

# CoDA Service Items

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**Motion Key:** 5017                      **Number:** 18223                      **Item Type:** MOTION                      **Date:** 11/3/2018

**Vote:** UNANIMOUS

**Committee:** Board

**Member Names:** Don

**Subject:** Consent Agenda for November Board Meeting

**Board #:**

**Description:**

Consent agenda for approval

- a) Board Motion to add Local conference people to CSC Prep Work Group
- b) Board Motion to approve October 2018 minutes for posting to the website.

c) Treasurer's Report/Bank Balances  
JP Morgan Chase Checking: \$ 205,999.84  
JP Morgan Chase Savings: \$ 120,151.20  
National Bank of Arizona: \$ 100,531.52  
Total Assets: \$ 446,682.56

d) Committee reports

\*Outreach Report – Nancy O as new Liaison to the Outreach Committee has been welcomed by the Chair added to their email stream. Nancy will be attending their next meeting which will be on Nov. 18, 2018 at 6:00 PM Atlantic Time. They meet

once a month every third Sunday at this time.

\*H&I Report – Nancy O as new Liaison to the H & I Committee has been welcomed by the outgoing Chair and added to their email stream. The committee is currently rotating Chair responsibilities until a permanent chair steps forward. At their October 25, 2018 meeting they welcomed 3 new members and noted they were close to finalizing a new H & I Handbook.

At this meeting, Nancy was accepted as the Board Liaison and will be attending the next online meeting on Nov. 15, 2018

at 10:00 PM Atlantic Time.

\*Email List Coordinator Report - Email list coordinator's questions to the Board: When will October minutes and CSC Summary be approved for posting? and, We make a place on the website for the CSC recordings, to help people find the CSC (& other) audio pages?

Don made the motion to accept the consent agenda as presented. Matt seconded. Approved.

**Intent:**

**Remarks:**

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**Motion Key:** 5020                      **Number:** 18220                      **Item Type:** MOTION                      **Date:** 10/6/2018

**Vote:** UNANIMOUS

**Committee:** Board

**Member Names:** conni@sossolutions.org

**Subject:** Consent Agenda for October Board Meeting

**Board #:**

**Description:**

Consent agenda

a) Minutes for September 12, 2018 Board meeting

b) Motions

\*Motion 1 - The Board approves the compilation of all CoDA prayers for printing by CoRe.

Intent: to instruct CoRe to print this item

\*Motion 2 - The Board moves to support, in writing, its previous verbal approval that the 2020 CSC/ICC be located in one of the three Canadian cities that expressed interest in hosting.

\*Motion 3 - The Board moves to contract with developer of motions database to clean up titles. Cost approximately \$200.

Intent: to clean up our motions database so we have a limited number of committee descriptions, making search easier. Comments: We have to provide a list of what is currently there and what we want it to be to the developer.

This

means things like CoDA board, Coda board of trustees, trustees - all become board. This will simplify the search when using

the database. This will also give anyone who inputs motions a simple list of what to put in the line for what committee/board, so it remains consistent going forward.

\*Motion 4 - Move that we direct SOS to purchase the following domains from GoDaddy:

# CoDA Service Items

codependentsanonymous.com;  
codependentsanonymous.net; codependentsanonymous.info for a period of 5 years each for a per domain cost of \$12 a year,  
total approximately \$240.

c) Treasurer's Report/Bank Balances  
JP Morgan Chase Checking: \$204,784.38  
JP Morgan Chase Savings: \$120,151.20  
National Bank of Arizona: \$100,531.36  
Total Assets:

\$425,466.94

d) July Committee reports

Mary made a motion to accept the consent agenda as amended, Matt seconded. Approved unanimously.

