

CoDA Service Items

Motion Key: 4947 **Number:** 17246 **Item Type:** MOTION **Date:** 11/9/2017

Vote: UNANIMOUS

Committee: Board

Member Names: conni@sossolutions.org

Subject: Finance Chair Request

Board #:

Description:

Mary made motion that Finance Chair be given view only access to QB, PayPal, Giving Wise, National Bank of Arizona, Chase and Eventbrite. Salle seconded. Approved unanimously.

Intent:

Remarks:

Motion Key: 4948 **Number:** 17247 **Item Type:** MOTION **Date:** 11/9/2017

Vote: DEFEATED

Committee: Board

Member Names: conni@sossolutions.org

Subject: chair of WCC, money to attend an event

Board #:

Description:

Madeline made a motion to give Mike, the chair of WCC, money to attend an event in California and pay for gas and one night at the hotel so he can reach out to the Hispanic community in California and Mexico. Purpose is to connect with the Hispanic international community." Mary seconded

Discussion – Mike wants to learn how SoCal has been so successful in this area. WCC purpose is not defined and not sure this is part of what they as a committee should be doing. Linda stated that there are WCC members who reside in the community where the event will take place who can represent the WCC.
VOTE – 1 in favor, 3 against, motion fails.

Intent:

Remarks:

Motion Key: 4949 **Number:** 17248 **Item Type:** MOTION **Date:** 12/14/2017

Vote: UNANIMOUS

Committee: VEI

Member Names: conni@sossolutions.org

Subject: Consent Agenda

Board #:

Description:

Consent Agenda

Motions to be approved:

1. To have the bookkeeper be added to the checking account; permitted to write checks -checks over \$1,000, bookkeeper to notify treasurer via email, and treasurer acknowledge approval.
2. To have all board members as users on MS365, cost approximately \$4 month per person.
3. To have TMC Chair respond to St. Petersburg letting them know their translation process is on hold, because of possible conflict of interest with groups in the area and that they will be referred to the Issues and Mediations Committee (IMC) for assistance. Their translation request will continue based upon IMC recommendations.
4. Minutes: November summary and minutes as amended.

Madeline made a motion to accept the consent agenda as amended. Linda seconded. Approved.

Intent:

CoDA Service Items

Remarks:

Motion Key: 4950 **Number:** 17249 **Item Type:** MOTION **Date:** 12/14/2017

Vote: UNANIMOUS

Committee: Board

Member Names: conni@sossolutions.org

Subject: Accept definition of workgroup

Board #:

Description:

Accept definition of workgroup - What is a work group? This definition was put forth for approval:

Work groups are created to encourage greater involvement in the decision-making process, by inviting three or more people to participate in deliberations for a specific amount of time, concerning a specific issue. Participants may include standing committee members, trustees and other individuals who have experience and/or passion regarding the issue. Work groups exist for a limited time although in some cases they may be ongoing, with rotation of membership. Work groups create no binding motions or minutes. As elsewhere in CoDA, the group conscience process is the basis of deliberation.

Currently and in the past, work groups have been used for:

1. Work within a committee for a specific task (e.g., Outreach, to create 2 service pamphlets)

2. Board work groups such as the legal and website work groups

Mary made a motion to accept the definition of a work group as presented. Linda seconded. Approved.

Intent:

Remarks:

Motion Key: 4951 **Number:** 18200 **Item Type:** MOTION **Date:** 1/11/2018

Vote: UNANIMOUS

Committee: Board

Member Names: conni@sossolutions.org

Subject: Consent Agenda

Board #:

Description:

Consent Agenda

1) December Minutes

2) December Summary – with amendments

3) Motions to be approved:

a. Anything on the CoDA Website can be considered CoDA-approved; many of the items are also Conference-endorsed.

b. Email blast asking members to join the CoDA - structural analysis workgroup.

c. Repeal 2014 motion #14056 from SPO and to have the TMC send Spanish translated manuscripts directly to the Board in future. The Board will then pass those documents along to CoRe, to be published.

d. Add a policy that CoDA does not allow copying of CoDA endorsed literature, excepting those pamphlets that are available for download. (This needs be added to the FAQ's on the website)

4) Chase Bank balances

5) Committee Reports

Mary made a motion to accept the consent agenda as presented. Salle seconded. Approved unanimously

Intent:

Remarks:

Motion Key: 4952 **Number:** 18201 **Item Type:** MOTION **Date:** 2/8/2018

Vote: UNANIMOUS

CoDA Service Items

Committee: Board

Member Names: conni@sossolutions.org

Subject: Consent Agenda

Board #:

Description:

Consent agenda for February

1. Motions

2. Move that the Board foster a sense of community wherever it meets in a face to face setting.

o Comment: In Phoenix, in April the Board could host and pay for a room rental in Tempe, or some place with adequate parking that allows food to be brought in by the local Fellowship. The Board could provide a long sub sandwich from Subway or sandwiches from Costco, as part of its contribution. Linda and Jen's action item.

