Hospitals and Institutions Committee Annual Report

The information in this report covers the time interval between July 1, 2016, and August 31, 2017. September 2017 information will be added when the report is given at CSC.

Actions toward 2016-2017 Goals:

1. Maintain the Books for Inmates and Institutions Program and inmate correspondence.
	1. Received 384 specific requests for literature or information
	2. Sent 233 response letters
	3. Heard from an average of 25 different institutions per quarter
	4. Received requests from 43 facilities we have never heard from
	5. Literature sent:

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| **Literature July 2016-August 2017** |
| **Piece of literature** | **English** | **Spanish** | **Total** |
| Co-Dependence Anonymous Book | 377 | 22 | 399 |
| 12 Steps & 12 Traditions Workbook | 299 | 20 | 319 |
| Standard Packet(a set of pamphlets and booklets CoRe donates) | 48 | 8 | 56 |
| Institutional Meeting Handbooks | 25 | 0 | 25 |

 8 CoDA “libraries” were also sent

* 1. Received $3,698.61 in donations to Books for Inmates and Institutions. Five of these donations totaling $168 were directed to specific institutions.
1. Continue and grow the Inmate Sponsorship Program: After one year without one we have a new Inmate Sponsorship Coordinator. There are 7 sponsors- 5 female and 2 male, actively sponsoring 12 sponsees- 7 female and 5 male. An active Sponsorship Coordinator will be able to serve the sponsors, so we hope this to grow even more. We have several waiting to be sponsored.
2. Maintain the H&I webpage on the CoDA website: We have been working as a committee on rewriting and updating the information that is on the “Service Info” page. This is what we have been spending the bulk of our time on at our regular (and one special) meetings.
3. Update “Books for H&I” donation form on the CoDA website as needed: This has been done once or twice this past year to make sure we get the information we need.
4. Regular communication with the CoDA community (through the H&I email subscription list): We have sent out a few announcements asking for help with committee work and making the need for inmate sponsors known. We have also invited anyone on this list to attend one of our meetings each quarter. We have had two takers with fruitful information exchange.
5. Get more members: We started the last year with 4 members, (1 gained at CSC) and lost two of these. We have recruited 2 more from among our email subscribers’ list.
6. Maintain H&I P&P Manual: We have made several procedural changes and have not updated yet.
7. 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 was down for a while coincident with the website crashing. It is back up and we get 1-3 responses a month requesting more information.
8. Develop a list of facilities in which there are known to be CoDA meetings along with contact persons: We are trying to do this, but find that we do not get notified when the meetings stop or the contact person changes. None of these can be registered CoDA meetings, because they must be closed to members outside the facility. We keep a running list of this info when we become aware of it.
9. Develop an H&I Handbook: No work has been done on this. It will be on the agenda for the F2F meeting we will have in 2018.
10. Have any new H&I print materials available in Spanish: We have had no new materials this year.

Additional accomplishments:

1. Met 10 times via teleconference.
2. Developed and posted on the H&I Service Info page on the website a few FAQs re: starting meetings in facilities.
3. Worked with CoRe regarding a new payment procedure for Books for Inmates and Institutions.

We appreciate and thank the following for the help and encouragement we received from them:

 Jen L., or Board liaison; Barbara D., our liaison to the CoRe Board; the CoRe Board; Joan O. CoDA Fellowship Service Worker; the CoDA members who serve as inmate sponsors; Darlene H. and Terry D. who served on our committee; each CoDA member who serves the codependents who still suffer in institutions and facilities; each CoDA group or donor to the Books for Inmates and Institutions program; and our current committee members:

 Bruce H., FL member at large

 Deborah B., CA Assistant Corresponding Sec’y

 Jim B., AL Sponsorship Coordinator

Kathy L., IL Chair, Corresponding Sec’y

Lou L., IL Email Corresp. Sec’y and Literature Distribution Coordinator