**Intent:**

**Remarks:**

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**Motion Key:** 5021                      **Number:** 18221                      **Item Type:** MOTION                      **Date:** 10/6/2018

**Vote:** UNANIMOUS

**Committee:** Board

**Member Names:** conni@sossolutions.org

**Subject:** Amend Board Motion #18206

**Board #:**

**Description:**

Meeting with the local SD Fellowship – They did not know about the reimbursement from the Board for their hosting this year. They spent \$2,000 and we want to reimburse them. Salle will reimburse them at CSC.

Mary made a motion to amend board motion #18206 to reimburse the local CSC host, by increasing that amount from \$1,500 to \$2,000. Salle seconded. Approved unanimously.

**Intent:**

**Remarks:**

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**Motion Key:** 5022                      **Number:** 18222                      **Item Type:** MOTION                      **Date:** 10/6/2018

**Vote:** UNANIMOUS

**Committee:** Board

**Member Names:** conni@sossolutions.org

**Subject:** Accept Officers Positions

**Board #:**

**Description:**

Discussed officer positions and duties. After discussion, the following slate was offered for a vote:

Officers:

- 1) Chair/President – Jen L
- 2) Vice Chair – Don B
- 3) Secretary – Nancy O
- 4) Treasurer – Salle H

Mary made a motion to accept the officer positions as presented. Salle seconded. Approved unanimously.

**Intent:**

**Remarks:**

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**Motion Key:** 5023                      **Number:** 18224                      **Item Type:** MOTION                      **Date:** 11/3/2018

**Vote:** UNANIMOUS

# CoDA Service Items

**Committee:** Board

**Member Names:** Jen

**Subject:** Zoom for Meetings

**Board #:**

**Description:**

Jen made a motion that the Board invest in Zoom for its meeting needs. A different platform will be sought for the Spanish Forum. Office 365 will be retained for other needs. Matt Seconded. Discussion. Approved.

**Intent:**

**Remarks:**

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**Motion Key:** 5024                      **Number:** 18225                      **Item Type:** MOTION                      **Date:** 11/3/2018

**Vote:** UNANIMOUS

**Committee:** Board

**Member Names:** Salle

**Subject:** Extend Call

**Board #:**

**Description:**

Salle made a motion to extend our call for 15-20 minutes. Matt seconded. Approved.

**Intent:**

**Remarks:**

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**Motion Key:** 5025                      **Number:** 19201                      **Item Type:** MOTION                      **Date:** 1/5/2019

**Vote:** UNANIMOUS

**Committee:** Board

**Member Names:** Linda

**Subject:** Spanish announcements list

**Board #:**

**Description:**

Linda made a motion that we pay to move the existing Spanish announcements list over to Tiger Tech, which creates a yearly \$80 maintenance fee. We would pay Geff for the work involved and CoDA would pay Justin of TT for design, up to \$200. Seconded by Salle. Approved.

**Intent:**

**Remarks:**

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**Motion Key:** 5026                      **Number:** 18226                      **Item Type:** MOTION                      **Date:** 12/1/2018

**Vote:** UNANIMOUS

**Committee:** Board

**Member Names:** Salle

**Subject:** Consent Agenda for December Board Meeting

**Board #:**

**Description:**

Consent agenda for approval

a) November 3, 2018 Board Minutes approved.

b) November 2018 motions approved

\*Motion 1 – To accept and publish the 3rd Quarter QSR, a compendium of Annual Reports to the CSC as well as the summary of motions passed at the 2018 CSC.

\*Motion 2 – To approve the announcement regarding the Application for Loan for local printing projects.

\*Motion 3 – That the CoDA Board approves and the Chair signs the 2019 contract between CoDA Inc. and SOS.

Note: this motion does not represent approval or disapproval of the proposed 2019 contract. Rather, acceptance of the reality that the Board will not review the proposed 2019 contract submitted in September 2018. The current contract expires December 31, 2018.

\*Motion 4 – To purchase 5 Zoom licenses and request Conni to set these up.