3. Move that we transfer \$50,000.00 from the Arizona bank to our Chase savings account

o Comment: Do this to increase CoDA's rate of return. Salle and Mary's action item.

4. Move that the contingency fund be designated as 70% for face to face support and 30% for other needs.

o Intent: To ensure that funding is available if a committee needs to have a face to face meeting outside of the set rotation, as well as to cover other unforeseen expenses.

Comment: This fund is for out-of-budget items. The majority of it is believed to be needed for face to face committee meetings out of the normal rotation. Mary and Salle's action item.

Mary made a motion to accept the consent agenda as amended. Salle seconded. Approved.

Intent:

Remarks:

Motion Key: 4953

Number: 18202

Item Type: MOTION

Date: 3/14/2018

Vote: UNANIMOUS

Committee: Board

Member Names: zach@sossolutions.org

Subject: Consent Agenda

Board #:

Description:

Motions that were approved

1. Accepted January and February minutes as amended.

2. Motion to accept Matt T as new Board member. Intent: to fill the vacancy left by Madeline leaving.

3. Motion to create email address for new Board member Matt T (boardatlarge1@codalarge.org)

4. Motion that CoDA, Inc. pay the Email List Coordinator for up to 20 hours of work to label or tag the audio recordings of the 2017 CoDA Service Conference, in much the same manner as the different parts of a music recording are identified as different tracks so that those who wish to listen may, in future, locate specific motions or reports without having to plow through untagged/undifferentiated hours of recordings.

5. Motion that the Board pay up to \$80 for the following program, <https://dbpoweramp.com/> so that the CoDA Email List Coordinator can tag the audio stream of the 2017 CSC.

6. Motion to add to FAQs and advise SSC of this new point: Question: Can I copy CoDA endorsed literature? Answer: CoDA does not allow copying of CoDA endorsed literature, excepting those pamphlets that are available for free download.

7. Motion to request that the Chairs join together to post items on the Meeting List.

8. Motion to send a memo concerning SOS to clarify its role to the Fellowship.

9. Motion to make a change on the Meeting Materials Page, moving all links to downloadable/printable materials under one heading, to give greater prominence to the free downloads.

10. Motion that the Board republish the recruitment message below. First published in 2016, we would have it appear four times yearly, each March, July, August and September, with item #9 in bold as suggested.

CoDA members - Please consider doing service with the CoDA Board of Trustees.

The board has so many things they would like to accomplish; however, we are limited with a board of five. We are in need of people who have a few hours a week (around 10 hours coming up to CSC). Here are the requirements:

a. Working knowledge of the Twelve Steps and Twelve Traditions of CoDependents Anonymous.

b. Willingness and availability to serve the Fellowship through major service projects.

CoDA Service Items

- c. Demonstration of skills and abilities while doing CoDA Service for two or more years.
 - d. Understanding and experience of the group conscience process.
 - e. Courage to express oneself and the ability to listen and communicate effectively with others.
 - f. Dedication and commitment to the health of CoDA.
 - g. Desire to carry the message to the still suffering codependent.
 - h. Skills and experience necessary for the Board of Trustees to fulfill its legal and fiscal responsibilities to the Corporation.
 - i. Attendance at a previous CSC.
- If you are interested, please drop an email to us and we will help with the process. Please consider doing this valuable service!

10. Motion to make a change on the Meeting Materials Page, moving all links to downloadable/printable materials under one heading, to give greater prominence to the free downloads.

11. Bank Report from Treasurer:

We have about \$120,000 to \$125,000 in the Arizona bank

Chase Checking, End Balance: \$134,750.85

Chase Savings, End Balance: \$60,103.77

Total Assets: \$194,854.62

Mary made a motion accept the consent agenda as amended. Linda seconded. Approved.

