

NORTHERN CALIFORNIA  
HOSPITAL & INSTITUTION COMMITTEE  
P.O. BOX 192490  
SAN FRANCISCO, CA 94119-2490

## **STEERING COMMITTEE SCHEDULE 2018**

September 8, 2018

January 12, 2019

May 11, 2019

Next Steering Committee Meeting will be held at 11:00 at 1304 Roman Way – Martinez, CA 94553

## **GENERAL COMMITTEE SCHEDULE 2018**

October 14, 2018 – Area 52 (Contra Costa)

February 10, 2019 - Area 16 (Shasta)

June 9, 2019 – Area 34 (Placer)

All General Committee Meetings are held at 11:00 in Regions listed, with location announced prior to the meeting



# Northern California Hospital & Institution Committee

P.O. Box 192490 \* San Francisco, CA 94119-2490

Newsletter #3

September 2018

## NEXT GENERAL COMMITTEE MEETING:

**October 14, 2018**

**AA Meeting Room**

**193 Mayhew Way**

**Pleasant Hill, CA 94523**

**11:00am (will include a lunch break) Hosted by Area 52**

**From Fresno:** Take CA-99 N 63.9 miles – Take exit 241 for CA-120 W Toward Manteca/San Francisco. Continue onto CA-120 W for 5.6 miles, take exit 1A to merge onto I-5 S toward San Francisco/Los Angeles, keep right at the fork to continue on I-205 W, follow signs for San Francisco/Interstate 205/Interstate 580 – merge onto I-580 W. Use the right 2 lanes to take the exit toward Sacramento, merge onto I-680 N. Keep left to stay on I-680 N, use the right lane to take exit 48 for Treat Blvd. toward Geary Rd. Use the right to continue toward Buskirk Ave., continue on Buskirk Ave. - Turn left onto Oak Rd. – Turn right onto Mayhew Way, the destination will be on the left.

**From Redding:** Take Highway I-5 S toward Red Bluff/Sacramento. Continue on I-5 S – keep right at the fork to continue on I-505 S, follow signs for Interstate 505 S/Winters/San Francisco. Use any lane to take exit 1A to merge onto I-80 W toward San Francisco. Use the right 2 lanes to take exit 40 for I-680 toward Benicia/San Jose. Continue onto I-680 S – Take exit 49 for Monument Blvd. Turn right onto Buskirk Ave. Turn right to stay on Buskirk Ave., Use any lane to turn left to stay on Buskirk Ave – Turn left onto Mayhew Way, the destination will be on the left.

**From San Francisco:** Get on US-101 S. Head south on S Van Ness Ave. toward 12<sup>th</sup> Street, slight right to merge onto US-101 S. Use the left 2 lanes to take the Interstate 8 exit toward Bay Bridge/Oakland. Continue onto I-80 E, Use the right 3 lanes to take the Interstate 580 E exit toward CA-24/Hayward/Stockton, continue onto I-580 E, take CA-24 E toward Walnut Creek – Take exit 4 for Broadway toward CA-13 N/Berkeley – get on CA-24 E from Broadway – Continue on CA-24 E to Walnut Creek – Take exit 48 from I-680 - for Treat Blvd. toward Geary Rd. Use the right to continue toward Buskirk Ave., continue on Buskirk Ave. - Turn left onto Oak Rd. – Turn right onto Mayhew Way, the destination will be on the left.

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## **A Letter from our H&I General Chair**

Greetings fellow Committee Members:

Our thoughts and prayers go out to anyone affected by the terrible fires engulfing so many areas of our state - your situation is incomprehensible, and we'll do whatever is required to assist where H&I operations have been affected.

Also, our love and condolences to Karen D. on the passing of her husband and our well-loved committee member, Dale D. Dale and Karen embody the essence of service in action and it was truly an honor and a privilege to have known Dale. We'll be setting aside half an hour or so as a mini-memorial after the Steering Committee on 9/8/18 for anyone wishing to stay and share memories.

The September/October round of committee meetings will address passing our 2019 budget and the second vote on this year's Policy Manual revisions. As I mentioned in my last newsletter, these are critical expressions of our group conscience, and will affect confined alcoholics for many years to come. YOU are the group conscience, and your ideas and votes are necessary to help us determine God's will for the committee.

In line with that thought, the attendance at Steering Committee meetings has been low recently. I'd like to think that's partially because you trust and approve of the direction our committee is taking, but the fact remains that it's part of our jobs as accountable trusted servants to participate. So please make every effort to attend the three Steering Committee meetings a year if you're a member of that committee.

After many efforts at creating up-to-date versions of our Policy Manual in Spanish, we have decided to engage an outside translator to perform the job. The person we found, Juan T, came highly recommended by CNCA 06, and while he's not (yet 😊) a member of our steering committee, he's a member of our Fellowship and speaks "the language of the heart" – such a necessary part of any translation/interpretation effort. We look forward to having fully updated Spanish versions of Sections One and Two printed in the fall and will continue updating in a timely manner as new updates come out. Also, a reminder that we have high quality Spanish interpretation equipment available at both Steering Committee and General Committee meetings.

Finally, please remember per the announcements at recent meetings and the email I sent out on 6/12/18,

### **OUR STEERING COMMITTEE LOCATION IS CHANGING.**

**Our location for the September 8<sup>th</sup>, 2018 meeting is:**

**PLUMBER'S UNION HALL, MARTINEZ: 1304 ROMAN WAY, MARTINEZ, CA 94553**

I look forward to seeing you all there, so we can share our experience, strength and hope for the benefit of the alcoholic in correctional and treatment facilities.

Yours in service,  
Karen C



## Gratitude in Action

What H&I Means To Me - 10 years ago I arrived as an inmate in the local county jail. They call it the honor farm, although I hadn't done anything honorable for quite some time. I was now cut off physically from the outside world, but due to my drinking I had been cut off mentally and spiritually for many years. Untreated alcoholism had taken my freedom and I wasn't going anywhere anytime soon. A fellow inmate earned my trust and taught me that for recovery to work, you need three ingredients - Honesty, Open mindedness, and Willingness (H.O.W.) Little did I know at the time, I was being "12 stepped". When I went back to my bunk that day, my fellow inmate had left a big book for me that had the H&I stamp on it. I began to read the book. The funny thing was, the book was about me. Not long after that, I arrived at my first AA meeting brought to me by H&I. As I listened to each speaker and continued to read the book, something profound happened to me. I began to have hope that I could have a different story.

With that kernel of hope that blossomed inside me, delivered by those first emissaries of AA, I had the fuel I needed to begin my journey of recovery with a willingness and open mindedness to change for the better, get help, and do what others who had recovered had done. Time and my recovery through the 12 steps eventually carried me to Freedom. Because I was someone who took the 12 steps of AA seriously, H&I coordinators invited me to go and share my story at various institutions. Every time I did this I was overcome by the feeling that I was doing the right thing. I who had once been the recipient of H&I meetings in a jail and a rehab, had been lifted up by AA and now had a chance to carry the message. I began to sense that my higher power was taking care of me and guiding my life. All I had to do, was to keep giving back and be of service. I learned this from people in AA who were always being of service, many of them deeply involved in H&I.

After a number of years, I was able to get cleared to do Behind The Glass, and to take a meeting into inmates at the local jail. The man who was so desperate to get out of jail, was trying to get back in! I had learned that I was able to grow more in recovery, enjoy a better quality of life, and really be there for the people close to me, if I stayed in service to my fellow alcoholic. Involvement in H&I gives me access to people who were just like me 10 years ago. They have lost all hope and don't see a way out. I get a chance to be a channel for the message of hope and recovery that AA had given me. What does H&I mean to me? It is a pathway of service, that no matter how much I give to it, I always get more in return.

Jess Y

# OPEN POSITIONS - NORCAL H&I

The following positions for our Northern California committee are currently open. If you, or anyone you know, might be interested in stepping up and filling these openings, you'll be making our committee both more effective and more representative. See our Policy Manual for the complete position descriptions, and *if you're interested or have any questions, please contact our General Chair.*

## Regional Chairs

*Function as the elected representative of the areas to the Steering and General Committees...*

Region 01 - Far North Coastal - OPEN  
Region 10 - Far North Interior - OPEN  
Region 50 – East Bay, North – OPEN  
Region 70 – Southern Coastal - OPEN  
Region 80 - Southern Interior - OPEN  
Region 90 - Far Southern Interior – OPEN

## Area Chairs

*Have overall responsibility for the H&I operations in the areas in which they serve...*

All Area Chairs are filled!

## Major Institutions Coordinators

*Have overall responsibility for all H&I meetings in the Major Facility which they serve...*

ASP Avenal – OPEN  
CCC Susanville – OPEN  
HDSP Susanville - OPEN

**The Web Site for the  
Northern California Hospital & Institution Committee is:  
[www.handinorcal.org](http://www.handinorcal.org)**

**Please visit our site and send us your suggestions or questions.**

## NEWSLETTER

To change your newsletter status or info, chose one of the following:

1. E-mail the publisher using the "Contact Us" selection on the Menu on the left of the website home page.
2. Write the Northern California Hospital & Institution Committee: P.O. Box 192490, San Francisco CA 94119
3. Come to any General Committee Meeting to give us your new info.

**Steering Committee Agenda**  
**Saturday, September 8<sup>th</sup>, 2018**

**Meeting opens with the Serenity Prayer**

**Readings:**

Purpose of the Hospital & Institution Committee  
Twelve Traditions of AA

**Introductions / Welcome**

**Approval of Minutes from last Steering Committee Meeting (5/12/18)**

**Committee Chair Reports**

General Chair	Karen C
General Co-Chair	Jeff L
Treasurer	Kelly B
Secretary	Melody T
Major Institution Chair	Bill D
Finance Committee Chair	Rich G
NCCAA Conf. Coordinator	H.E. N
Literature Chair	Lorraine M
Policy Chair	OPEN
Audio Chair	Joseph B
Archives Chair	Jeffrey N
Public Information Chair	Jim V
Grapevine Chair	Kathleen S
Publisher	Rich G
Website Chair	Thom H

**Committee Business**

- Housekeeping Motion re test program for sponsorship
- 2019 proposed budget
- New business from floor

**Anniversaries / Pass The Basket**

**Regional Reports:**

Region 01 - Far North Coastal	OPEN
Region 10 - Far North Interior	OPEN
Region 15 - Lower Far North Interior	Mark M
Region 20 - Northern Coastal	Jess Y
Region 30 - Northern Interior	Bob F
Region 40 - Central Interior	Ralph B
Region 50 – East Bay, North	OPEN
Region 50 - East Bay, South	Lisa B
Region 60 – West Bay	Julio B
Region 70 - Southern Coastal	OPEN
Region 80 - Southern Interior	OPEN
Region 90 - Far Southern Interior	OPEN
Region 140 - Spanish North Interior	Joe C
Region 160 - Spanish North Coastal	Roberto S / Juan T
Region 170 - Spanish South Coastal	Roberto S
Region 180 - Spanish Central Interior	Enrique R
Region 190 - Spanish South Interior	Jesus B

**Liaison Reports**

VATF	Bill D
H&I Liaison to CNCA	Karen B
H&I Liaison to CNIA	Vikki R
Bridging the Gap - Coastal	George X
Bridging the Gap - Interior	Cindy A
SoCal H&I Liaison	David B
H&I Conference	Lorraine M

Reminder: please send a written copy of your report to our Recording Secretary at [melody@musictherapywithmelody.org](mailto:melody@musictherapywithmelody.org)

Meeting closes with **Declaration of Responsibility**

**General Committee Agenda**  
**General Committee Meeting – Sunday, October 14, 2018**  
**Pleasant Hill, CA**

**Meeting opens with the Serenity Prayer**

**Readings:**

- Purpose of the Hospital & Institution Committee
- Twelve Traditions of AA

**Introductions / Welcome**

**Approval of Minutes from last General Committee Meeting (6/10/18)**

**Approval of Financial Statements (2017 April – July 2018)**

**REPORTS** – Making regular reports is part of every Steering Committee member's job; this is how, as a Ninth Tradition service committee, we are "directly responsible to those we serve".