# CoDA Service Items

\*Motion 5 – To have Conni negotiate for most economical hotel in San Jose, CA for Board F2F in early March 2019.  
\*Motion 6 – To accept Conni's recommendations that the Board meet at the Fairfield Inn in San Jose on March 8-10, 2019 for the next Board F2F as it is the most economical.  
\*Motion 7 – To amend motion 18214.2, to read "Motion to contract with (Delete: 2) bilingual Spanish translators (Add:asneeded.) to work on translating current literature/paid per project."

c) Treasurer's report/Financials  
JP Morgan Chase Checking: \$ 181,973.13  
JP Morgan Chase Savings: \$ 120,159.88  
National Bank of Arizona: \$ 100,545.31  
Total Assets:

\$ 402,678.32

d) Committee/Liaison Reports – Summary report from Liaisons

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

**Intent:**

**Remarks:**

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**Motion Key:** 5027                      **Number:** 18227                      **Item Type:** MOTION                      **Date:** 12/1/2018

**Vote:** UNANIMOUS

**Committee:** Board

**Member Names:** Linda

**Subject:** Text Service Options

**Board #:**

**Description:**

Linda made a motion that we ask SOS to investigate a text service that can provide the option of bulk texts. Salle seconded. Approved unanimously.

**Intent:**

**Remarks:**

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**Motion Key:** 5028                      **Number:** 18228                      **Item Type:** MOTION                      **Date:** 12/1/2018

**Vote:** UNANIMOUS

**Committee:** Board

**Member Names:** Linda

**Subject:** Cancel phone line.

**Board #:**

**Description:**

Linda made a motion to cancel the 3rd phone line for SPO texting Spanish line with phone.com. Salle seconded. Approved unanimously.

**Intent:**

**Remarks:**

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**Motion Key:** 5029                      **Number:** 18229                      **Item Type:** MOTION                      **Date:** 12/1/2018

**Vote:** UNANIMOUS

**Committee:** Board

**Member Names:** Don

**Subject:** Chairs Forum liaison.

**Board #:**

**Description:**

# CoDA Service Items

Don made a motion that we honor the Chairs Forum desire to not have a board liaison. Linda seconded. Approved unanimously.

**Intent:**

**Remarks:**

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**Motion Key:** 5030                      **Number:** 18230                      **Item Type:** MOTION                      **Date:** 12/1/2018

**Vote:** UNANIMOUS

**Committee:** Board

**Member Names:** Nancy

**Subject:** Creation of Volunteer Workgroup

**Board #:**

**Description:**

Nancy made a motion to create a workgroup to work through older action items and ask for volunteers. Linda seconded. Approved unanimously.

**Intent:**

**Remarks:**

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**Motion Key:** 5031                      **Number:** 19202                      **Item Type:** MOTION                      **Date:** 2/2/2019

**Vote:** UNANIMOUS

**Committee:** Board

**Member Names:** Salle

**Subject:** Consent Agenda for February Board Meeting

**Board #:**

**Description:**

Consent Agenda

a) January 5, 2019 Board Minutes approved.

b) January 2019 motions approved

\*Motion 1 – Motion to hire CJ as Web System Administrator for a discounted monthly fee of \$3500/month for 50 hours of effort, to include two reports a month and meetings with the board.

\*Motion 2 – Motion that we authorize Zach to set up the two alias accounts Linda has requested for use with the two fellowship forums.

\*Motion 3 – Move that the Co-Dependents Anonymous Board of Trustees P&P Manual be amended to read: 4.3 1b Determination

of a Quorum - The Issues and Mediation Committee Voting Entity Liaison or an IMC designee confers with the Board Secretary in the process of registering and accounting for accredited Voting Members...." Intent: To place the Board back into the delegate credentialing process. In this way, the Board will be prepared to greet the Delegates who come

to conference."