Intent:

Remarks:

Motion Key: 4954 **Number:** 18203 **Item Type:** MOTION **Date:** 4/13/2018

Vote: UNANIMOUS

Committee: Board

Member Names: zach@sossolutions.org

Subject: Consent agenda

Board #:

Description:

1. Approval of March minutes
2. Cancel Board Meeting of 4/11 due to face to face that weekend, April 13-15th
3. Create post reminding Committees to set up their respective Policies and Procedures Manuals, as a means to recruit new members.
4. Move to post only Board Minutes in the future, eliminating the Summary. Minutes will be submitted to the Board within 7 days of the Board meeting; Board will have 4 days to review and vote. Minutes will be posted within 16 days of Board meeting.
5. Move that Mary research various professional translation services to get pricing for translating and proofing Spanish literature.
6. Welcome Don B/SoCal to the Board as an Alternate Trustee.
7. Secretary's Report – On March 8th Jen sent out a message to Chairs titled 'Committee Volunteer Recruitment - help us to help you.'; Reminder of CoDA's copyright sent to group regarding contents of its daily emails.
8. Treasurer's report
JP Morgan Chase Checking: \$151,657
JP Morgan Chase Savings: \$ 60,106
National Bank of Arizona: \$160,500
Total Assets: \$372,263
8. Chairs' reports from March Chairs Forum - circulated.

Mary made a motion to accept the Consent Agenda. Matt seconded. Approved unanimously.

Intent:

Remarks:

Motion Key: 4955 **Number:** 18204 **Item Type:** MOTION **Date:** 4/14/2018

Vote: UNANIMOUS

Committee: Board

Member Names: zach@sossolutions.org

Subject: DAA

Board #:

Description:

Mary made a motion that the DAA from Quebec, Canada be denied use of the CoDA logo and be denied the right to produce and sell CoDA literature. Salle seconded. Approved unanimously.

CoDA Service Items

Mary to work with Don to send a Cease and Desist letter to DAA.

Intent:

Remarks:

Motion Key: 4956 **Number:** 18205 **Item Type:** MOTION **Date:** 4/14/2018

Vote: UNANIMOUS

Committee: Board

Member Names: zach@sossolutions.org

Subject: Website Consultant

Board #:

Description:

Discussed finding a company to provide some quality management as the website is built, to insure that all necessary elements are in place.

Mary made a motion to research the cost of obtaining a consultant to advise the Board concerning the quality management of the website development and maintenance phases. Intent is to insure objective oversight by the Board for up to six months after launch date. Salle seconded. Approved unanimously.

Intent:

Remarks:

Motion Key: 4957 **Number:** 18206 **Item Type:** MOTION **Date:** 4/15/2018

Vote: UNANIMOUS

Committee: Board

Member Names: zach@sossolutions.org

Subject: Host city motion

Board #:

Description:

Mary moved to designate a budget for the CSC host community to come from the Board's Contingency fund, up to \$1,500. This is a one-time expense that will become a line item in the Board's future budgets. Salle seconded. Discussion. This will be effective solely going forward. Approved unanimously.

Intent:

Remarks:

Motion Key: 4960 **Number:** 18207 **Item Type:** **Date:** 4/15/2018

Vote: UNANIMOUS

Committee: Board

Member Names: zach@sossolutions.org

Subject: Board donate

Board #:

Description:

Mary moved that the Board donate \$500 to the last 2 CSC hosting cities, to partially reimburse them for their expenses in hosting the CSC. Salle seconded. Remarks: the Board became aware, during its April 15th face to face meeting, of the significant financial outlay for the CSC on the part of the host city fellowship and wanted to make a donation in good faith for the past 2 years and to address this situation going forward. Approved unanimously.

Intent:

Remarks:

CoDA Service Items

Motion Key: 4961 **Number:** 18208 **Item Type:** MOTION **Date:** 5/9/2018

Vote: UNANIMOUS

Committee: Board

Member Names: zach@sossolutions.org

Subject: Consent agenda

Board #:

Description:

*Approval of April Face to Face Minutes
Motions

1. Move that a Board member have access to the motions database to be able to do quick fixes ourselves.
2. Move that the change to the H&I description in the FSM be approved, per their request, to 'the purpose is to carry the message' replacing 'the purpose is to serve to carry the message'.
3. Chairs Forum April Committee reports circulated
4. VEI Decision – CoDA Literature Committee rejected the Colorado Voting Entity Issue's proposed addition of a new Low Self-esteem Pattern, "Codependents often guess at what normal is" to the Patterns and Characteristics of Codependents. (Motion Key: 4901, Number: 17028)

Mary made a motion to accept the consent agenda as presented. Salle seconded. Approved.

