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

Thursday, 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.

**Open with CoDA Step Ten Prayer** In this moment, I live my life in a new way.  
As I continue to open my heart and mind, little by little, one day at a time, I reveal my true self, mend my relationships, and touch God.

**Establish the round robin**: *Eight attended*

* Everyone checks in for one minute -
* Review agenda.  Any additions/questions? *None*
* Minute taker:
* Approve of September 17, 2020 Minutes*: unanimously approved*
* GC to Record: Yes

**Activity reports:**

**Chair**: *None*

**Corresponding Secretary**: *In September we received and answered 11 letters, 5 first contacts. The letters were from 8 different facilities. two of which were new to us.*

**Sponsorship Coordinator:** *Received 4 applications from women who wish to sponsor. We are desperate for men to sponsor; 6 men are requesting a sponsor and we have 2 active sponsors for men. We have had a total of 5 men sponsoring since the beginning of the program in 2014. Chair will send request for sponsors through the general and H&I announcements.*

**E-mail Report**:  *None*

**Questionnaire Report:** *One notification to respond to for October.*

**Literature Distribution Report:**

|  |  |
| --- | --- |
| H&I Literature Report | . |
| Piece of Literature | Sept |
| Co-Dependents Anonymous Book | 5 |
| Co-Dependents Anonymous Book (Spanish) | 0 |
| 12 Steps & 12 Traditions Workbook | 4 |
| 12 Steps & 12 Traditions Workbook (Spanish) | 0 |
| Standard Packet | 1 |
| Standard Packet (Spanish) | 0 |
| Institutional Meeting Handbook | 0 |
| In This Moment | 0 |
| Library in English |  |
| Library in (Spanish) |  |
| Other | 2 |
| Total | 12 |
| Cost for literature (& shipping) | $83.91 |

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

**Old Business:**

* Database Sub Committee: *Working on gathering information from local meetings as a grassroots effort. Creating a flyer for websites to let trusted servants know of the opportunity to be of service to the codependent in institutions.*
* Status of Website-*. Website to go live soon*
* Sponsorship announcement to general email list   *the updated Sponsorship application has been added to the web test page so announcement to general and H&I list can be sent out.*

**New Business:** Prioritize Tasks to be worked on during the last half hour of meetings

* H&I Presentation package *Chair to attempt contact with member for the trifold she was working on to give to Institutions for information on H&I services.*
* Update P&P manual
* Re-examine and update Sponsorship Program
* **Discuss** *changes or additional questions to the*[*questionnaire*](https://app.smartsheet.com/b/form/951ffea5da9648c39c170371ea593c06)*available to people when they do surveys. Member to create an auto response to person doing survey and a notification to Chair to share consented information with Database committee.*
* *H&I Lights quarterly.  Two members to work on content of H&I Lights for this quarter. The* ***process*** *of sharing H&I Lights newsletter with members will be for Member to forward to the Chair who forwards to the (fellowship worker) who sends it out to the H&I list.*

Page Break

**Action items:**

* **Member**will continue to work on website and auto responses to the questionnaire.
* **Chair** will talk to TMC for clarification regarding copyrights for website and forms.
* **Two members** will work on H&I Lights format and content.

**Work on documents through Zoom Share:**

1.H&I presentation Package - the H&I trifold for institutions.*I will attempt to receive the trifold pdf. from Member*.

## 2. Inmate Sponsorship Program: *Review and update current standards. We left off at #11 of Qualifications of CoDA Sponsors for Inmates. Begin with Expectations of CoDA Sponsors for inmates on page 4.*

Does anyone have concerns or suggestions?

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 November19, 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.