

Guidelines for a rotation for funding face to face (F2F) CoDA Committee meetings.

Introduction

The plan is to fully fund at least four committees each year to have a face to face committee meeting on a rotating basis. This plan will be overseen by a 2x2 committee of the Board and Finance Committee (F2F 2x2). The Chairs Forum established the initial rotation order

Responsibilities of the Committees and Chairs

- 1) Each committee will include a list of committee members and where they are from when they submit their annual budget.
- 2) Each committee needs to submit a budget annually. Only committees scheduled for a F2F need to include \$ for F2F, submitted to finance committee at least 30 days before CoDA Service Conference (CSC).
- 3) Chair submits an "Application-Financial Meeting Approval Form" (Application-FMAF) due January 31, of the year they are scheduled to have a F2F. The Application-FMAF includes projected F2F budget, location, & objectives of F2F as it relates to committee goals and objectives. If Application-FMAF F2F budget is more than \$500 over budget requested in preparation for CSC, reasons for the increase are to be clearly noted.
 - a. It is suggested that at least the first 2 committees in the following year's rotation consider submitting a potential Application-FMAF to take advantage of funds that may become available due to scheduled committees not having F2F meetings in the current year.
- 4) Committee chair then provides a Confirmation-FMAF in accordance with Expense Reimbursement Approval Procedure (ERAP) recommended to be submitted 1-2 months before F2F.
- 5) Committee has F2F
- 6) Chair submits Completion-FMAF in accordance with ERAP highlighting any changes or unexpected expenses from the Confirmation-FMAF as soon after the F2F as possible.

Process

1. Face to face Finance and Board 2x2 (F2F 2x2)
 - 1) receives Application-FMAF from chair
 - 2) determines if funds are available

Funds available decision matrix			
		Is committee Scheduled? Yes	Is committee Scheduled? No
Is approved budget in line with Application-FMAF?	Yes	Approved	N/A (If not scheduled, then not planned for in budget)
	No	Approved if additional funds are available.	Approved if funds are available.

Sources of additional funds:

- a. from committees that have relinquished their F2F for current year,
- b. from committees whose F2F was under planned or allotted budget, and /or
- c. unused contingency money in the budget allotted to face to faces.

- 3) Communicates decision to committee, board, finance committee, & bookkeeper.
 - 4) If scheduled committees do not submit an Application-FMAF or additional dollars are available, F2F 2x2 will notify during the first quarter the next year's committees of the opportunity to apply for a F2F.
 - 5) Maintains rotation schedule and notifies all committees of their position at least 90 days before CSC.
2. Chair must apply for F2F with a "Application-Financial Meeting Approval Form" (Application-FMAF) by January 31, in year of F2F. The Application-FMAF form requires projected budget, location and objectives of F2F as it relates to committee goals and objectives.
 3. Confirmation-FMAF will be submitted (recommended 30-60 days) prior to the F2F. (No advances can be approved until the Confirmation-FMAF is received.)
 4. A committee can ask the F2F 2x2 to review a decision. If resolution is not reached, the committee can take it to the committees that the 2x2 represents (Finance and Board).

Policies

1. Committees must have a functioning chair to be awarded F2F funds.
2. F2F travel expenses are posted to committee's budget as it is spent.
3. No committee will be forced into another year when or if another committee doesn't have their F2F during their assigned year.
4. If committee doesn't apply by January 31, their F2F slot will be opened up so another committee can move up and apply. Preference will be given to committee(s) next in the order of the rotation.
5. Also includes "Responsibilities of the committees and chairs" listed above.

Scheduling and Rescheduling F2F

1. If committee doesn't have F2F in year they are scheduled, they are moved to end of the following year's rotation only if another committee is able to fill their slot & have a F2F, otherwise they move to the end of the year after that. Committees without an active chair by January 31, of the year they are scheduled to have a F2F will be moved to the end of the year after the following year.
2. If committee decides not to have a F2F in year scheduled, all committees in the next year's rotation will be invited to apply for those funds with top of list given preference.
3. When a committee has a F2F, they move to the bottom of the list.
4. If a committee has a subgroup F2F, that will count as their scheduled F2F in their rotation year. If a committee has more than one subgroup meeting in that year, the timing of the first subgroup will be used to determine their next placement in the rotation.
5. When committees have their F2F, or relinquish their F2F, determines when they are placed on the rotation list. (A committee with F2F in Jan is ahead of a committee with a F2F in June at bottom of list.)
6. In the event that the four most expensive committees are in the same year, each committee will be given the opportunity to volunteer to wait a year.

Exceptions

1. The CoDA Board will budget for their own F2F(s).
2. Issues & Mediation Committee (IMC) will have funds available if they need them for working through a mediation in addition to being in rotation.
3. Events may budget for a site visit for two people each year in addition to being in rotation.

4. Some additional funds will be budgeted to allow for:
 - 1) an “emergency” F2F by a committee not scheduled.
 - 2) additional members joining committees scheduled.
 - 3) 2x2 work groups that may be formed may apply for F2F if funds are available.
 - 4) a contingency F2F by a committee not scheduled.

Face to Face time line:

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| 90 before CSC – | Committees are notified of their position in rotation order |
| 30 before CSC – | Committees submit Budgets to Budget@coda.org |
| CSC | Budget is approved for following calendar year |
| January 1 – | Start of new budget |
| By January 31 – | Application-FMAF due from committees scheduled to have F2F in that year |
| ASAP – | Scheduled committees are notified of approval of Application-FMAF |
| By March 31 – | Committees scheduled for following year are notified if funds are available |
| 60-30 before F2F – | Confirmation-FMAF is due (changes to Application-FMAF plus agenda) enables advances to be processed |
| F2F held | |
| ASAP after F2F – | Completion-FMAF is due (changes to Application & Confirmation-FMAF plus actual agenda and any unexpected expenses/circumstances) enables ERRs to be processed |

Glossary of Acronyms

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| 2x2 | – | workgroup consisting of two members from two different committees &/or Board formed to accomplish a specific task. |
| ASAP | – | As Soon As Possible |
| CSC | – | CoDA Service Conference |
| CoDA | – | Co-Dependents Anonymous, Inc. |
| ERAP | – | Expense Reimbursement Approval Procedure |
| F2F | – | Face to Face meeting |
| F2F 2x2 | – | Workgroup consisting of two members of the Finance Committee and two members of the Board tasked with overseeing these guidelines. |
| FMAF | – | Financial Meeting Approval Form (submitted three times as Application, Confirmation, and Completion.) |