**Committee Chair Reports**

General Chair	Karen C
General Co-Chair	Jeff L
Treasurer	Kelly B
Secretary	Melody T
Major Institutions Chair	Bill D
Finance Committee Chair	Rich G
NCCAA Conf. Coordinator	H.E. N
Literature Chair	Lorraine M
Policy Chair	OPEN
Tape Librarian	Joe B
Historian	Jeffrey N
Public Information Chair	Jim V
Grapevine Chair	Kathleen
Publisher	Rich G
Website Chair	Thom H

**Committee Business**

- Housekeeping: new Committee Chairs/Coordinators
- 2019 H&I Budget
- 2<sup>nd</sup> vote on 2018 Policy Manual Revisions
- New business from floor

**Open Forum - Questions, suggestions or comments**

**Anniversaries / Pass the Basket**

**LUNCH BREAK**

**Regional Reports: (limit 3 minutes)**

Region 01 - Far North Coastal	OPEN
Region 10 - Far North Interior	OPEN
Region 15 - Lower Far North Interior	Mark M
Region 20 - Northern Coastal	Jess Y
Region 30 - Northern Interior	Bob F
Region 40 - Central Interior	Ralph B
Region 50 – East Bay, North	OPEN
Region 50 - East Bay, South	Lisa B
Region 60 – West Bay	Julio B
Region 70 - Southern Coastal	OPEN
Region 80 - Southern Interior	OPEN
Region 90 - Far Southern Interior	OPEN

Region 140 – Spanish North Interior  
Region 160 – Spanish North Coastal  
Region 170 – Spanish South Coastal  
Region 180 – Spanish Central Interior  
Region 190 – Spanish South Interior

Joe C  
Roberto S/Juan T  
Robert S  
Enrique R  
Jesus B

**Major Institution Coordinator Reports (3-minute limit)**

ASP Avenal  
CCC Susanville  
CCWF & VSP Chowchilla  
CHCF Stockton  
CMF Vacaville  
CTF Soledad  
DVI Tracy  
FCI Dublin (DUB)  
FCI Mendota (MEN)  
FSP Folsom  
HDSP Susanville  
MCSP Mule Creek  
Napa State Hospital (NSH)  
NCYC Stockton  
Norcal Fire Camps  
PBSP Pelican Bay  
PVSP Coalinga  
SAC Sacramento  
SATF & COR  
SCC Jamestown  
SOL Solano  
SQ San Quentin  
SVSP Soledad  
USP Atwater

OPEN  
OPEN?  
Miki S  
Melody T  
Ken M  
Peter O  
Kevin W  
Lisa B  
Rodney L  
Jim V  
OPEN?  
Bill H  
John G  
Tony T  
Peter S  
Lynne D  
Tommy R  
John C  
Bill H  
Thilo B  
John D  
Carl P  
Alison G  
Karen D

**Liaison Reports**

VATF  
H&I Liaison to CNCA  
H&I Liaison to CNIA  
Bridging the Gap - Coastal  
Bridging the Gap - Interior  
SoCal H&I Liaison  
H&I Conference

Bill D  
Karen B  
Vikki R  
George X  
Cindy A  
David B  
Lorraine M

Please send a brief written copy to of your reports to our Recording Secretary at  
[melody@musictherapywithmelody.org](mailto:melody@musictherapywithmelody.org)

Meeting closes with the **Declaration of Responsibility**



# Northern California Hospital and Institution Committee

## Regions and Areas



Region 01 - Far North Coastal

Areas: 2, 3, 4

Region 10 - Far North Interior

Areas: 11, 12

Region 15 - Lower Far North Interior

Areas: 16, 17, 18

Region 20 - Northern Coastal

Areas: 021, 22, 23

Region 30 - Northern Interior

Areas: 31, 32, 34, 36

Region 40 - Central Interior

Areas: 42, 43, 44, 45

Region 50 - East Bay

Areas: 51, 52, 53, 54

Region 60 – West Bay

Areas: 61, 62, 65

Region 70 - Southern Coastal

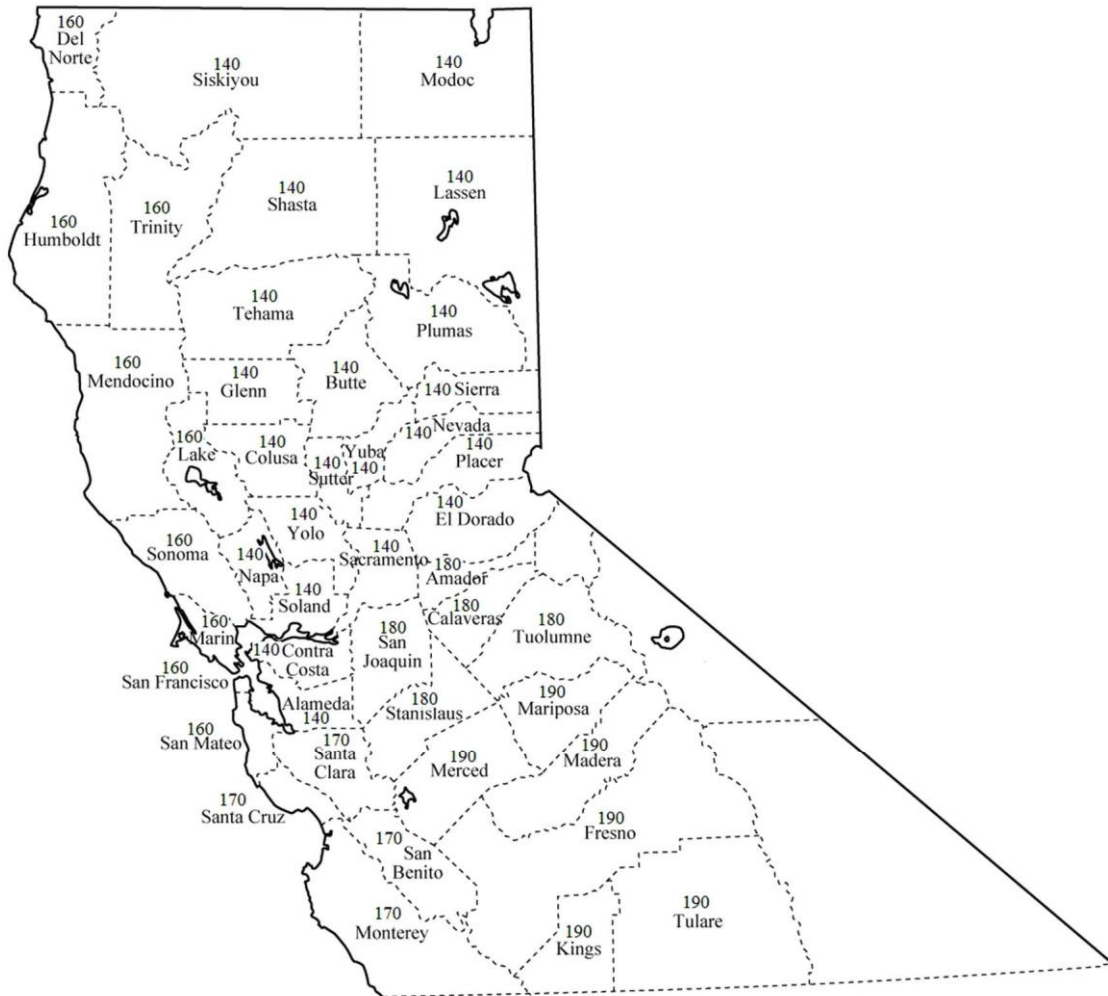
Areas: 71, 72, 73, 74

Region 80 - Southern Interior

Areas: 81, 82, 83, 84, 86

Region 90 - Far Southern Interior

## Comité de Hospitales e Instituciones del Norte de California



### Region 140 - Spanish North Interior (Sacramento)

4th Thursday of the month 7:00 to 9:00pm

5251 Florin Rd. Suite 142, Sacramento, CA 95822

### Region 160 - Spanish North Coastal (San Francisco)

2nd Friday of Jan/Mar/May/Jul/Sep/Nov at 7:00pm

3401 Cesar Chavez St. Suite C, San Francisco, CA 94110

### Region 170 - Spanish South Coastal (Salinas)

3rd Wednesday of the month at 7:30 pm

216 Gavilan St. Suite 215, Salinas CA 93901

### Region 180 - Spanish Central Interior (Modesto)

1st Tuesday of the month 7:00 to 8:30pm

1100 Carver Rd. Suite 7, Modesto, CA 95350-4787

### Region 190 - Spanish South Interior (Fresno)

1st Monday of the month 7:00 to 8:30pm

520 N Fulton St, Fresno, CA 93728

# **SECTION ONE CHANGES**

**TEXT IN RED IS PROPOSED ADDITIONS / CHANGES:**

**TEXT IN BLACK IS EXISTING WORDING; BLACK TEXT WITH A STRIKETHROUGH IS A PROPOSED DELETION**

## **CHANGE #1: current p.3 (to end of FUNDING section), ADD ALL WORDING BELOW**

To make a contribution to H&I:

- By mail: Make checks payable to 'NorCal H&I' and mail to PO Box 192490, San Francisco, CA 94119-2490. Please write your area number (or county) in the memo section of the check.
- For an e-receipt, please include your email address; anyone wishing a hard copy receipt, please include a self-addressed, stamped envelope.
- Online: To make an online contribution (or for any information on our finances), go to [www.handinorcal.org/finances](http://www.handinorcal.org/finances) and click on the "contribute online" link. You will be directed to simple instructions and will receive a receipt at the time of the transaction.

We sincerely thank the members of the Northern CA fellowship of Alcoholics Anonymous for making our work possible through your generous contributions to the Pink Can.

## **CHANGE #2: current p.4 (to end of COMMUNICATIONS) ADD AS SECOND SENTENCE TO LAST ¶**

We're all here to help each other and communicating effectively is a major part of every-one's responsibilities, as failure to do so can ultimately affect the alcoholic who is confined. **This is especially true when we rotate out of a position, as we ought to do all we can to ensure that we give the incoming Trusted Servant the benefits of our experience with a thorough "pass-it-on".**

## **CHANGE #3: current p.5 (to REGULATIONS & GUIDELINES), REMOVE and REPLACE**

**REMOVE:**

### **STIPULATION – PLEASE NOTE**

~~We wish to point out that if any member of this committee chooses to resume drinking or conduct themselves in a manner detrimental to the best interest of the committee and the fellowship of Alcoholics Anonymous as a whole, they automatically resign, and may be appointed only when they agree to comply with the committee's guidelines and have again qualified with the minimum sobriety requirements.~~

**REPLACE WITH:**

**ANY MEMBER OF THIS COMMITTEE WHO RESUMES DRINKING AUTOMATICALLY RESIGNS THEIR POSITION, AND MAY BE RE-APPOINTED ONLY WHEN THEY HAVE AGAIN QUALIFIED WITH THE MINIMUM SOBRIETY REQUIREMENTS**

## **CHANGES #4: current pp.5 & 6 (to GENERAL GUIDELINES)**

### **#4A, p.5 INTRO ¶ 1, ADD:**

The following guidelines for briefing speakers and conducting meetings **are the policies and procedures of this committee based on that which experience has taught us - THEY ARE NOT PERSONAL OPINIONS.** ~~Per the CA Department of Corrections and Rehabilitation, these guidelines apply to our relations with inmates after they have been released on parole as well as while they are confined~~

### **#4B, p.5, ITEM 1, REMOVE & REPLACE:**

1. ~~It is advisable that volunteers who have once been patients of State Hospitals NOT be taken back to the hospital from which they were released for at least six months. This preference is solely in consideration of the possible harm that might be done. Members will not return to any facility at which they were patients, clients or inmates for at least six months after their release from that facility.~~

### **#4C, p.5, ITEM 2, REMOVE & REPLACE:**

2. ~~The number of speaking visitors should be limited to two or three; this gives each speaker time to qualify and give constructive comments as to how the program works for them. "Drunkalogues" are not sufficient and might afford a source of material for rationalization for the patient or inmate. The number of speaking visitors should be limited to two or three. Drunkalogues are not sufficient, as the message of A.A. includes our common solution as well as our common problem.~~

### **#4D, pp.5 & 6, ITEMS 5 & 7, DELETE, ADD, MOVE:**

5. ~~We should avoid any promises, expressed or implied, that we cannot keep; We do not exchange personal information including last names, phone numbers or email addresses with patients or inmates, nor do we engage in activities which could be perceived by the administration as overfamiliarity. Patients or inmates may approach visitors for support of their opinions of staff policy; this is NOT our business. We have no basis for criticism and should not express any opinion of treatment, nor should we voice criticism of any administration or staff. (sentence moved to item #7, where it more logically fits)~~
7. ~~(moved from item #5) Patients or inmates might approach visitors for support of their opinions of staff policy; this is NOT our business. We have no basis for criticism and should not express any opinion of treatment, nor should we voice criticism of any administration or staff. No member will interfere or use any influence in any institution, court, or hospital, nor with any judge, doctor, probation officer, or parole officer. Nor will we make any comments or promises regarding employment, parole, probation, or medical problems for any inmate, patient or resident. We~~

carry only the message of Alcoholics Anonymous.

