**Agenda for CoDA’s H&I Committee meeting**

Thursday, 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.

**Open with CoDA Step Seven Prayer:**

**Establish the round robin**:

* Everyone checks in for one minute
* Review agenda.  Any additions/questions?   None
* Minutes taker:
* Approve of Minutes:  June 18, approved.
* GC to Record: approved
* **Activity reports:**
* **Chair**:  Chairs forum is busy with CSC preparation.  Chair will bring up H&I concerns with database at or after CSC. Request for sponsors sent out through contact list 7/5/20.
* **Corresponding Secretary**:   In June we received letters from 12 individuals, 7 of which were first time writers.  These were from 5 different institutions, only one of which was new to us. All were answered.
* **Sponsorship Coordinator Report**: Last month (June), added two men requesting sponsors and who still have none. One woman was assigned a sponsor. Even though the appeal for more sponsors was sent in July, received only one new applicant to be a sponsor. This was from a woman who used the old application which assumes a sponsor would sponsor same gender sponsees. We are desperate for men who are willing to sponsor.
* **E-mail Report**:   2-3 emails to respond to.
* **Questionnaire Report**: Will respond to this week’s submissions comment.
* **Literature Distribution Report**: We are paid up for the lit, other than this month. Whoopie!

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| H&I Literature Report | June |
| Piece of Literature |  |
| Co-Dependents Anonymous Book | 4 |
| Co-Dependents Anonymous Book Sp | 1 |
| 12 Steps & 12 Traditions Workbook | 3 |
| 12 Steps & 12 Traditions Workbook Sp | 0 |
| Standard Packet | 1 |
| Standard Packet Sp | 0 |
| Institutional Meeting Handbook | 1 |
| In This Moment |  |
| Library in English |  |
| Library in Sp |  |
| Other |  |
| Total | 10 |

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

**Old Business:**

Discuss support and maintenance for database of H&I contacts. Four members of the H&I committee have formed a Database subcommittee. The purpose is to go to the database when there is an inquiry in that area, to refer Service workers, facilities, or institutions and to facilitate communication and information between them.

* Question about data integrity, i.e. annual audit to ask, “are you still doing H&I service?”
* Look at how we are going to support and maintain it before starting the database.
* Approve announcement to H&I and general contact list for collection of contact information of VE, Intergroups, meetings, and Individuals. Send through announcements@coda.org or perhaps individual meeting contacts (registered on the website)?
* Member attended Outreach meeting and submitted a letter to be included with the delegate package for 2020 CSC.
* Action Item: Subcommittee Chair to send invitation to [chairs@coda.org](mailto:chairs@coda.org) after CSC for input.

         b. 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*.****CoRe has agreed to add Peeling the Onion and 12 Piece Relationship Toolkit to the Standard Packet.***

   c. Status of Website- service Handbook is on the current website.  Webmaster and member have been working out the details of getting our information for the H&I test page.  Request for information paragraph to remain under “Hands” paragraphs, Minutes in dropdown menu or below dropdown menu. Approved.    
Noted that “Service” was left off of the “H&I Service Handbook” title block.  Member will get that fixed.

**New Business:**

* Do we need a face to face in 2021? Slated for 2022 but asking if we want one in 2021. April 2021 possibly in Pennsylvania for 8 potential attendees.

Objectives for Face to Face Meeting:

* H&I Presentation package,
* 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](https://app.smartsheet.com/b/form/951ffea5da9648c39c170371ea593c06)?
* A member will look at the past H&I Lights to consider work on them. They are willing to do. Yay!
* Motion that the following opt-in question be added as a checkbox to H&I Survey:

Do we have permission to share your contact info with other H&I trusted servants and local facilities looking for people to do service with their institution?

Motion Passed unanimously.

**Work on documents through Zoom Share**

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

2.Initial letter Templates.

Close with the CoDA Closing Prayer (one person will say this while others mute their mikes to reduce distraction)

We thank our Higher Power, for all that we have received from this meeting.  As we close, may we take with us the wisdom, love, acceptance, and hope of recovery.

Next Meeting 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