

**Southeast Texas Area (SETA) 67**  
**Correctional Facilities Committee (CFC) Monthly Meeting**  
**P.O. Box 925241, Houston, TX 77292-5241**

**Approved Minutes**

**CALL TO ORDER (Llame Pedir)** on 12/20/17 at 7:30 pm by Chris D at the Delta Club (6400 Westpark, Suite 355 Houston) with a moment of silence followed by the Serenity Prayer. All were welcomed. Approximately 18 members were in attendance.

**CHAIR REPORT (Coordinador Informe) – Chris D**

- Opening Remarks: Happy to be back as he had to miss last month's meeting.
- The Master Roster was circulated for corrections and/or updates.
- He made another request for the Subcommittee Chairs to email him their updated job descriptions. If no changes are needed to job descriptions do sent Chris D an email stating "No changes".
- He informed the Committee of the Delta Club's new location: 6401 Southwest Freeway, Suite 110 Houston, TX 77074. He facilitated a discussion on the SETA CFC meeting location options. The consensus was to move the SETA CFC monthly meeting with Delta. All were in favor.
- There was a unanimous vote to update the guidelines on literature request mailed in to SETA PO Box from County Jails. It was agreed on by the Committee that Larry L will handle literature requests for Harris County and Susan B will handle literature requests for Galveston County. It was agreed upon that such literature request be carried in by volunteers.
- Cindy M was nominated as 2018 SETA CFC Conference Chair and Roy E as the Alternate Chair. All were in favor. Roy E was nominated as Chair for the 2019 National CFC Conference; Amy E as Alternate Chair; Tammy Z as Treasurer; Larry L as Program Director and Joel G (SETA IT Chair) volunteer to help with website set up. All were unanimously voted in by acclamation.
- Please email agenda additions or corrections at least a week before upcoming SETA CFC meeting.

**ALT CHAIR REPORT – Roy E**

- He has been working with Clint Morris, TDCJ and NETA on getting a meeting in at the Duncan Unit in Dibol Texas. This unit is real close to the SETA NETA border so both Areas are going to try to get volunteers there each month. They may get two meetings a month. Roland and Roy volunteered to go into the Duncan Unit in Dibol. He stated that most of the other TDCJ units have meetings and are in need of volunteers at those units as well.
- He discussed the Final National Corrections Conference Report. At the final meeting of the Advisory Council they ended up with an excess of \$8285.00 and the Committee voted to pass it on to Maine. Maine asked for only \$4000.00 in seed money and suggested the remaining \$4285.00 be transfer to Texas for the 3<sup>rd</sup> Annual National CFC Conference. SETA CFC will need to set up a separate bank account for the funds. As mentioned in the Chair report above the primary Committee for the 3<sup>rd</sup> Annual Corrections Conference 2019 has been set up to handle the new account. All agreed to focus much attention to this year's 2018 SETA CFC Conference then begin the planning on the 3<sup>rd</sup> Annual National Conference.
- He is currently looking for good CFC speakers, panel presenters and workshop ideas.

**SECRETARY'S REPORT (Revision Minuto) – Diane M;** (Note, previous Minutes are posted on the SETA CFC website aa-seta.org)

November's Minutes were unanimously approved. The Master SETA CFC Roster was passed around and will be updated. Minutes shall be sent to Cindy M, IT Chair, to update the SETA website. Committee Chair reports should be sent via email.

**TREASURER'S REPORT (Informes de Tesorero) – Amy E;** absent (Note, detailed financial reports are on the SETA CFC website aa-seta.org)

November's Treasurer Report was unanimously approved.

**OLD BUSINESS (Negocio Viejo)**

- Still waiting for 3 Committee Chairs to review and submit suggestions on the SETA CFC job descriptions – Chris D. Only 3 Reports are lacking.
- Updating the Correspondence and Pre-Release data base.

**NEW BUSINESS**

- Set up of a separate bank account for the \$4285.00 seed monies for the 2019 National Corrections Convention

**LITERATURE REPORT – Larry L** December’s book order was unanimously approved.

Committee approved purchasing \$1,000 and \$500 for back issues of Grapevines and La Vinas, respectively. Roy E will make the purchases and bring the magazines to the January 2018 Committee meeting.

Count:	Ordered by:	Total
1	Mike W	\$683.00
2	Larry L	\$1,097.20
3	Roy E	\$621.60
4	Grapevines	\$1,000.00
5	La Vinas	\$500.00
	<b>Total</b>	<b>\$3,901.80</b>

**CORRESPONDENCE/PRE-RELEASE (Correspondence y Ante-Release)-Open Position – Tammy Z**

November 2017

Row Labels	Count of INMATE	
<b>Female</b>		21
Correspondence	12.00	Corr → 15
Correspondence & Lit	3.00	Lit → 8
Lit	5.00	Pre → 1
Pre-Release	1.00	
<b>Male</b>		14
Correspondence	5.00	Corr → 7
Correspondence & Lit	2.00	Lit → 9
Lit	6.00	Other → 1
Lit & NA info	1.00	
<b>Grand Total</b>	<b>35.00</b>	

Volunteers:

Female → 29, 20 to give letters

Male → 18, 8 to give letters

Tammy Z agreed to step in during the intern. The new incoming SETA CFC Correspondence Chair, Martin M was in attendance. Much Discussion on the Chair’s duties. The key was passed along to him along with the mail from the SETA CFC PO Box. He was encouraged to call if he had any questions or needed assistance.

**BLUE CAN (Contenedor Azul)-Richard D;**

Blue Can donations for the month was \$5817.46. Thank you cards from inmates at the Walls unit shall be sent to Groups that contribute to the Blue Cans. He had Blue Cans available. Also in the works is a calendar display of the cards.

**INFORMATION TECHNOLOGY (Tecnologia de la informacion) - Cindy M;**

The SETA CFC website has been updated. Great job Cindy

**SPANISH LIASONT – Luis P;**

He stepped up as the Spanish Liaison for the upcoming SETA CFC Convention. He stated that he will keep the 4 Spanish District in the Area informed. Districts 63, 64, 65 and 66.

**GRAPEVINE (GV) – Roland R;**

He was attending the Area GV Committee meeting to gather information to bring back to SETA CFC monthly meeting at the Delta Club.

7<sup>th</sup> Tradition basket = 28.00

**ADJOURNMENT (Aplazar):** Meeting closed with the Responsibility Statement with a thank you for all who attend

**UPCOMING EVENTS/ANNOUNCEMENTS/ATTACHMENTS**

SETA CFC Monthly meeting, Jan 17 7:30 pm at the Delta Club 6401 SW Freeway, Site 110 Houston, TX 77074

56<sup>th</sup> Annual SETA Convention, Jan 19-21, 2018 Holiday Inn; Beaumont TX