**#4E, p.6, ITEM 12, ADD:**

12. Inappropriate mingling and overfamiliarity with the patients or inmates is not allowed.

**#4F, p.6, ITEM 14, CHANGE:**

14. The anonymity of members should always be maintained, both as ~~alcoholics~~ volunteers and as inmates or patients.

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**CHANGE #5. current p.9 (under MEETING VOLUNTEER POSITION DESCRIPTION. to Qualifications. ADD:**

**Qualifications:** For hospitals and rehab centers, it is suggested that one of the Meeting Volunteers have at least six months of current and continuous sobriety and that the other volunteer has at least one year. For correctional facilities, the suggested sobriety requirement is two years of current and continuous sobriety, plus previous H&I experience. For Major Institution volunteers, previous Corrections experience is recommended.

**CHANGE #6. current p.11 (to AREA CHAIR POSITION DESCRIPTION) ADD as item #11:**

11. Maintains adequate supply of Pink Cans for all meetings in Area; places orders through NorCal Pink Can Coordinator.

**CHANGE #7. current p.11 (to OTHER AREA POSITIONS. Literature Chair. ADD:**

**Literature Chair** – with approval of Area Chair, orders, stamps, stores and distributes literature in accordance with existing H&I Literature Policy in Section Two. Maintains Pink Can inventory, places orders through NorCal Pink Can Coordinator .

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**CHANGES #8. current p.12-13, (to MAJOR INSTITUTION COORDINATOR):**

**#8A, p.12, "Term" CHANGE:**

**RECOMMENDED Term:** Two years (may succeed self once).

**#8B, p.13, Item #4 CHANGE:**

4. ~~Where/when necessary, conducts Individual Orientations to train new volunteers to fill open positions. Carefully screens and chooses applicants and conducts H&I Orientations to train new volunteers to fill open positions.~~

**#8C, p.13, Item #10 CORRECT AS NUMBERED ITEM:**

10. In conjunction with the Major Institutions Chair, maintains close communication with Warden, Associate Wardens, Community Resource/Partnership Managers and inside partners.

**#8D, p.13, ADD Item #11:**

11. Annually completes Form 2 (Major Institution Meeting Summary) and submits to Major Institution Chair no later than November 30<sup>th</sup>.

**#8E, p.13, ADD Item #12:**

12. Identifies and develops leadership within his/her roster. Does not assign a replacement upon completion of the commitment but makes recommendations for such to both Major Institution Chair and General Chair.
- 

**CHANGE #9. current p.13. (ADD NEW SECTION AFTER LAST POSITION DESCRIPTION):**

**REMOVAL / RECALL**

Per the *Twelve Concepts for World Service*, all committee appointments are at the discretion of the appointing or currently responsible officer through their delegated service authority. The selection of volunteers is a matter of serious concern, and serving is a privilege, not a right. Any appointed volunteer who, in the opinion of the appointing or currently responsible officer, fails to conduct themselves in accordance with the guidelines in our manuals, with the *Twelve Traditions of Alcoholics Anonymous*, or otherwise conducts themselves in a manner detrimental to this committee or the Fellowship of Alcoholics Anonymous as a whole, may be removed from their position.

Any elected officer may be recalled by substantial unanimity (two-thirds) vote of the electing body.

Per A.A.'s traditional Right of Appeal (Concept V), anyone may petition for the redress of a personal grievance to the H&I Steering Committee.

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**CHANGE #10. current p.14. (CONFINEMENT CONSIDERATIONS). ADD TO ¶ 1 & ¶ 2:**

(¶ 1): When the H&I Committee was first organized, the facilities we served were primarily correctional facilities, however our primary purpose is to carry the message of A.A. to the alcoholic who is confined, whether in correctional or treatment facilities. As such, we perform the function of both Correctional Committees and Treatment Committees.

(¶ 2): The proliferation in recent years of many other types of facilities (treatment centers and rehabs, detoxes, ~~psych wards~~ mental health facilities, shelters, senior centers, veteran's programs, etc.) providing help to the alcoholic has been beneficial both to the suffering alcoholic (inpatient and outpatient), and to the H&I Committee volunteers. Often the only differentiating factor between an 'inpatient' resident and an 'outpatient' resident is their ability to pay, and we want the hand of A.A. always to be there, regardless of financial considerations.

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## **SECTION TWO CHANGES**

### **CHANGE #11: current p.2 (to end of FUNDING section), ADD ALL WORDING BELOW (same as Section One change)**

To make a contribution to H&I:

- By mail: Make checks payable to 'NorCal H&I' and mail to PO Box 192490, San Francisco, CA 94119-2490. Please write your area number (or county) in the memo section of the check.
- For an e-receipt, please include your email address; anyone wishing a hard copy receipt, please include a self-addressed, stamped envelope.
- Online: To make an online contribution (or for any information on our finances), go to [www.handinorcal.org/Finances](http://www.handinorcal.org/Finances) and click on the "contribute online" link. You will be directed to simple instructions and will receive a receipt at the time of the transaction.

We sincerely thank the members of the Northern CA fellowship of Alcoholics Anonymous for making our work possible through your generous contributions to the Pink Can.

### **CHANGE #12: current p.3 (to end of COMMUNICATIONS) ADD TO LAST ¶ AS SECOND SENTENCE (same as Sec One change)**

We're all here to help each other and communicating effectively is a major part of everyone's responsibilities, as failure to do so can ultimately affect the alcoholic who is confined. This is especially true when we rotate out of a position, as we ought to do all we can to ensure that we give the incoming Trusted Servant the benefits of our experience with a thorough "pass-it-on".

### **CHANGE #13: current p.3. REMOVE STIPULATION SEGMENT and REPLACE with new wording on p.14**

### **CHANGE #14: current p.8. 'STEERING COMMITTEE APPOINTMENTS. CHANGE WORDING**

Major Institutional ~~Chairs~~ Coordinators are appointed by the General Chair with the advice of the Major Institution Chair, and the Regional and Area Chairs ~~and serve a two-year term with the ability to succeed themselves once.~~

### **CHANGE #15: current p.8. 'LIST OF STEERING COMMITTEE POSITIONS. add 'Pink Can Coordinator' after Literature Chair**

### **CHANGE #16: current p.8. under heading 'NORCAL STEERING COMMITTEE POSITION DESCRIPTIONS' INSERT WORDING:**

NOTE: UPON ROTATION, EVERY EFFORT SHOULD BE MADE BY AN OUTGOING OFFICER TO THOROUGHLY COMMUNICATE THE DETAILS AND PROCEDURES OF THE POSITION, AS WELL AS THE BENEFITS OF THEIR EXPERIENCE TO THE INCOMING OFFICER ("pass it on").

### **CHANGE #17: current p.8. GENERAL CHAIR. DELETE from first line:**

**GENERAL CHAIR** — the General Chair is elected by the General Committee, using the Third Legacy procedure ~~and is subject to recall by a majority vote.~~

### **CHANGE #18: current p.10. after LITERATURE CHAIR description. add:**

**PINK CAN COORDINATOR** — the Pink Can Coordinator is appointed by the General Chair with the advice and concurrence of the General Committee.

**Term:** Serves during term of the appointing General Chair

**Qualifications:** it is suggested that the Pink Can Coordinator have a minimum of three years' current and continuous sobriety and one year of active committee experience in H&I.

**Responsibilities:** Oversees supply and distribution of H&I Pink Cans ("cans").

1. Stores and maintains adequate Pink Can inventory for the Fellowship of Northern CA.
2. Within budget guidelines, orders and 'slots' new cans.
3. Ships cans to Areas as requested.
4. Ensures a supply of cans is available at all committee meetings as well as to service committee members and liaisons.

### **CHANGES #19: current p.12. to MAJOR INSTITUTION COORDINATOR:**

#### **CHANGE #19A: CHANGE TERM:**

**Recommended Term:** Two years (may succeed self once).

#### **CHANGE #19B. item #3. ADD:**

3. In conjunction with Major Institutions Chair, acts as primary contact with the institution.

#### **CHANGE #19C. item #4. DELETE & REPLACE:**

4. ~~Where/when necessary, conducts Individual Orientations to train new volunteers to fill open positions.~~ Carefully

screens and chooses applicants and conducts H&I Orientations to train new volunteers to fill open positions.

**CHANGE #19D. item #6. INSERT:**

6. Regularly provides up-to-date Institution Schedule Forms (rosters) to each volunteer, as well as to the Major Institution Chair, to the General Chair, and to the appropriate inside staff members.

**CHANGE #19E. item #7. INSERT:**

7. Informs Major Institutions Chair and General Chair of any problems - real or potential - in a timely fashion.

**CHANGE #19F. ADD items #11 & 12:**

11. Annually completes Form 2 (Major Institution Meeting Summary) and submits to Major Institution Chair no later than November 30<sup>th</sup>.
12. Identifies and develops leadership within his/her roster. Does not assign a replacement upon completion of the commitment but makes recommendations for such to both Major Institution Chair and General Chair.

**CHANGE #20: current p.14, to 'POLICIES AND PROCEDURES' REMOVE & REPLACE:**

**RECALL**

~~Any H&I Committee member who accepts a position of responsibility ought to consider his or her job very seriously. When we are lax or neglect our responsibilities, the confined alcoholic ultimately suffers, and we may have failed in our primary purpose. If for these or other serious reasons it is warranted, the committee member may be asked to step aside or be recalled for cause and replaced.~~

**REMOVAL / RECALL**

***ANY MEMBER OF THIS COMMITTEE WHO CHOOSES TO RESUME DRINKING AUTOMATICALLY RESIGNS THEIR POSITION, AND MAY BE RE-APPOINTED ONLY WHEN THEY HAVE AGAIN QUALIFIED WITH THE MINIMUM SOBRIETY REQUIREMENTS.***

~~Per the Twelve Concepts for World Service, all committee appointments are at the discretion of the appointing or currently responsible officer through their delegated service authority. The selection of volunteers is a matter of serious concern, and serving is a privilege, not a right. Any appointed volunteer who, in the opinion of the appointing or currently responsible officer, fails to conduct themselves in accordance with the guidelines in our manuals, with the *Twelve Traditions of Alcoholics Anonymous* or otherwise conducts themselves in a manner detrimental to this committee or the Fellowship of Alcoholics Anonymous as a whole, may be removed from their position.~~

~~Any elected officer may be recalled by substantial unanimity (two-thirds) vote of the electing body.~~

~~Per A.A.'s traditional Right of Appeal (Concept V), anyone may petition for the redress of a personal grievance to the H&I Steering Committee.~~

**CHANGE #21. current p.14. CONTRIBUTION COLLECTION PROCEDURES. CHANGE:**

1. ~~All~~ H&I contributions may be made online at [www.handinorcal.org/contribute](http://www.handinorcal.org/contribute) or may be mailed to the post office box in San Francisco.

