PA.     Sponsorship Coordinator**
* **david a.    NY.   Member at large**
* **Gillian A. UK.    Member at large**
* **Kate F.     UK. Member at large**
* **Lou L.      IL.   Member at large**
* **Faith J.    CA.      Board Liaison**
* **Yaniv S.   IL.    Board Liaison (back up)**

**2021-2022 H&I Committee Goals**

* Maintain The Books for Inmates and Institutions Program in the USA.
* Regular communication with the CoDA community (through email and U.S. Postal mail).
* Create a template for International Voting Entities to set up H&I Committees and services offered.
* Finish updating the Inmate Sponsorship Program.
* Update the H&I Policy and Procedure Manual.
* Develop a presentation package to aid members in accessing Institutions.
* Rotate Service positions within the Committee.
* Create and maintain a database of H&I Service Contacts.
* Publish H&I Lights Newsletter quarterly.
* Attract more members.

**Accomplishments**

* Maintained Books for Inmates and Institutions Program (details below).
* Continued to grow the Inmate Sponsorship Program.
* Regular communication with the CoDA community.  We received and responded on average 3 email queries from Fellowship groups or members each month.  Using the H&I email subscription list we have sent out a few announcements asking for help with sponsoring inmates in institutions and attracting new members.
* Recruitment of members.  We started last August with 7 members and recruited 2 new members, one who has accepted the role of Literature Distribution Coordinator.
* Update H&I P&P Manual: we updated our Policy and Procedures Manual at our Face-to-Face meeting in April and revised our Mission Statement to be voted on at CSC 2022.
* Continue to build our database through those responding to the H&I survey that is offered to all new email subscribers:  the offer to complete the H&I questionnaire upon subscribing to the H&I subscribers’ list continues to be available.  Perhaps 25% of new subscribers who do complete it could use a response from us, but, due to overloaded schedules of committee members, only a fraction of them do.  We will continue to offer this.
* Had 12 regular meetings via teleconference and one face-to-face
* Two members have stepped into new positions for them.
* We have discussed development of an H&I Presentation Package to guide members taking literature and meetings into institutions.  We depend on local members to conduct panels and assist in starting meetings in institutions and make literature and information available to them.
* We worked with two of our new committee members to explore starting some H&I service in the United Kingdom. We sense a need to outline the process of starting the Books for Inmates Program and correspondence services and to model it for voting entities outside the USA.

**Books for Inmates and Institutions**

* 140 letters received from a total of 40 different institutions this year. Twenty of these institutions were new to us. We have kept records of these contacts since 2010. These letters represented requests from 216 different people, 134 of which were new contacts.
* We sent 129 responses by mail.

**We sent:**

* 224 Co-Dependents Anonymous Books (54)\*
* 28   Co-Dependents Anonymous Books in Spanish (4)\*
* 89   12 Steps & 12 Traditions Workbooks  (56)\*
* 17   12 Steps & 12 Traditions Workbooks in Spanish (5)\*
* 47   Standard Packets (30)\*
* 3     Standard Packets in Spanish (2)\*
* 20   Institutional Meeting Handbooks (17)\*
* 16   In This Moment (4)\*
* 13   Institutional Libraries (4)\*
* 12   Institutional Libraries in Spanish (1)\*

We received  **$2,642.29** ($2,142.70)\* in donations to BFII (Books for Inmates and Institutions) from January to December 2021.  We received $913.00 from January to June 30, 2022.

\*  Previous year’s amounts are in ( )

**Books for Inmates and Institutions Program**

Donations can be made using forms from the Link found on the Donation page

[Books for Inmates & Institutions Donation Form](https://coda.org/bfii-donation-form/)

And on the Hospitals & Institutions Page [BFII Form.](https://coda.org/bfii-donation-form/)

**2023 H&I Committee Needs**

* More committee members to take the following roles:
	1. Corresponding Secretary Coordinator
	2. Members to read letters and emails and determine appropriate responses (1-3 people)
	3. Recording Secretary to take minutes
	4. Newsletter Coordinator
	5. Members to support Sponsorship Coordinator (1-2 people).
* CoDA members willing to be sponsors of inmates by U.S. Mail.
* Passionate, creative individuals willing to help reach those who are locked in their codependency.

**2022-2023 H&I Committee Goals**

* + **Maintain** the Books for Inmates and Institutions Program and inmate correspondence through the Sponsorship Program in the USA.
	+ **Maintain** the Database from the H&I  Survey from the website and Institutions contacts from emails and U.S. mail.
	+ **Review** the H&I P&P Manual.
	+ **Respond** to requests that come by email, regular communication with the CoDA community (through the H&I email subscription list)
	+ **Attract** members to assist the Sponsorship Coordinator
	+ **Develop** a Presentation package for members to take into Institutions
	+ **Assist** other Voting Entities outside the USA in developing H&I Committees.
	+ **Rotate** Positions
	+ **Revive** Newsletter
	+ **Attract** more members

**Thanks to:**

* Very responsive Board liaisons: Faith J. & Yaniv S. (CoDA Board), and Members of the CoRe Board who support our literature Distribution.
* Joan O. (Fellowship Service Worker) & Brenda M. (New Fellowship Service Worker assigned to H&I) and Geff R. (email list Coordinator)
* And all those who have contributed to the Hospitals & Institutions Books for Inmates & Institutions program.
* Our current inmate sponsors.

**Special thanks to:**

* Members of the Fellowship who serve locally in carrying the message into institutions.  These are the people who make a difference in codependents' lives who cannot attend meetings outside an Institution.