Intent:

Remarks:

Motion Key: 4962 **Number:** 18214 **Item Type:** MOTION **Date:** 7/10/2018

Vote: UNANIMOUS

Committee: Board

Member Names: zach@sossolutions.org

Subject: Consent Agenda

Board #:

Description:

*Minutes for face to face meeting, June 8th through the 10th, 2018

Motions:

1. Motion to pay hourly rate for hotel to obtain meeting room for Friday, 6/10/18, at start of Board's second F2F.
2. Motion to contract with 2 bilingual Spanish translators to work on translating current literature/paid per project
3. Motion that Spanish Outreach become a work group. Intent: to follow the in force motion that defines a committee as minimum two people. Remarks: SPO for many months has not had any committee members, only a chair. The chair has been contacted about the need to have members, and to have meetings and minutes - to no avail. Reverting to workgroup status will allow time for the committee to be reformed. There will be no financial funds for attendance at CSC, as there is no functioning committee.
4. Move to distribute letter to meeting contacts and delegates concerning new process for CSC approval of VE literature. Intent: To advise the fellowship of the new process for literature to be proposed for CSC endorsement that comes directly from voting entities or intergroups where no VE exists.
5. Treasurer's Report/Bank Balances: JP Morgan Chase Checking: \$170,056.19
JP Morgan Chase Savings: \$120,127.25
National Bank of Arizona: \$100,528.69
TOTAL ASSETS: \$390,712.13
6. June Committee Reports

Consent Agenda approved unanimously.

Intent:

Remarks:

Motion Key: 4963 **Number:** 18210 **Item Type:** MOTION **Date:** 6/8/2018

Vote: UNANIMOUS

Committee: Board

Member Names: zach@sossolutions.org

Subject: Consent Agenda

Board #:

Description:

1. Motion to approve the final, corrected version of the Minutes of the Board's May meeting.
 2. Motion to reimburse web developers.
 3. Move that the Board arrange for paid secretarial hours to order books and respond to inmates' letters for the H&I Committee, per the request of the H&I Chair.
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CoDA Service Items

- 4. Secretary's Report
- 5. Treasurer's Report - JP Morgan Chase Checking: \$157,328.04
JP Morgan Chase Savings: \$120,199.62
National Bank of Arizona: \$100,523.10
TOTAL ASSETS: \$377,970.76
- 6. Chairs' reports from May Chairs Forum

Mary made a motion to accept the Consent Agenda as presented. Linda seconded. Approved.

Intent:

Remarks:

Motion Key: 4964 **Number:** 18211 **Item Type:** MOTION **Date:** 6/8/2018

Vote: UNANIMOUS

Committee: Board

Member Names: zach@sossolutions.org

Subject: translating our current CODA literature into Spanish and proof our existing Spanish CODA literature.

Board #:

Description:

Mary made a motion to contract with two bilingual Spanish/English applicants to work on translating our current CODA literature into Spanish and proof our existing Spanish CODA literature. Linda seconded. The motion was approved unanimously.

Intent:

Remarks:

Motion Key: 4965 **Number:** 18212 **Item Type:** MOTION **Date:** 6/8/2018

Vote: UNANIMOUS

Committee: Board

Member Names: zach@sossolutions.org

Subject: Netherlands sign a Translation Agreement and Copyright Assignment

Board #:

Description:

Mary made a motion that the Netherlands sign a Translation Agreement and Copyright Assignment that will give them the rights to 100 copies of the Workbook for sale, without royalty. Linda seconded. The motion was approved unanimously.

Intent:

Remarks:

Motion Key: 4966 **Number:** 18213 **Item Type:** MOTION **Date:** 6/9/2018

Vote: UNANIMOUS

Committee:

Member Names: dominic@sossolutions.org

Subject: Policies and Procedures manual

Board #:

Description:

Mary made a motion to accept the changes that were made by the Board in its review of the Policies and Procedures manual. Salle seconded. The motion was approved unanimously.

Intent:

CoDA Service Items

Remarks:

Motion Key: 4967 **Number:** 18215 **Item Type:** **Date:** 8/8/2018

Vote: UNANIMOUS

Committee: Board

Member Names: conni@sossolutions.org

Subject: Consent Agenda - August 2018

Board #:

Description:

*Minutes for July 11, 2018 Board meeting

Motions

1. The Board moves to create a trial program, providing one \$500 loan to each of two Voting Entities, to establish a publishing start up for CoDA literature in translation.

Intent: To assist Voting Entities or upcoming VEs to begin to publish CoDA endorsed literature that they have translated to their language. To help spread recovery.