**CHANGES #22: current pp.15-16. to 'TRAVEL EXPENSE REIMBURSEMENT POLICY':**

**CHANGE #22A: GUIDELINES, item #1 CHANGE:**

**1. Mileage and Tolls**

~~The Committee will reimburse mileage at the rate of \$-.15 per mile (27.3% of the IRS deductible rate of \$.55 per mile). ). Bridge and other road tolls will be reimbursed. The Finance Committee will review IRS rates annually by August 31<sup>st</sup> to determine rates for the upcoming year.~~

**CHANGE #22B: GUIDELINES, item #2 ADD & CHANGE:**

**2. Lodging, and Meals and other**

- If travel is greater than 125 miles or two (2) hours travel time one way, the Committee will reimburse up to ~~\$75~~ \$100 per night for lodging.
- One dinner and one breakfast per day (if necessary) will be reimbursed up to \$10.00 each. Receipts are necessary for the reimbursement.
- Registration fees for appropriate conferences and assemblies

~

**Northern California Hospital and Institution Committee**  
**Steering Committee Meeting**  
**May 12, 2018 Sacramento, CA**

**Opening:** Karen C opened the meeting at 11:00a.m. with a moment of silence followed by the Serenity Prayer.

**Purpose Statement:** Kevin W read the H&I Purpose Statement.

**Twelve Traditions:** Victoria R read the Twelve Traditions.

**Introductions:** Present:

Karen C	Melody T	Kevin W	Kelly B	Vikki R
Thom H	Jim V	Mark M	Peter O	John F
Ralph B	Allen W	Jeff L	Joseph B	Carl P
Julio B				

**Approval of the Jan. 13, 2018 Steering Committee Meeting Minutes:** Jeff L moved and Kelly B seconded a motion to approve the minutes of the January 13, 2018 Steering Committee as submitted. Vote Unanimous.

### **Committee Chair Reports**

**General Chair, Karen C:** Karen C reported the following:

- **Financial Review:** Year to date, the H&I Committee is almost 9% ahead of budget in contributions and 2% under budget in expenses. She asked everyone to please review the Contributions Comparison Report in the packet to see how their Areas are doing.
- **Literature Usage:** Referring to the "AAWS Literature by Area Recap 2018-04 Report," the year-to-date literature cost per meeting is the total literature purchased by the area this year divided by the number of the year-to-date meetings conducted. As indicated, some Areas are still ordering more than a six-month supply of literature at a time, when a three- to four-month's supply is more fiscally sound. The Committee has budgeted a total AAWS usage of \$13.40 per mtg, (not including any additional Grapevine costs) but \$15 per meeting is reasonable. In Areas serving more facilities with high turnover, the cost of books will be higher.
- **Online Contributions:** The on-line contributions function of the H&I website went "live" and is working successfully. So far, there have been over \$3,300 received on-line. Area Chairs should please be sure this information is given to any Intergroup/Central Office in their Areas; Intergroups might provide a link on their websites. Changes to the *Policy Manual* reflecting the on-line contribution option will be presented during Committee Business. The option will also be included in the next printing of the Pink Cans. She thanked Thom and Kelly for their work in bring the project to fruition.
- **Technology News:** California and other state prisons throughout country are engaging new technologies for inmates. Many inmates now have access to tablet readers where inmates can download approved literature. This will impact how the Committee will distribute AA literature in the future. The Corrections Correspondence Service from GSO is now engaging systems like J-Pay & Securus as a better way to communicate on these devices, which is timelier, and no return address required. Also, at \$.35 per email, the e-correspondence is less expensive than a postage stamp. The Committee welcomes anyone's ideas on how these new options could be used by H&I.
- **Trial Steering Committee Meeting Locations:** In September and January, the Steering Committee meetings will be held in Martinez and Fairfield, respectively. Historically, Steering Committee Meetings were held in the Bay Area, where 60% of all H&I meetings occur. Steering Committee members will be notified by email.
- **Joint Meeting of Service Entities:** There will be a joint meeting of CNCA, CNIA & H&I on May 26<sup>th</sup> in Petaluma to discuss ways in which the service entities can work together and keep the communication channels open. Rich G, Karen B, Vikki & Jim V will attend for H&I, any other Steering Committee members may participate.
- **Upcoming General Committee Meetings:**
  - a. June 10, 2018 in conjunction with the NCCAA Conference in Modesto: Area 81, Stanislaus (1201 L Street, Modesto)
  - b. October 14 2018: Area 52, Contra Costa, location to be announced.
  - c. February 10, 2019: Area 16, Shasta (Redding) location to be announced.
  - d. June, 2019: in conjunction with NCCAA; Area 34, Placer (Rocklin).
  - e. October 2019, in conjunction with NCCAA in San Ramon; Area 52, Contra Costa

**General Co-chair, Jeff L:** Jeff reported that he attended the SoCal H&I Conference, with Karen, Peter, and Carl. went to the SoCal Conference. He made some connections with the CDCR. It was very informative.

**Treasurer, Kelly B:** Kelly noted that the on-line contribution feature costs the Committee \$.35 per transaction plus 2.5% to 2.9% processing fees. This fee is now noted in the financials report. Contributions through the mail have gone down, but on-line contributions are increasing. She reported the following figures for April:

Contributions:	\$59,400.65
Literature Expenses:	\$35,306.89
Total Expenses:	\$35,514.18
Cash at the end of the Period:	\$160,831.42

The Committee now using actual monthly income to calculate how much money is available for the monthly literature expenditure. The Committee is still close to the three-month prudent reserve. On-line contributions have totaled \$3,300. The on-line feature has created the extra task of entering the contribution and the processing fee, but this is offset by less mail processing.

**Secretary, Melody T:** Melody thanked everyone who sent in their report electronically. She reminded everyone that if a Steering Committee member was unable to attend, their reports should be sent to her by 8:30a.m the day of the meeting to insure they are available to be read into the minutes. The roster has been fairly stable. Please report any contact information changes. She reported that she would be out of the country in September; however, she would complete the minutes as usual. She thanked Kevin W in advance for obtaining the recording of the meeting and any written materials. Please send the electronic reports as usual, as she will be available by email.

**Major Institution Chair, Bill D:** (Absent, no report)

**Finance Committee Chair, Rich G:** (absent, electronic report submitted) Rich reported there is nothing new to report.

**Literature Chair, Lorraine M:** (absent, electronic report submitted) Lorraine reported that Mark, the Region 15 Chair, has brought Pink Pamphlets, pink cans, literature stamps and ink pads to the meeting, and will return them. He will also pick up cases of books which were shipped to the wrong site. She thanked Mark for helping out. An Area reported that a case of AA pamphlets had been stolen from a porch. Peter M. has done a great job of slotting the Pink Can lids; there is now an ample supply. Please let Lorraine know if any orders to the Areas from AAWS arrive damaged. There have been several instances of boxes arriving split open and books damaged due to a change in packing. AAWS will replace all damaged books. Since February, there have been several books on back-order at AAWS. Most are now finally available, and she will be shipping them out.

**NCCAA Conference Committee Coordinator, H.E. N:** (absent, no report)

**Policy Chair, OPEN:** Karen C stated that Dan has rotated out for personal reasons and she would be submitting Ken M to fill the position at the General Committee meeting in June. The main order of business will be the revisions to the *Policy Manual*.

**Audio Media Chair, Joseph B:** Joseph reported that he has not been able to make more progress on the CD transfer project. There are some changes to the CD process. There is now a .pdf file of the collection of everything in the library. There have not been new additions to the library since the early 90's. Anyone with recordings relating to H&I can bring them to Joseph. It takes approximately one-half hour to copy the recordings, and they are returned.

**Historian, Jeffrey N:** (absent, electronic report submitted) Jeffrey reported that everything is going well and the archives are well cared for. Anyone needing any materials relating to H&I history or the archives please contact him.

**Public Information Chair, Jim V:** Jim reported that he attended various events including a SoCal H&I/Alanon event in Ventura, a Bridging the Gap Workshop in Madera, a Unity Day Celebration in Auburn, and the Sutter Buttes Roundup in Yuba City. At each event he engaged attendees in discussions of H&I, and he shared information. He is tentatively scheduled to speak at an assembly of Kaiser Permanente administrators regarding the role of AA in the recovery process on June 6 in Roseville. He was unable to attend PRASSA this past March due to weather and road conditions. Vikki R. attended and reported it was a great success. Both she and Karen B. are doing fabulous jobs as liaisons to CNIA and CNCA, respectively.

**Grapevine Chair, Kathleen S:** (absent; electronic report submitted) Kathleen reported that Grapevines and La Viñas are running smoothly. There have been a few changes and her count balances with that of the Grapevine distributor. Currently the Committee has 2,277 Grapevine and 977 La Viña subscriptions.

**Publisher, Rich G:** (absent, electronic report submitted) Rich reported that an email problem had been resolved. Anyone with new contact information should keep the Committee informed so they can receive up-to-date communications.

**Website Chair, Thom H:** Thom reported that everything is going fine on the site. The Committee now accept payments online via all the major credit cards. This feature will also be available in Spanish. Soon he will add Apple Pay and Android Pay as well as Venmo and possibly others that the Committee decides. Venmo has no fees; adding it would be fairly simple. Kelly asked whether routing numbers could be added so people could use Stripe to pay with a check, as some Groups do not have Group credit cards. Thom responded that he could look into it. Karen added that there may be a charge for this by the bank.

## **Committee Business:**

**2018 Proposed Revisions to the Policy Manual:** Karen C noted that the 2018 proposed revisions to the *Policy Manual* had been distributed in the H&I Newsletter and were available in the Steering Committee meeting packets. The proposed changes were each addressed separately and discussed extensively by the Steering Committee. The following amendments to the proposal were made:

CHANGE #1 & CHANGE #14:

- Last bullet point, change 'Make an online contribution' to "Contribute Online"
- Change "gratefully thank" to "sincerely thank"

CHANGE #3: change "chooses to resume" to "resumes".

CHANGE 4D: After the phrase "We do not exchange personal information including last names, phone numbers or email addresses" insert "with patients or inmates".

CHANGE 8A & 19A: ONLY insert "Recommended" before "Term", do not include "No specific term limit."

CHANGE 8D & 19F: Replace phrase "in a timely manner" with "no later than November 30<sup>th</sup>"



CHANGE #10: ¶ 2, change “psych wards” to “mental health facilities”

CHANGE #22B:

- change item 2 to read: “Lodging, Meals & Other”
- add as third bullet point: “Registration fees for appropriate Conferences and Assemblies”

After discussion, Vikki R moved, and Jeff L seconded a motion *to accept and pass on the proposed changes as amended by this Committee*. Vote: Unanimous. Karen C reminded everyone that according to the voting procedure in the *Policy Manual*, the recommendation would be presented to the General Committee at the June meeting. If the General Committee reaches a simple majority in favor, the proposed changes would come once again before the General Committee in October, where they would require a two-thirds majority to pass and be placed in the *Policy Manual*.

**New Business from the Floor:** None

**7<sup>th</sup> Tradition:** The baskets were passed to pay rent on the facility.

## **Birthdays:**

Vikki R	16	Joseph B	5
Karen C	31		

## **Regional Reports**

**Region 01 – Far North Coastal, OPEN:** (no report)

**Region 10 – Far North Interior, OPEN:** (no report)

**Region 15 – Lower Far North Interior, Mark M:** Mark reported that Area 16, Shasta is looking forward to hosting the General Committee Meeting in February. Area 16 serves eight. Area 17, Tehema will hold a Round-Up on June 2. H&I will have a table. Area 17 serves four facilities, including two fire camps. Area 18, Trinity County, started a new meeting at the Juvenile Hall.

**Region 20 – Northern Coastal, Jess Y:** (absent, electronic report submitted) Jess reported that Area 22 will be hosting an H&I appreciation BBQ in August. This will show gratitude to all who have helped H&I serve so many facilities. It may also attract some new volunteers. There are problems with inmate attendance in the main Jail, so some volunteers are now serving the Honor Farm. Over-all meetings are doing well. Area 21 is doing well with the new Area Chair and all meetings are being covered. Area 23 is dealing with the attrition of some of the volunteers, and there are not enough new volunteers to meet the demands. The Fire Camp is doing well. The Area would like to increase service to the Jail, but still needs more volunteers.

**Region 30 – Northern Interior, Bob F:** (absent, electronic report submitted) Bob reported that in Area 31, participation is increasing slightly. There are not enough volunteers to cover all Jail meetings, and clearances remain problematic. Area 34 is doing well. Many Groups are now participating. The Area has developed a trifold pamphlet modeled after San Francisco’s. In Area 36, there is minimal participation on the Committee. The Area is establishing a better relationship with the Sheriff, with 20 applications ready for clearance. Service to the Juvenile Hall has been placed in indefinite hold due to low census and no participation. There is increased participation in Bridging the Gap. A new recovery home is onboard with H&I.

**Region 40 – Central Interior, OPEN:** Ralph B reported that more volunteers are needed. There are three jails, a mental health center, a treatment facility and a juvenile hall.

**Region 50 – East Bay, South, Lisa B:** (absent, electronic report submitted.) Lisa reported that Area 52 is preparing for the upcoming General Committee meeting. Contributions are still a challenge in Area 52. Area 53 is doing well, and contributions to H&I have rebounded. The Area supplied volunteers to staff the H&I table at the NCCAA Conference. The East Bay Intergroup is moving to 713 Washington Street in Oakland.

**Region 50 – East Bay, North, Cindy L:** (absent, no report)

**Region 60 – West Bay, Julio B:** Julio reported that Area 61-Marin County supports 14 weekly meetings in nine different facilities. The Area is reworking their Group Representative messaging to ensure they have relevant and current information on H&I service opportunities, activities, finances, and communications. Area 62-San Francisco supports 63 weekly meetings. Volunteers are needed in the County Jails. Since the largest jail facility for San Francisco is actually located in San Mateo County, Area 62 has invited San Mateo H&I volunteers to bring meetings into San Francisco’s San Bruno jail facility. The Area Outreach Coordinator is working with the Group Representatives to help them create interest in H&I work. The Committee is working with the San Francisco Central Office to publish a staple-free version of the meeting schedule for use in the jails. Area 65-San Mateo County supports 33 weekly meetings and has a committed group of volunteers.

**Region 70 – Southern Coastal, Robert R:** (absent) Kelly B reported that Area 71 will hold a Meet-and-Greet in the main Jail. The Jail clearance process does not permit anyone with a felony record to volunteer. The juvenile facility would prefer NA, not AA. Applications must be renewed each year, and the facility does random LiveScans.

**Region 80 – Southern Interior, (OPEN)** (no report) Kevin W reported that attendance at the business meeting is down. There are six non-correctional facilities being served. The County has replaced its old system used in processing its clearance forms, and the Area hopes clearances will be processed more quickly as a result. The Area also serves three State Correctional facilities.

**Region 90 – Far Southern Interior, (OPEN)** (no report)

**Region 140 – Spanish Northern Interior, Rose Mary C:** (absent, no report)

**Region 160 – Spanish Northern Coastal, Roberto S:** (absent, no report)

**Region 180 – Spanish Central Interior, Enrique R:** (absent, no report)

**Region 190 – Spanish Southern Interior, Jesus B:** (absent, no report)

## **Liaison Reports**

**VATF: Bill D:** (absent, no report).

**CNIA, Victoria R:** Vikki reported that CNIA will be having its Post-Conference Assembly May 19<sup>th</sup> and 20<sup>th</sup>. She reported that the General Service Conference Corrections Committee made no recommendation to the Conference floor regarding the agenda item to create a pamphlet for long-term inmates about to be released. Therefore, there would be no further action resulting from this agenda item.

**CNCA, Karen B:** (absent, electronic report submitted) Karen reported that she has reported to the Area about H&I activities, including the new ability to accept contributions online, the budgetary matter basing literature orders on the monthly contribution levels, and the next General Meeting in June. General Service has been busy with agenda topics for the General Service Conference. The Delegate will report results to the General Meeting in June. The H&I table at the Pre-Conference Assembly in Santa Clara was busy. Penny G. will staff the H&I table at the Post Conference Assembly, and Karen will staff the Summer Assembly in Fortuna. The 2018 Pacific Regional Forum will be held September 7<sup>th</sup> through the 9<sup>th</sup> in San Jose. Online registration opens July 9<sup>th</sup>. A Joint Communication Meeting featuring Bridging the Gap, Hospitals & Institutions Committee and Public Information/Cooperation with the Professional Community will be held Saturday, May 26<sup>th</sup> in Petaluma. Rich G and Karen B. will be in attendance on behalf of H&I. CNCA has extended an invitation to CNIA to attend.

**BTG, CNCA, George X:** (absent, no report)

**BTG CNIA, Cindy A:** (absent, no report)

**NorCal H&I Conference, Lorraine M** (absent) Kelly B reported that there will not be an H&I Conference in 2018. Jeff L reported he would meet with Ken M and Cindy L and discuss what is involved in hosting an H&I Conference.

**SoCal H&I Conference, David B:** (absent no report)

## **Closing**

Karen reminded everyone to send a written report to Recording Secretary. The meeting adjourned with the Responsibility Declaration followed by the Serenity Prayer.

In love and service,

Melody T, Recording Secretary

**Northern California Hospital and Institution Committee**  
**General Committee Meeting**  
**June 10, 2018 Modesto, CA**

**Opening:** Karen C opened the meeting at 11:01a.m. with a moment of silence followed by the Serenity Prayer.

**Purpose Statement:** Julio B read the H&I Purpose Statement.

**Twelve Traditions:** Dawn T read the Twelve Traditions.

**Introductions:**

Karen C	Melody T	Joseph B	Alison G	Julio B
Kelly B	Lorraine M	Phil S	Bob F	Jeffrey N
David B	Peter O	Jeff L	Jim V	Mark M
Karen B	Rich G	Jess Y	Kelly H	David B
Carol G	Joann L	Dawn T	Carl P	Andrea C
Bill D	Michael K	Jeff P	Jason P	Pete D
Nancy	Brenda S.	George S.	Miki S	

Karen welcomed all in attendance, especially those new to H&I. She thanked Area 81 for hosting the meeting.

**Approval of the February 11, 2018 General Committee Meeting Minutes:**

Kelly B moved, and Bill D seconded a motion *to approve the minutes of the February 11, 2018 General Committee meeting as submitted.* Vote: Unanimous.

**Approval of Financial Statements**

Jeff L moved, and Jim V seconded a motion *to approve the financial statements from December 2017-April 2018 as submitted.* Vote: Unanimous.

**General Committee Reports**

**General Chair, Karen C:** Karen reported the following:

- Contributions/Financial: As of May, the H&I Committee is 3.5% ahead of last year's contributions and almost 7% above budget in that category. Expenses are at budget. Thanks to everyone getting out accurate financial information stressing the following points:
  - The NorCal Committee does not have too much money.
  - The NorCal Committee operates in accordance with the 12 Traditions of Alcoholics Anonymous.
  - It is hoped that Groups will continue to pass the Pink Cans to help alcoholics who are confined.
- Literature Distribution: The General Chair, Treasurer and Literature Chair now have a method to normalize literature expenses whereby AAWs expenditures are now directly tied to monthly contribution performance. If contributions exceed budget, there is more money available for literature. Conversely, if contributions are under budget, literature orders will be scaled back accordingly. This way, the Committee will maintain the budget. Volunteers should be aware that it is part of their job to take literature into facilities, but always insure that the literature is being used responsibly.
- Inmate Sponsorship Service Proposal – Karen noted the Inmate Sponsorship Service Proposal available in the meeting packet. This proposal is the result of inmate requests for outside sponsorship, and the various solutions to the problem learned at the National Corrections Conference in St. Louis in November. The NorCal H&I Committee might be able to expand its ability to carry the AA message without compromising its policy of over-familiarity with inmates, and without having cleared meeting volunteers providing sponsorship. The Committee provides Big Books and meetings and could provide the vital recovery component of sponsorship. She listed possible qualifications for volunteers for this proposed service:
  - Sponsorship Service volunteers would NOT be cleared H&I meeting volunteers
  - Volunteers would be willing to sponsor inmates
  - Volunteers would meet with inmates through the prison's visitation system.

Since visitors are not regarded as prison volunteers, they are not subject to the same requirements concerning over-familiarity. There are no PREA constraints, and no favoritism which could arise from an AA meeting volunteer who was sponsoring an inmate who attended the meetings. There are still details to be worked out, and because this service would be operating under the NorCal H&I Committee, there would be requirements and guidelines for volunteers and operations. If this service appears feasible, it will come before the Steering Committee in September, and could be recommended to the General Committee in October. Anyone interested in participating or offering input in the further development of the proposal should contact Karen.

- Upcoming General Committee Schedule:

October 14, 2018	Area 52, Contra Costa, (Peasant Hill) address to be announced
February 10, 2019	Area 16, Shasta (Redding), location to be announced
June 10, 2019	In conjunction with NCCAA, Area 34, Placer (Rocklin).

- **Change of Committee** next two Committee Meetings will be held in the Bay Area. The September meeting will be held in Martinez, and the January meeting in Fairfield. In January, the Steering Committee will choose which location works best. Karen will send out an email announcing the new location and it will be published in the Newsletter. Karen requested that anyone attending a Group without an H&I Group Representative to elect one or volunteer to be the Representative.

Steering  
Location: The  
Steering

**General Co-Chair, Jeff L:** Jeff reported that if anyone needs help give him a call.

**Treasurer, Kelly B:** Kelly reported the following for May 2018:

Area Contributions	\$46,604.09	
Online Contributions	\$2,903.53	(Processing fees \$106.23)
Literature expenses	\$40,544.64	
Total Expenses	\$45,399.52	
Cash at the end of January	\$161,937.16	

Kelly stated that online contributions have nearly doubled from last month.

**Secretary, Melody T:** Melody thanked everyone who sent in an electronic report. She asked that anyone who will be absent submit their report prior to 8:30 the morning of the meeting (cc the General Chair) to insure it is available to be read into the minutes. Please submit contact information changes to her for the general roster. She reported she will be out of the country for the month of September, but will complete the Steering Committee minutes as usual, thanks to the Area 82 Chair bringing her the recording.

**Major Institutions Chair and VATF Report, Bill D:** Bill reported that he and Carl P met with CDCR Secretary Scott Kernan Points of discussion:

- AA enters facilities in the spirit of cooperation, not affiliation. It is important that AA volunteers are not regarded as corrections officers.
- AA appreciates the opportunity to bring AA meetings into facilities. Matters related to Prop 57 are handled by the facility.
- At Old Folsom, inmates are no longer permitted to contribute to sobriety celebrations out of their trust funds. If food and beverages are desired, the volunteers would be responsible. Inmates appreciate the sobriety celebrations and look forward to them. This will also be discussed further with Natalie Fransham, Chief of Policy and Standardization.
- Gate clearances for prisons are not standardized and can be voluminous, over 30 pages in some cases. This discourages volunteers.
- H&I is requesting that Institutions Coordinators be permitted to bring in *Grapevines*, applications for the Correctional Correspondence Service, and small pamphlets.
- A separate Inmate Sponsorship Service is being contemplated by the H&I Committee. To comply with the Department Operating Manual (DOM), AA meeting volunteers would not be the volunteers providing the service.

The question was raised regarding sponsorship being a case of "over-familiarity." Bill clarified that this situation would arise if AA meeting volunteers were also sponsoring inmates who might be attending the meetings. The policy is to insure security. Karen C referred everyone to the Committee's handout on Title 15 Regulations and the parts of the DOM which address how sponsorship is over-familiarity.

**Finance Committee Chair, Rich G:** Rich reported that the Committee is very close to budget versus actual. As a point of information, he stated that the Committee requires two signatures on outgoing checks; usually this is the Treasurer and Finance Committee Chair.

**NCCAA Conf. Coordinator, H.E. N:** (absent) Pete D reported for Modesto NCCAA that the H&I panel went well. Attendance was low at the panel due to the early morning time, but at the next conference, H&I will have a better slot in the program. The H&I table went well.

**Literature Chair, Lorraine M:** Lorraine reported that all books are to be stamped with the Committee's "Donated by Members of AA" stamp. Please confirm with all Area Literature Chairs that this is being done. She has both English and Spanish stamps and ink pads available. There are also Pink Cans, Pink Can labels, Corrections Correspondence materials for inmates and volunteers, and *Policy Manuals* available. She provided the numbers of Pink Cans and *Policy Manuals* in inventory. Please be sure the Groups have the new Pink Can labels which mention the H&I Committee is a service committee of AA. Section Two of the *Policy Manual* has yet to be translated into Spanish. Karen C added that the Committee would fund a professional translator, if the Spanish-speaking community would provide a choice.

