

North County Area Institutional Committee (NCAIC)
North County H&I
May 18, 2019 Minutes

Meeting Called to Order

Michael

9:45am

Attending Michael H., Dani B., Jim R., Brigitte L., Paul, Don C., Chris S., Jack G., Jackson, Diana A., Evan

Minutes from April Meeting

Jack

Approved without change

Reports

Treatment

Jim

Some exciting things going on and special thanks to Don at the California Highlands. Requesting a panel for every week. Complete report follows.

New Member Liaison

Jim

18 members attended, 8 are looking for new panels. Great representation from Casa.

Treasurer

Diana

Book and literature orders are ahead of the annual budget. This cash flow is not sustainable. We are below our prudent reserve. Perhaps the online order form can be updated to offer a smaller quantity. Over half the facilities have received literature for this year. Need to refocus green cans to group.

Technology

Michael

Green can labels to the front page. The order form goes directly to the order person without intervention from the web person. Perhaps some method of updating the text message database. The text message service does not offer 1st, 2nd, 3rd options. Daily, weekly, monthly are the only options.

So Cal H&I Intergroup

Dani

So Cal meets tomorrow.

Sub-Committee Literature

Chris

Covered mostly during the treasurer report. Newcomer packet party after the meeting. Brigitte has offered to accept the Librarian position. The North County Meeting Schedule has changed and will no longer be updated quarterly. Some discussion on methods to provide updated schedules for facilities that do not provide internet access for the schedule on the NC Central Office web site.

Sub-Committee Technology**Evan**

The current Google Sheets is fragmented. Working on database solutions. Searching for a unifying solution and have created a list of requirements for the system. Have sampled a couple commercial volunteer coordination systems. Continuing research into options, more information next month.

Assistant Chair**Dani**

Jim R assisted with the ViewPoint article.

Chair – *(more info attached)***Michael H.**

Visited a couple facilities.

Old Business**Job Descriptions****Dani**

Still being updated.

Taxes**Chris**

2018 taxes have been filed as informational only by our attorney. Working on changing the fiscal year based on the calendar year.

Volunteer Appreciation**Michael**

The purpose of the volunteer appreciation is solely to foster a sense of community among the H&I members. The committee recommended unanimously to have this event. Michael suggested Dani spearhead the effort to get this going.

New Business**Close****11:10am**

Chairperson Report

May 2019 Report			
Date	Event	Outcome	Action Item
4-27-19	Interfaith Panel	Covered for Interfaith panel leaders	None
5-8-19	Intergroup	Reported financials, panel information	Next meeting bring green can labels and green cans
5-11-19	Technology subcommittee	Evaluated Volgistics against criteria provided by Evan	Meets all criteria but one
5-13-19	Shoreline	Participated as panel member at 2nd Monday 7pm Shoreline	Well attended panel

Treatment Chairperson Report

N.C. H&I TREATMENT CHAIRPERSON REPORT		
APRIL 20, 2019 — MAY 18, 2019		
EVENT	RESULT	ACTION
California Highlands Addition Facility 5-2-19	Attended the 1 st Panel meeting at this new facility. Don did a fantastic job with his opening and the vision of the panels for now and in the future.	

	Staff requested to expand the Panel's to weekly meetings which will starting in June.	
1 st Step House 5-5-19	Dropped off literature. Facility has been remodeled to provide more space for residences and staff.	
Esperanza 5-5-19	Dropped off literature and was given a tour of the facility. Great facility for meeting location for panels.	
Green Oak Ranch 5-13-19	Received new Panel coordinator Report for this facility. Plan to meet with Green Oak Ranch Staff and Ken Panel Coordinator to discuss how we are doing and future needs.	
Vista Jail 5-15-19	Dan is near the finish of his Panel Coordinator Report. Week 3 is the only missing data. Once complete we plan to set a meeting with Jail Staff.	
Brigette and Don will meet after today's Board Meeting and discuss Duties & Responsibilities.		