**Minutes for CoDA’s H&I Committee Meeting**

Thursday, August 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.

**Open with CoDA Step Eight Prayer.**

**Establish the round robin**:

* Everyone checks in for one minute - Six members attended
* Review agenda.  Any additions/questions?
* Minutes taker:
* Approve of July 16, 2020 Minutes:  approved as amended.
* GC to Record: yes, for minutes
* **Activity reports:**
* **Chair**:  No Chairs Forum for August.  I will bring up H&I concerns with database after CSC. Database subcommittee unable to meet the past two weeks. Noted that the redacted minutes sent to the web liaison 7/23/20 have not been posted on the current web page or test page.
* **Corresponding Secretary**: In July we received 29 letters, 16 of which were from new correspondents. These letters came from 16 different institutions, 2 of which were new to us. All letters were answered. Also, we were notified that the Books for Inmates and institutions program received contributions from 2 different contributors totaling $115.48 since the last meeting.
* **Sponsorship Coordinator Report**: In July we received no new requests for sponsors and assigned sponsors to 2 women. We still have 2 men wanting sponsors. This week I received a letter from one of those pleading for one.
* **E-mail Report:** Several emails need special responses.
* **Questionnaire Report:**No responses for this month.
* **Literature Distribution Report:**

|  |  |
| --- | --- |
| H&I Literature Report | July |
| Piece of Literature |  |
| Co-Dependents Anonymous Book | 10 |
| Co-Dependents Anonymous Book (Spanish) | 0 |
| 12 Steps & 12 Traditions Workbook | 9 |
| 12 Steps & 12 Traditions Workbook (Spanish) | 1 |
| Standard Packet | 7 |
| Standard Packet (Spanish) | 0 |
| Institutional Meeting Handbook | 6 |
| In This Moment | 1 |
| Library in English |  |
| Library in (Spanish) |  |
| Other | 1 |
| Total | 35 |

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

**Old Business:**

* Database Sub Committee Report: Inactive for the last couple of weeks. Plan to pick back up after CSC.
* Status of Website- Noted that “Service” was left off of the “H&I Service Handbook” title block.  *This has been corrected on the test page.*
* Moved to approve updated FAQs –Unanimously passed.
* Member offered his WordPress experience to help do the links from the colored blocks.  Member will pass that along to the board and web administrator.
* Two members will get together after CSC about the test page questions.

**New Business:**

* Email from trusted servant regarding translation or template to H&I Service Handbook. Issue of translation and publishing and distribution agreements. Also, the 1990 handbook is out of print, and we developed the new handbook recently. **Chair** will check with TMC about allowing a service piece to be used by Mexico and then communicate with Trusted servant.
* Email regarding recommendations for a therapist list. \_*note CoDA does not recommend therapists.  Tradition 6.  “A CoDA group ought never endorse, finance, or lend the CoDA name to any related facility or outside enterprise, lest problems of money, property and prestige divert us from our primary spiritual aim.” Attending meetings may be a way of finding others who will recommend a therapist.****Chair****will talk to email corresponding secretary to see if she will be responding and copying*[*hosp@coda.org*](mailto:hosp@coda.org)*so the committee knows that the email has been responded to.*
* Do we want to review and change the [questionnaire](https://app.smartsheet.com/b/form/951ffea5da9648c39c170371ea593c06) available to people when they sign up for our email list sometime in the next year?  *It would be worthwhile.*
* Suggested that we do H&I Lights quarterly.  *Member did a sample using a quote from a previous H&I Lights. Chair will send lights to Service worker who sends it out to the H&I list. This next one will keep periodic and then change to quarterly with the next submission this year.*
* Suggestions for recruiting new members at the virtual CSC. *Reserved a virtual get together in a breakout room at the hospitality zoom room for Monday at 7:30 to 8:30 PM. Changed to Tuesday night.*
* Suggestions for raising 7th tradition at CSC. *Announcement that sends people to website.  how do we do announcements at a virtual CSC?  Want verbal or screen shared announcements.*

Page Break

**Action items:**

* **Member**will continue to work on website and auto responses to the questionnaire.

* Send invitation to help with database to chairs@coda.org, and Member, IMC.to join H&I database subcommittee after CSC.

**Work on documents through Zoom Share:**

1.H&I presentation Package - the H&I trifold for institutions. *Member is stepping down from the committee temporarily.  I will attempt to receive the trifold pdf. from her.*

2.Initial letter templates for review and approval.  Changes were made and unanimously approved it was decided to change “men and women” to “individuals” in the second paragraph of the letters.  The inside address is required by the institution as the letter may be separated from the envelope. - **This task is now complete.**

3.Database of VE, Intergroups, meetings, and individuals doing H&I service work. Did no work on this.

No one expressed any concerns or suggestions.

Closed with the CoDA Closing Prayer

Next Meeting September 17, 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.