**Audio-Media Coordinator, Joseph B:** Joseph reported that there is a large inventory of CD's of AA speakers available for inmates, including one from 1945 of Bill W telling his story. There is a 10-year gap in speaker recordings between 2007 and 2017. He is looking for recordings from H&I Conferences, NCCAA, or speaker meetings that happened during this 10-year period. If anyone has recordings, please contact him, and he will make copies. Originals will be returned.

**Historian, Jeffrey N:** Jeffrey reported that all is going well with the preservation of the materials in the Archives; however, it has been brought to his attention that the building in which the Archives are housed may be up for sale. In his recent travels, he attended the Friday night meeting in Reykjavik, Iceland and spoke with members who carry AA's message hope to men and women who are confined. They were very aware of Northern California H&I because five of the members came from the Bay Area. He obtained a poster from the committee in Iceland concerning hospital and institution work for the Archives.

**Public Information Chair, Jim V:** Jim reported that he attended the Joint Communication Meeting in Petaluma, on May 26, for representatives of Bridging the Gap, PI/CPC, H&I, and members of various districts. The goal was to better inform volunteers of all groups of the various efforts to carry the AA message. One need identified at the meeting was greater cooperation between the committees in presenting

the services provided by AA to the facility or professional group. Jim also reported that he spoke at a gathering of Kaiser Health Care administrators in Roseville on June 6. He provided a brief history of H&I, then focused on how AA can work with medical professionals in hospitals and health care facilities, including the work provided by the H&I Committee. He was invited to attend their next gathering in September. He thanked Karen B and Vikki R for their liaison work in CNCA and CNIA, respectively.

**Policy Chair, OPEN:** (see Committee Business section)

**Grapevine Chair, Kathleen S:** (absent; electronic report submitted) Kathleen reported that *Grapevines* and *La Viñas* are running smoothly. There have been a few changes and her count balances with that of the Grapevine distributor. Currently the Committee has 2,277 *Grapevine* and 977 *La Viña* subscriptions.

**Publisher, Rich G:** Rich reported that the redacted May Newsletter is online. Please let Rich know if there are any problems receiving the newsletters either by mail or email.

**Website Chair, Thom H:** (absent) Karen C reported that Thom has given a lot of time to the Committee in designing and maintaining the new website.

## Delegates' Reports

**CNCA, Joann L:** Joann thanked the H&I Committee for its work and noted that the large amount of AA literature purchased by the NorCal H&I Committee is a huge factor in offsetting the deficit between Group contributions to GSO and the expenditures for Group services. She clarified that at the General Service Conference, there is a Corrections Committee and a Treatment/Accessibilities Committee. The Corrections Committee discussed the agenda item for literature addressing the needs of long-term inmates about to be released. While the new piece of literature was not recommended to the Conference floor, in an additional consideration the Corrections Committee requested an update all corrections literature containing information for inmates about to be released. She stressed the importance of the various AA service entities working together, communicating with each other, and supporting AA unity. Joann also displayed a sketch she obtained at Stepping Stones (the home of Bill and Lois W in their later years) of the kitchen table at which Ebby first brought the message of hope to Bill W. She stated the table was a symbol of the chain of unity in AA.

**CNIA, Michael K:** Michael thanked the H&I Committee for the opportunity to report, and for its work in saving lives. He reported that the Conference Corrections Committee did not act on the proposed literature for long-term inmates about to be released because the member delegates felt there was enough information in the Corrections Kit already. Volunteers carrying the message into correctional facilities should encourage inmates to use the Correspondence Service and Bridging the Gap. He described other Corrections Committee additional considerations concerning materials available in the Corrections Kit. The Corrections Committee will work with the publishing department to ensure that AA materials get into facilities. Michael asked that the H&I Committee report any problems with literature availability and distribution. Included in the Corrections Kit will be sample letters to professionals which will also recognize 'H&I' Committees in addition Treatment and Corrections Committees as AA service entities carrying the AA message. Regarding treatment facilities, the Treatment/Accessibilities Committee discussed the new pamphlet "Overcoming Barriers." The scope of the Conference Committee will now include the concept of "remote communities" and overcoming barriers in carrying the AA message to alcoholics who may be confined by lack of accessibility.

## Committee Business

**Housekeeping: New Committee Chairs/Coordinators:** Karen C reported that there have not been any recommendations for Policy Chair. Ken M has agreed to take on the position of CMF Vacaville coordinator and is considering the position of Policy Chair. The decision on Policy Chair will remain pending.

**Pink Can Coordinator:** Karen C announced that the Pink Can Coordinator would be appointed when the new *Policy Manual* changes have been approved.

**Election of New Finance Committee Member No 3:** Karen C announced that the election of Finance Committee Member No. 3 would be by Third Legacy Procedure. She explained that technically there are two openings, as Laurie C had resigned from the Finance Committee. The eligible members of the Committee were polled for availability. Lorraine M was the sole candidate and was deemed elected. Lorraine thanked the Committee for the honor to serve. Karen C stated that Laurie had been in the position of Finance Committee Member No. 2 and was in rotation to be chair of the Committee; Ken M was considering rotating into the position. She asked if anyone wished to reconsider their availability to be on the Finance Committee. No one wished to reconsider, and further discussion was postponed. According to the *Policy Manual*, it will be addressed at the next scheduled election. Rich, Ken and Lorraine confirmed they would be at the budget planning meeting

**2018 Policy Manual Revisions:** Copies of the 2018 amendments to the *Policy Manual* as recommended from the Steering Committee were distributed. Karen C read the amendments and explained the rationale for the changes. The Committee reviewed and discussed the changes. The Committee further amended change 4D, Section One, pp 5 and 6, Item 7 as follows: "Patients or inmates ~~may~~ **might** approach visitors for support of their opinions..." After discussion and all questions answered, Mikki S moved and Carl P seconded a motion **to accept the amendments to the Policy Manual as forwarded from the Steering Committee, with the further amendment to change 4D**. Vote: Unanimous. Karen C stated that the amendments would go forward to the next General Committee in October, where the vote would require a two-thirds majority to pass.

## New Business

There was no new business from the floor.

## Open Forum

- Lorraine M reported that the H&I Committee discussed a sponsorship program in the past. She was pleased to have the discussion before the Committee once again.
- Jason P, Area 81 Literature Chair, reported that due to the budgeting procedure regarding literature, his Area was now in the position of not receiving the amount of literature to cover what the volunteers needed for their meetings. The Groups do not have a clear understanding of why this would be so, given H&I's large Prudent Reserve. He is grateful to the volunteers in Area 81 who are willing to bring in literature. Karen C responded that the literature budget is a matter for further discussion. Some Areas use four times the budgeted allotment of

\$13.40 per meeting, and some use less than the budgeted amount. In addition, there may be instances where literature is being warehoused; it is not a sound financial policy to have a lot of literature in Area storage. Usage depends upon the types of facilities in an Area, and how much turn-over there is among the newcomers who are receiving H&I services. She noted that if all the meetings ordered literature at the rate they do in Area 81, H&I's AAWS budget alone would be over \$1.25M per year.

## 7<sup>th</sup> Tradition

The baskets were passed in observance of the 7<sup>th</sup> Tradition. Karen Czujko stated that monies collected would reimburse H&I Area 81 for expenses incurred for hosting the meeting and providing lunch.

## Anniversaries

Miki S 22	Joseph 5	Jeff L	David B	18
Jeffrey N 30	Karen C 31	George S.		

## Regional Reports

**Region 01 – Far North Coastal, OPEN:** (no report)

**Region 10 – Far North Interior, OPEN:** (no report)

**Region 15 – Lower Far North Interior, Mark M:** Mark reported that the last Area 16, Shasta meeting was well-attended. In one facility, a volunteer had used foul language and was asked not to return. The Area is looking forward to hosting the General Committee meeting in February. Area 17 had an H&I panel at the Round-Up. The Fire Camps are doing well. Area 18 is working with the Juvenile Hall, the Jail, and Trinity Fire Camp.

**Region 20 – Northern Coastal, Jess Y:** Jess reported that Area 21 Mendocino is now holding business meetings. Clearances for facilities are taking a long time; this has caused some lost momentum with the volunteers who were enthusiastic about doing H&I work. Area 22 will be hosting an H&I appreciation barbeque in August, to thank all the volunteers who go into the many facilities served. Area 23 is meeting in a new meeting place. Attendance at the Fire Camp meetings is lower, since everyone is out fighting the fires.

**Region 30 – Northern Interior, Bob F:** Bob reported that in Area 31 Butte County there is a small group of volunteers, mostly men. There are women cleared, but the women's facilities are low in staffing. Glenn County is having orientations and the women's meetings will begin next month. The Area has developed a tri-fold pamphlet modeled after San Francisco's. Area 34 Placer is highly organized and participated in the Unity Day there. A lot of volunteers are resigning due to the very strict jail requirements but there are more volunteers in the pipeline. Area 36 has a new Area Chair who is trying to get service to the jail. The Area stopped serving the Juvenile Hall due to lack of recipient attendance.

**Region 40 – Central Interior, Ralph B:** (absent, no report)

**Region 50 – East Bay, North, Cindy L:** (absent, no report)

**Region 50 – East Bay, South, Lisa B:** (absent, electronic report submitted) Lisa reported that Area 53 is doing well, and contributions have rebounded. They participated in staffing the H&I table at NCCAA. Area 52 is preparing for the upcoming General Committee meeting, at a site to be determined. She is encouraging the Area to resume contributions to the Pink Can.

**Region 60 – West Bay, Julio B:** Area 61 supports 14 weekly meetings in nine facilities. The Area is re-working their Group Representative messaging to ensure they have relevant and current information on H&I service opportunities, activities and finances. Area 62 serves 63 meetings. There is a need for volunteers in the San Francisco County Jails. Since the largest jail facility is in San Mateo County, San Francisco has invited San Mateo H&I volunteers to bring meetings into San Francisco's San Bruno jail facility. The San Francisco Outreach Coordinator is reaching out to Group Representatives on a one-on-one basis to thoroughly inform them on their roles and responsibilities. The Committee is working with the San Francisco Central Office to publish a staple free version of the San Francisco meeting schedule. In Area 65 serves 33 weekly meetings with the help of an engaged and committed group of volunteers.

**Region 70 – Southern Coastal, Robert R:** (absent) Kelly B reported that both the Santa Cruz and Monterey Committees are doing well. Area 71 is now serving a couple of psychiatric facilities and a treatment facility. The Committee held a meeting with Sheriff. There are new clearance forms per the Department of Justice. Applicants must now meet more stringent requirements regarding prior arrest histories. The County is now conducting random compliance scans on current volunteers, some who have been cleared for years.

**Region 80 – Southern Interior, OPEN:** Pete D reported that in Area 81, clearances for the County Jail are going well. The PREA training is now online. The County will be getting a new Sheriff, and this may change some of the clearance requirements. He has been working with volunteers from Merced County to help them with having a more established Area Committee. He asked members of the Committee for any information regarding mandatory reporting requirements for volunteers entering juvenile facilities.

**Region 90 Far Southern Interior – OPEN:** Miki S, reported that since the men have been at Valley State Prison, there have not been Spanish-speaking volunteers. Now two new Spanish-speaking volunteers have been cleared. AA meetings have been added at the men's facility. Most of the interest is due to inmates who are found "suitable" reporting they attribute their success to AA. Miki continues to work with the women at CCWF who appreciate AA coming in. The Region hopes to have a new Regional Chair very soon.

**Region 140 – Spanish Northern Interior, Rose Mary C:** (absent, no report)

**Region 160 – Spanish Northern Coastal, Roberto S:** (absent, no report)

**Region 170 – Spanish Southern Coastal, Roberto S:** (absent, no report)

**Region 180 – Spanish Central Interior, Enrique R:** (absent, no report)

**Region 190 – Spanish Southern Interior, Jesus B:** (absent, no report)

## Major Institution Coordinator Reports

**ASP Avenal, (OPEN)** Bill D reported a coordinator is needed.

**CCC Susanville, (OPEN):** Bill D reported a coordinator is needed.

**CCWF and VSP Chowchilla, Miki S:** (Report given in Region 90 report)

**CHCF Stockton, Melody T:** Melody reported that all is going well at CHCF. There are three new volunteers, one of whom is bilingual and has begun serving the Spanish-speaking meetings. Brown Card Training will be held in July. Additional volunteers are needed, as there are two meetings per day per week except for Thursdays.