Remarks: This trial will require a repayment plan that will begin 6 months from first published items, amount per month to be determined. To qualify for the trial program, a signed contract with the full signature of the chair of the publishing committee and proof that the majority of meetings covered by the translation have been in existence for a minimum of two years will be required.

2. Move that the phone list template found in the FSM be amended to include the following statement at the bottom: This list is for the use of CoDA members in order to aid in recovery. It is not meant to be used as a way to group text, send ads, or anything other than enhance our personal recovery. (Next step: send to SSC to add to the FSM's phone list template)

3. Move that every Office 365 account also have a phone line, to be paid for by CoDA Inc.

4. Approve the following four expenses for website developer:

a. Email signup - 2 hour @ \$90/h, for adding list item to <http://coda.org/index.cfm/emailsSignup/>

b. Email signup CGI - 2 hour @ \$90/h, only if needed.

c. Area contacts – Expenditure will depend on how many contacts need updating and what amount of information needs to be added to the database- approximately 5-15min per record

d. Add checkmark field to - 30m-1h @ \$90/h <http://locator.coda.org/index.cfm?page=meetingForm.cfm&re=reg>

Remarks: These are expenses for extras needed, specifically about the email lists, the email list pop up, adding: the meeting contact list, the check box for the privacy statement and the terms of use. The cost of turning the area contacts into a usable list, and of updating what Joan has collected that we couldn't correct (about \$5 per record)

e. Hire an outside consultant to advise the Board on its web needs. What does the Board need to know, to adequately supervise that development?

5. Treasurer's Report/Bank Balances

JP Morgan Chase Checking: \$183,998.14

JP Morgan Chase Savings: \$120,135.67

National Bank of Arizona: \$100,529.15 +/- .05%

Total Assets:

\$404,662.96

6. July Committee reports

Salle made a motion to pass the consent agenda as presented. Linda seconded. Approved.

Intent:

Remarks:

Motion Key: 4968 **Number:** 18216 **Item Type:** MOTION **Date:** 9/12/2018

Vote: UNANIMOUS

Committee: Board

Member Names: conni@sossolutions.org

Subject: Consent Agenda - September 2018

Board #:

Description:

*Minutes for September 12, 2018 Board meeting

Motions

1) Move we send out a plea, asking people, either bilingual or Spanish speaking-only, to join SPO.

2) Pay a CoDA member to insert a button directing folks to CoDA's unsubscribe page to cover over email-inserted unsubscribe prompts, as those can lead to labeling of CoDA emails as spam.

3) Withdraw Board motions 5 & 6 amending turnaround time for VE-presented literature

4) Withdraw Board Motion 3

5) Resubmit motion #17029, withdrawn in 2017, to insure the CoDA Service Conference and International CoDA Convention are held separately, with no overlap. This will be Board Motion 6, submitted late, for the 2018 CSC.

6) Move that the Board's Policy and Procedures Manual as well as its Minutes be posted in one, publicly accessible area that is clearly labelled.

CoDA Service Items

- 7) Move that as of Sept. 30, the Spanish Outreach workgroup (SPO) become a committee again. Intent: To restore committee status, as the committee now has sufficient members.
- 8) Move to limit any visitor issue to 5 minutes of their presentation of the issue. Intent: So as not to interfere with our ability to get work done. Comment: Visitors are encouraged to submit questions or concerns in writing ahead of time so that the 5 minutes can be used wisely.
- 9) Move that CoDA create two additional phone lines, one for texting in English and the other for texting in Spanish, at a cost of \$117.12 per year, to allow Cphone and SPO to reply to text messages as such. (Note: price shown covers two lines)
- 10) Pay the translators \$28 per hour for final proofing of items to print.
Intent: to address the final step in literature production

11) Treasurer's Report/Bank Balances
JP Morgan Chase Checking: \$190,107.29
JP Morgan Chase Savings: \$120,143.83
National Bank of Arizona: \$100,529.15
Total Assets: \$410,780.27

12) July Committee reports

Mary made a motion to pass the consent agenda as presented. Salle seconded. Approved.

Intent:

Remarks:

Motion Key: 4969 **Number:** 18217 **Item Type:** MOTION **Date:** 9/12/2018

Vote: UNANIMOUS

Committee: Board

Member Names: conni@sossolutions.org

Subject: CSC Chairs Meeting

Board #:

Description:

Mary made a motion that the Board of Trustees, as a unit, attend the Chairs Meeting at CSC on Monday. Salle seconded. Approved unanimously.

Intent:

Remarks: