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

Thursday, 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.

**Open with CoDA Step Nine Prayer.** In this moment, I trust my Higher Power to guide me in making sincere and honest amends. In this moment, I experience my gratitude for   
Co-Dependents Anonymous and the Twelve Steps of recovery, knowing that as I am willing to live this program, share the fellowship, and walk with God, I am free.

**Establish the round robin**:  *Nine members attended*

* Everyone checks in for one minute -
* Review agenda.  Any additions/questions?
* Minutes taker:
* Approve of August 20, 2020 Minutes:  *Unanimously accepted*
* GC to Record: *Yes*

**Activity reports:**

**Chair**: *Chairs were invited to the Database subcommittee. Noted that the redacted minutes sent to the web liaison 7/23/20 have been posted on the current web page and test page.*

**Corresponding Secretary**: *In August received 19 letters, of which 8 were from first time contacts. They came from 11 different institutions, three of which were new. BFII received a $75 donation.*

**Sponsorship Coordinator Report**: *In August, we received 5 new sponsee applicants, 3 from men and 2 from women. I have since been able to assign sponsors to two of the women, leaving us with 3 women and 6 men waiting for sponsors. One of the women requested a sponsor who corresponds in Spanish. Currently we have no sponsors able to do this. It has been a little easier to get women sponsors. One of the male sponsees has requested a woman to sponsor him and one man has mentioned that he is gay and realizes that some men may be uncomfortable sponsoring him. We need help shaking the bushes to get sponsors for these people. Any suggestions?*

* + **Chair**, to send a general announcement containing a link to the Sponsor application in it.
  + **Chair** will reach out to the SPO committee chair to see if inmate sponsorship program information could be put on the Spanish CoDA website, noting that it applies only to the USA.

**E-mail Report:**  *Several emails needed special responses; Chair responded with input from the committee.*

**Questionnaire Report:***No notification during August*.

**Literature Distribution Report: Lou:**

|  |  |
| --- | --- |
| H&I Literature Report | August |
| Piece of Literature |  |
| Co-Dependents Anonymous Book | 8 |
| Co-Dependents Anonymous Book (Spanish) | 0 |
| 12 Steps & 12 Traditions Workbook | 5 |
| 12 Steps & 12 Traditions Workbook (Spanish) | 0 |
| Standard Packet | 4 |
| Standard Packet (Spanish) | 0 |
| Institutional Meeting Handbook | 3 |
| In This Moment | 0 |
| Library in English |  |
| Library in (Spanish) |  |
| Other | 0 |
| Total | 20 |
| Cost for literature (& shipping) | $101.20 |

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

**Old Business:**

**Database Sub Committee:** *Report Chairs forum members were invited to last week's meeting with no takers.  Discussed how to maintain anonymity for contact information. An individual needs to decide to share their personal information. Data base location and administration and access needs to and can be controlled for anonymity protection. Member who has worked on the database subcommittee has developed a chart for the database and a form containing data resulting from this process.*

**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.***

*There are some items on the test page that have not been fixed. A member**will correspond with another member working on webpage about how to fix them.*

*The newly revised sponsor application needs to be put on the test page.*

Sponsorship Coordinator will send the Spanish version of the Sponsee application to Spanish speaking member to translate the changes. Chair will send Spanish speaking member the SPO committee contact information.

Email from a trusted servant regarding translation of template to H&I Service Handbook. Directed to the Translation Management Committee on the Issue of translation and publishing and distribution agreements. *Complete*

Email regarding recommendations for a therapist list.  **Discuss** how posting responses to hosp@coda.org before sending is working for the committee in learning of the correspondence of H&I to members of CoDA.   
If one writes a response to an email, do they need a GC from the committee to send it to the questioner or is it for purpose of educating new committee members? *No conclusion reached*

**New Business:**

Group Conscience to accept Board members as CoDA Board Liaison and back up Liaison*.****Unanimous****. Chair will inform them of this and H&I alias will include them.*

*Group Conscience of day and time to have H&I meetings. It was* ***Unanimously*** *decided to change time of mtg to 8:00-9:30 Eastern. Make change in the P&P manual.*

**Discuss** changes to the [questionnaire](https://app.smartsheet.com/b/form/951ffea5da9648c39c170371ea593c06) available to people when they sign up for our email list. *Member will make sure to add to it the question about sharing contact info with H&I and/or institutions.*

H&I Lights quarterly.  *Member did a sample using a quote from a previous H&I Lights. The* ***process*** *of sharing H&I Lights newsletter will be for Member to forward to the Chair to forward to (fellowship 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.*

*Sponsorship Coordinator will send copies of Inmate notes to Member to choose which she wants to use in this newsletter.*

Page Break

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

Next Meeting October 15, 2020 Time: 8 -9:30 pm Eastern, 7 - 8:30 pm Central, 6 – 7:30 pm Mountain, 5- 6:30 pm Pacific for one and a half hours.  **Note time of meeting change.**