**CMF Vacaville, Ken M:** Bill reported that Ken M is the new coordinator.

**CTF Soledad, Peter O:** Peter reported that the prison has three facilities with different levels of security. He is impressed with the meetings and how the inmates are participating in AA. Clearances are going well. He noted that there are other non-H&I volunteers taking meetings into the facility, and the Warden did not object. There has been a problem of the H&I literature deliveries to the facility being misdirected or lost. Lorraine M stated that H&I books which are delivered to the facility are to be used only by the AA members who attend the H&I meetings, and not to be given to other groups entering the facility.

**DVI Tracy, Kevin W:** (absent) Bill reported that clearances are taking a long time.

**FCI Dublin (DUB), Lisa B** (absent). Bill reported that meetings are going well. There was a temporary problem due to the inside sponsor being ill, but meetings have resumed.

**FCI Herlong (HER), (Currently served by Reno)**

**FCI Mendota (MEN), Rodney L:** Bill reported that Rodney had been on medical leave.

**FSP Folsom, Jim V:** Jim reported that there are 36 meetings on the men's side and four on the women's side. Volunteers are needed, especially for the Friday and Sunday meetings. The facility requires volunteers to attend an orientation session, but these sessions have become more infrequent. There have been policy changes at the facility, and inmates have been directing their questions to volunteers. These questions are referred to prison staff. The facility is now requiring Brown Card holders to go in twice per month. Some long-time Brown Card holders only go in once per month and this has caused problems. Clearances are taking longer, up to 10 weeks.

**HDSP Susanville, (OPEN):** Bill D reported a coordinator is needed.

**MCSP Mule Creek, Bill H:** (absent, no report)

**Napa State Hospital (NSH), John G:** (absent) Bill reported everything is going well. Evening and morning meetings are covered.

**NCYC Stockton, Tony T:** (absent, no report)

**Norcal Fire Camps, Peter S:** (Absent, electronic report submitted) Bill reported that there are volunteers in process at Susanville. Current renewals are taking two to three weeks and new clearances from two to four weeks. Volunteers should legibly complete and sign the Volunteer Application and Service Agreement and the PREA form and return them to Peter, so he can track them. Regional and Area Chairs please help with staffing the camps in each area. There are four applications in process for Devil's Garden, where H&I has been sending literature. Volunteers are needed for Ishi Camp, Chamberlain Creek and the Correctional Center in Susanville. Trinity River camp was not covered due to past requirement for combined AA/NA, but has since been granted AA-only meetings. Three volunteers are cleared there, but it is not known if meetings are being held.

**PBSP Pelican Bay, Lynne D:** (absent) Bill reported that everything is going well. Most meetings are covered.

**PVSP Coalinga, Tommy R:** (absent, no report)

**SAC Sacramento, John C:** (absent, no report)

**SATF and COR, Bill H:** Bill D. reported that more volunteers are needed, especially Spanish-speaking. Currently there is only one volunteer who speaks Spanish; he would like a second volunteer to go in with him.

**SCC Jamestown, Thilo B:** (absent, no report)

**SOL Solano, John D** (absent, no report)

**SQ San Quentin, Carl P:** Carl reported that the San Quentin meetings are all covered and well attended. There is an adequate number of volunteers including several Spanish speaking volunteers to help cover those two meetings. Processing clearances is somewhat burdensome but tolerable. There is still an issue with the level of volunteer participation in the inmate "sign-in" process at the meetings when facility staff are not present. H&I volunteers cannot serve as "enforcers" and do not want to be held accountable for fraudulent inmate behavior. He suggested that the H&I Committee establish guidelines surrounding these situations as information for both staff and volunteers. This will clarify the boundary between cooperation and affiliation. Inmates are directed to staff when there are issues surrounding Prop 57. The next VAC meeting at San Quentin will convene on Thurs., June 21, when these issues will be discussed with the Warden.

**SVSP Soledad, Alison G:** Allison reported that all is going well for the meetings at the prison. In the last month, Ramadan services shifted programs from the regular evening schedules and some yards have had AA meetings in the afternoon. Volunteer work schedules made coverage difficult, but the regular schedule will resume starting June 30. The afternoon scheduling allowed for a two-and-a-half-hour meeting, which was very fruitful for the inmates familiar with AA. Allison stressed the importance of talking with the CRM and staff to inform them that H&I is a volunteer service which members provide as part of their own recovery. She still needs 15 more volunteers to ensure coverage and avoid burn-out for the volunteers who go in more than once per month. The inmates are open to the Corrections Correspondence Service to connect to the AA Fellowship as a whole. She encouraged the members present to inform Group members about this valuable service opportunity available through GSO.

**USP Atwater, Dawn T:** Dawn reported that she is receiving guidance from Karen D. There has been a lot of inconsistency at USP Atwater. The follow-up with the cleared volunteers to attend the orientation training was poor. May 9 was the last time AA was able to go in, due to a lockdown or the availability of an inside sponsor. There may be some volunteer momentum loss from this. She will speak with the Entry Affairs Coordinator about another orientation and hopefully have more volunteers by Fall.

## **Liaison Reports**

**VATF- Bill D:** Bill reported that he met with Scott Kernan and hopes the VATF meetings will resume soon.

**H&I Liaison to CNCA – Karen B:** Karen reported that she attended the CNCA meetings in February, April and May. Her reports have included H&I's new ability to accept contributions online, that the H&I Committee is basing literature orders on the NorCal monthly contribution levels, and the upcoming General Meeting in June. She will have a table at the Summer Assembly August 11<sup>th</sup> and 12<sup>th</sup> in Fortuna. The Pacific Regional Forum will be held September 7<sup>th</sup> through 9<sup>th</sup> in San Jose. Online registration opens July 9<sup>th</sup>. On Saturday May 26, 2018 in Petaluma there was a Joint Communication Meeting featuring Bridging the Gap, the H&I Committee, and Public Information/Cooperation with the Professional Community Committee. The meeting was attended by delegations from both CNCA and CNIA BTG and PI/CPC committees. The goals for the meeting were: to connect with each other, understand service overlaps and boundaries, explore where we can pool our resources and better collaborate. She reviewed the comments and outcomes of the meeting and stated minutes would be available to anyone interested.

**H&I Liaison to CNIA – Vikki R:** (absent, no report)

**Bridging the Gap – CNCA - George X:** (absent) Kelly H reported that the Bridging the Gap Committee was pleased to devote their meeting time to the joint committee meeting last month. All participants agreed these types of meetings are important in promoting cooperation. The BTG Committee is planning its annual BTG Forum in the Fall. This is a free event with breakfast and lunch. Anyone interested in carrying the message is welcome to attend. They are voting to send a representative to the BTG weekend Westminster, Colorado in September. The

BTG Committee has the recordings of the BTG workshops which it will lend to H&I to copy for its digital library. It is also excited about the Sponsorship Service Proposal. BTG wants to collaborate with H&I on this proposal. CNCA has a pilot correspondence program, which may be voted on as a permanent service.

**Bridging the Gap - CNIA – Cindy A:** (absent, electronic report submitted) The CNIA BTG Committee is sponsoring a BTG training workshop in Auburn with information for new District Reps on how to get started, followed by training for 2018 volunteers on how to give presentations in Treatment and Corrections facilities. In Area 07, approximately one third to one half of Districts have active BTG Committees. She is working with the other Districts and some new enthusiastic BTG volunteers. She has been holding monthly conference calls for the various Districts' BTG Reps. These serve as sharing sessions for the large Area. It has been helpful to work on ideas; to have the better-established BTG Districts advise the newer committees; and to have Districts' input on how the Area can help. The next BTG conference call will be June 20<sup>th</sup> at 7pm. She welcomed any discussion topics from H&I.

**SoCal H&I Liaison – David B:** David reported the purpose of the committee in serving four General Service Areas. The Committee strives to distribute its funds to purchase AA literature, and provides direct support to the Spanish-speaking community. He invited anyone to attend any of the monthly SoCal Committee meetings, and he provided the meeting schedule and locations. The last SoCal H&I Conference garnered \$4,000 for literature. Literature is purchased through the Central Offices in order to support them. Distances are not as great in SoCal Committee, so the structure and manner of funding is different from the NorCal Committee.

**NorCal H&I Conference Committee-Lorraine M:** Lorraine reported that the H&I Conference Committee is an autonomous committee, with its own funding. David B, Lorraine M and Jeff L are listed as the "Steering Committee" due to IRS requirements. The Steering Committee insures that the H&I Conference goes on, that it moves from Area to Area, and that the funds are secure. Region 50 north may be a future site, and Areas 17 (Red Bluff) and 42 have expressed interest. Any Area may consider hosting a Conference. If so, please consider planning at least one year out to locate a facility and available lodging. An email will go out to all the Area Chairs.

## **Adjournment**

Karen C reminded everyone that the next General Committee Meeting would be held October 14, 2018 hosted by Area 52. The Committee thanked Area 81 for its efforts in hosting the meeting. The meeting adjourned at 3:22 with a moment of silence followed by the Responsibility Declaration.

In love and service,  
Melody T, Recording Secretary



NorCal H&I Committee  
Financial Report  
April 2018

	Apr 18	Dec '17 - Apr 18		Apr 18	Dec '17 - Apr 18
<b>Income</b>			02, Del Norte	0.00	223.17
Area Contributions	59,466.50	260,748.12	03, Siskiyou	138.07	734.07
Bounced Check fees	0.00	24.00	04, Humboldt	947.06	2,865.29
Processor Fees	-65.85	-108.90	11/12, Modoc/Lassen	53.84	504.45
<b>Total Income</b>	<b>59,400.65</b>	<b>260,663.22</b>	140, Spanish North Int	32.00	336.00
Income	59,400.65	260,663.22	16, Shasta	1,072.30	4,657.63
<b>Expense</b>			160, Spanish N Coast	42.00	430.24
Accounting	0.00	435.00	17/18, Tehama/Trinity	115.00	602.74
Bank Charges	3.00	-3.00	170, Spanish S Coast	45.00	192.00
Equipment & Fixed Assets	0.00	230.01	180, Spanish Central Int	55.90	752.06
<b>LITERATURE EXPENSE</b>			190, Spanish South Int	154.00	683.00
AAWS Books & Materials	35,000.00	190,000.00	21, Mendocino	596.57	1,405.69
AAWS Lit Distrib. & Supplies	306.89	1,939.25	22, Sonoma	4,275.09	21,874.72
Grapevine & LaVina	0.00	27,162.91	23, Lake	196.31	1,785.14
Grapevine Distrib & Supplies	0.00	4,923.80	31, Butte/Glenn	471.99	6,445.68
Meeting Directories	0.00	673.13	34, Placer	1,676.26	10,088.58
<b>Total LITERATURE EXPENSE</b>	<b>35,306.89</b>	<b>224,699.09</b>	36, Sierra/Nevada	918.09	3,881.74
NorCal Committee	191.43	1,704.44	42, Sacramento/Yolo	2,712.95	12,470.47
Office Supplies	12.86	194.93	43, El Dorado	621.06	4,795.05
Postage	0.00	118.89	44, Amador	40.77	825.28
Printing Costs	0.00	2,520.60	45, Sutter/Colusa/Yuba	77.46	484.14
<b>Total Expense</b>	<b>35,514.18</b>	<b>229,899.96</b>	51, Napa	3,038.74	8,201.08
<b>Net Ordinary Income</b>	<b>23,886.47</b>	<b>30,763.26</b>	52, Contra Costa	10,495.90	29,029.29
<b>Other Income/Expense</b>			53, Alameda	7,897.89	30,734.38
Other Income			54, Solano	1,734.22	7,385.06
Interest Income	14.90	69.20	61, Marin	3,623.22	22,448.42
<b>Total Other Income</b>	<b>14.90</b>	<b>69.20</b>	62, San Francisco	3,193.42	18,817.98
<b>Net Other Income</b>	<b>14.90</b>	<b>69.20</b>	65, San Mateo	3,204.22	13,327.21
<b>Net Income</b>	<b>23,901.37</b>	<b>30,832.46</b>	71, Santa Clara	8,378.07	33,795.61
<b>OPERATING ACTIVITIES</b>	<b>23,901.37</b>	<b>30,832.46</b>	72, Monterey	597.75	2,610.41
<b>FINANCING ACTIVITIES</b>			73, Santa Cruz	100.00	198.80
Wells Prudent Reserve Account	-8.63	-37.09	74, San Benito	240.74	967.63
<b>Net cash provided by Financing Activities</b>	<b>-8.63</b>	<b>-37.09</b>	81, Stanislaus	515.46	3,492.91
<b>Net cash increase for period</b>	<b>23,892.74</b>	<b>30,795.37</b>	82, San Joaquin	297.79	2,499.31
<b>Cash at beginning of period</b>	<b>136,938.68</b>	<b>130,036.05</b>	83, Tuolumne	141.69	1,551.44
<b>Cash at end of period</b>	<b>160,831.42</b>	<b>160,831.42</b>	84, Calaveras	105.59	509.99
			86, Merced	74.23	481.99
			91, Mariposa/Madera	230.00	874.05
			92, Fresno	1,129.79	5,220.10
			93, Tulare	226.06	1,699.99
			95, Kings	0.00	865.33
				<b>59,466.50</b>	<b>260,748.12</b>
Prudent Reserve = \$143,133.15					
Value of Literature on Hand = \$7,972.33					

**NorCal H&I Committee**  
**Financial Statement**  
May 2018

	May 18	Dec '17 - May 18		May 18	Dec '17 - May 18
<b>Income</b>			<b>02, Del Norte</b>	50.51	273.68
Area Contributions	46,604.09	307,352.21	<b>03, Siskiyou</b>	57.00	791.07
Bounced Check fees	0.00	24.00	<b>04, Humboldt</b>	336.86	3,202.15
Processor Fees	-106.23	-215.13	<b>11/12, Modoc/Lassen</b>	75.92	580.37
<b>Total Income</b>	<b>46,497.86</b>	<b>307,161.08</b>	<b>140, Spanish North Int</b>	13.20	349.20
<b>Income</b>	<b>46,497.86</b>	<b>307,161.08</b>	<b>16, Shasta</b>	719.44	5,377.07
<b>Expense</b>			<b>160, Spanish N Coast</b>	90.55	520.79
Accounting	0.00	435.00	<b>17/18, Tehama/Trinity</b>	20.00	622.74
Bank Charges	3.00	0.00	<b>170, Spanish S Coast</b>	95.44	287.44
Equipment & Fixed Assets	89.81	319.82	<b>180, Spanish Central Int</b>	46.00	798.06
Insurance	1,561.00	1,561.00	<b>190, Spanish South Int</b>	150.00	833.00
<b>LITERATURE EXPENSE</b>			<b>21, Mendocino</b>	176.38	1,582.07
AAWS Books & Materials	40,000.00	230,000.00	<b>22, Sonoma</b>	4,021.13	25,895.85
AAWS Lit Distrib. & Supplies	444.64	2,383.89	<b>23, Lake</b>	471.68	2,256.82
Grapevine & LaVina	0.00	27,162.91	<b>31, Butte/Glenn</b>	414.16	6,859.84
Grapevine Distrib & Supplies	0.00	4,923.80	<b>34, Placer</b>	1,193.83	11,282.41
Meeting Directories	100.00	773.13	<b>36, Sierra/Nevada</b>	509.68	4,391.42
<b>Total LITERATURE EXPENSE</b>	<b>40,544.64</b>	<b>265,243.73</b>	<b>42, Sacramento/Yolo</b>	2,828.27	15,298.74
NorCal Committee	355.55	2,059.99	<b>43, El Dorado</b>	776.92	5,571.97
Office Supplies	43.60	238.53	<b>44, Amador</b>	326.84	1,152.12
Postage	394.00	512.89	<b>45, Sutter/Colusa/Yuba</b>	130.81	614.95
Printing Costs	2,407.92	4,928.52	<b>51, Napa</b>	1,902.29	10,103.37
<b>Total Expense</b>	<b>45,399.52</b>	<b>275,299.48</b>	<b>52, Contra Costa</b>	5,245.01	34,274.30
<b>Net Ordinary Income</b>	<b>1,098.34</b>	<b>31,861.60</b>	<b>53, Alameda</b>	5,339.46	36,073.84
<b>Other Income/Expense</b>			<b>54, Solano</b>	956.80	8,341.86
Other Income			<b>61, Marin</b>	5,948.81	28,397.23
Interest Income	19.56	88.76	<b>62, San Francisco</b>	3,366.53	22,184.51
<b>Total Other Income</b>	<b>19.56</b>	<b>88.76</b>	<b>65, San Mateo</b>	2,102.54	15,429.75
<b>Net Other Income</b>	<b>19.56</b>	<b>88.76</b>	<b>71, Santa Clara</b>	3,589.99	37,385.60
<b>Net Income</b>	<b>1,117.90</b>	<b>31,950.36</b>	<b>72, Monterey</b>	751.76	3,362.17
<b>OPERATING ACTIVITIES</b>	<b>1,117.90</b>	<b>31,950.36</b>	<b>73, Santa Cruz</b>	137.50	336.30
<b>FINANCING ACTIVITIES</b>			<b>74, San Benito</b>	185.94	1,153.57
Wells Prudent Reserve Account	-12.16	-49.25	<b>81, Stanislaus</b>	775.85	4,268.76
<b>Net cash provided by Financing Activities</b>	<b>-12.16</b>	<b>-49.25</b>	<b>82, San Joaquin</b>	831.98	3,331.29
<b>Net cash increase for period</b>	<b>1,105.74</b>	<b>31,901.11</b>	<b>83, Tuolumne</b>	173.86	1,725.30
<b>Cash at beginning of period</b>	<b>160,831.42</b>	<b>130,036.05</b>	<b>84, Calaveras</b>	87.69	597.68
<b>Cash at end of period</b>	<b>161,937.16</b>	<b>161,937.16</b>	<b>86, Merced</b>	251.73	733.72
			<b>91, Mariposa/Madera</b>	189.75	1,063.80
			<b>92, Fresno</b>	1,374.07	6,594.17
			<b>93, Tulare</b>	686.33	2,386.32
			<b>95, Kings</b>	201.58	1,066.91
				<b>46,604.09</b>	<b>307,352.21</b>
<b>Prudent Reserve = \$143,145.31</b>					
<b>Value of Literature on Hand = \$8,354.31</b>					

**NorCal H&I Committee**  
**Financial Statement**  
June 2018

	Jun 18	Dec '17 - Jun 18		Jun 18	Dec '17 - Jun 18
<b>Ordinary Income/Expense</b>			<b>02, Del Norte</b>	0.00	273.68
<b>Income</b>			<b>03, Siskiyou</b>	99.53	890.60
<b>Area Contributions</b>	44,221.47	351,573.68	<b>04, Humboldt</b>	238.00	3,440.15
Bounced Check fees	0.00	24.00	<b>11/12, Modoc/Lassen</b>	79.07	659.44
Processor Fees	-82.40	-297.53	<b>140, Spanish North Int</b>	35.00	384.20
<b>Total Income</b>	<u>44,139.07</u>	<u>351,300.15</u>	<b>16, Shasta</b>	718.50	6,095.57
<b>Gross Profit</b>	44,139.07	351,300.15	<b>160, Spanish N Coast</b>	136.00	656.79
<b>Expense</b>			<b>17/18, Tehama/Trinity</b>	15.00	637.74
Accounting	0.00	435.00	<b>170, Spanish S Coast</b>	122.34	409.78
Bank Charges	0.00	0.00	<b>180, Spanish Central Int</b>	65.63	863.69
Equipment & Fixed Assets	69.99	389.81	<b>190, Spanish South Int</b>	0.00	833.00
Insurance	0.00	1,561.00	<b>21, Mendocino</b>	222.53	1,804.60
<b>LITERATURE EXPENSE</b>			<b>22, Sonoma</b>	2,654.94	28,550.79
AAWS Books & Materials	40,000.00	270,000.00	<b>23, Lake</b>	170.45	2,427.27
AAWS Lit Distrib. & Supplies	439.94	2,823.83	<b>31, Butte/Glenn</b>	3,843.38	10,703.22
Grapevine & LaVina	0.00	27,162.91	<b>34, Placer</b>	2,955.37	14,237.78
Grapevine Distrib & Supplies	0.00	4,923.80	<b>36, Sierra/Nevada</b>	383.22	4,774.64
Meeting Directories	0.00	773.13	<b>42, Sacramento/Yolo</b>	1,379.78	16,678.52
<b>Total LITERATURE EXPENSE</b>	<u>40,439.94</u>	<u>305,683.67</u>	<b>43, El Dorado</b>	1,498.16	7,070.13
NorCal Committee	542.26	2,602.25	<b>44, Amador</b>	75.54	1,227.66
Office Supplies	169.67	408.20	<b>45, Sutter/Colusa/Yuba</b>	53.78	668.73
Postage	107.20	620.09	<b>51, Napa</b>	789.89	10,893.26
Printing Costs	0.00	4,928.52	<b>52, Contra Costa</b>	3,788.94	38,063.24
<b>Total Expense</b>	<u>41,329.06</u>	<u>316,628.54</u>	<b>53, Alameda</b>	3,734.18	39,808.02
<b>Net Ordinary Income</b>	2,810.01	34,671.61	<b>54, Solano</b>	1,394.33	9,736.19
<b>Other Income/Expense</b>			<b>61, Marin</b>	5,127.14	33,524.37
<b>Other Income</b>			<b>62, San Francisco</b>	2,647.43	24,831.94
Interest Income	19.31	108.07	<b>65, San Mateo</b>	1,693.38	17,123.13
<b>Total Other Income</b>	<u>19.31</u>	<u>108.07</u>	<b>71, Santa Clara</b>	6,855.53	44,241.13
<b>Net Other Income</b>	<u>19.31</u>	<u>108.07</u>	<b>72, Monterey</b>	559.93	3,922.10
<b>Net Income</b>	<u><u>2,829.32</u></u>	<u><u>34,779.68</u></u>	<b>73, Santa Cruz</b>	0.00	336.30
<b>OPERATING ACTIVITIES</b>	2,829.32	34,779.68	<b>74, San Benito</b>	693.92	1,847.49
<b>FINANCING ACTIVITIES</b>			<b>81, Stanislaus</b>	602.95	4,871.71
Wells Prudent Reserve Account	-11.76	-61.01	<b>82, San Joaquin</b>	383.98	3,715.27
<b>Net cash provided by Financing Activities</b>	<u>-11.76</u>	<u>-61.01</u>	<b>83, Tuolumne</b>	61.00	1,786.30
<b>Net cash increase for period</b>	2,817.56	34,718.67	<b>84, Calaveras</b>	179.00	776.68
<b>Cash at beginning of period</b>	<u>161,937.16</u>	<u>130,036.05</u>	<b>86, Merced</b>	129.18	862.90
<b>Cash at end of period</b>	<u><u>164,754.72</u></u>	<u><u>164,754.72</u></u>	<b>91, Mariposa/Madera</b>	228.37	1,292.17
			<b>92, Fresno</b>	469.84	7,064.01
			<b>93, Tulare</b>	136.26	2,522.58
			<b>95, Kings</b>	0.00	1,066.91
				<u>44,221.47</u>	<u>351,573.68</u>
Prudent Reserve = \$143,157.07					
Value of Literature on Hand = \$7,438.82					

**NorCal H&I Committee**  
**Financial Statement**  
**July 2018**

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## PINK CANS

The Pink Cans are passed at meetings in Northern CA to provide funds which enable this committee to carry our message. If your meeting doesn't have a Pink Can, please contact the Literature Chair at [www.handinorcal.org](http://www.handinorcal.org) (or your local Area Chair) to get one.

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