\*Motion 4 – Motion to restore the original configuration of the Board created CoDA Service Conference Preparation Work

Group. The members of the first CSC Preparation Work Group were: the List Keeper, the Events Chair and the Issues and

mediation Committee Voting Entity Liaison. Each of these CoDA entities send many pre-conference emails to delegates and

fellowship. The purpose of the Work Group is for these entities to coordinate emailing to eliminate email duplication and email recipient fatigue. A recent motion added an individual from the next conference Voting Entity. This motion

reverses that motion removing the local representative whose responsibilities are more aligned with the Events committee. The Events Committee places these local representatives on the Events Committee prior to Conference.

\*Motion 5 - To reflect actual CoDA usage, change the 'Donate' button to include the words '7th Tradition Donations' and

the words 'Donations' around the edge of the donate button, similar to that used by CoRE on their new website.

\*Motion 6 - Move that the Administrative Assistant (formerly Fellowship Service Worker) be returned to status as recipient, among those advised when electronic donations are made, so that we can receive ongoing reports of those actions, as the Board previously received.

c) Treasurer's report/Financials

JP Morgan Chase Checking: \$ 170,304.16

JP Morgan Chase Savings: \$ 120,175.93

National Bank of Arizona: \$ 100,547.23

Total Assets:

# CoDA Service Items

\$ 391,027.32

d) Committee/Liaison Reports – Summary report from Liaisons

Salle made a motion to accept the consent agenda as presented. Don Seconded. Approved.

**Intent:**

**Remarks:**

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**Motion Key:** 5032                      **Number:** 19203                      **Item Type:** MOTION                      **Date:** 2/2/2019

**Vote:** UNANIMOUS

**Committee:** Board

**Member Names:** Salle

**Subject:** EFT/Payment Options

**Board #:**

**Description:**

Salle made a motion that she, as liaison, will draft a letter to Finance requesting that they be the lead on researching options to pay vendors and Fellowship members through an electronic option, particularly travel expenses for internationals. Finance would be the lead and use the help of IMC, the CSC workgroup and possibly SOS, to look at options. Don seconded. Approved.

**Intent:**

**Remarks:**

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**Motion Key:** 5033                      **Number:** 19204                      **Item Type:** MOTION                      **Date:** 2/2/2019

**Vote:** UNANIMOUS

**Committee:** Board

**Member Names:** Don

**Subject:** Finance Committee Request

**Board #:**

**Description:**

Don made a motion that we accept the Finance Committee's request for a 2x2 to discuss Face-2-Face reimbursements. Nancy seconded. Approved.

**Intent:**

**Remarks:**

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**Motion Key:** 5034                      **Number:** 18119                      **Item Type:** MOTION                      **Date:** 10/12/2018

**Vote:** UNANIMOUS

**Committee:** Board

**Member Names:** Mary

**Subject:** CSC/ICC Event Expenses

**Board #:**

**Description:**

Matt made a motion to pay the Events Committee hotel rooms and tax, excluding incidentals, on the CoDA corporate credit card for the 2018 CSC/ICC. Salle seconded. Approved Unanimously.

**Intent:**

**Remarks:**

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**Motion Key:** 5035                      **Number:** 19200                      **Item Type:** MOTION                      **Date:** 1/5/2019

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# CoDA Service Items

**Vote:** UNANIMOUS

**Committee:** Board

**Member Names:** Nancy

**Subject:** Consent Agenda for January Board Meeting

**Board #:**

**Description:**

Consent Agenda

Agreed to move Motion 1 about Spanish announcement list (EspCoDa) to Old Business for clarification and discussion.

a) December 1, 2018 Board Minutes approved.

b) December 2018 motions approved

\*Motion 2 – Move that the Board disband the Board World Sponsorship Workgroup, allowing a standing committee to assume this project.

\*Motion 3 – Move that the CoDA Events Committee posts future CoDA Service Conference and International CoDA Convention

locations and dates as soon as they are available in two sentences on the World Events page at all times: one line for

the dates and place of the CSC/ICC of the next year and the next line for the place and dates for the year after.

\*Motion 4 – Move that the Board ask NorCal to present the January 2019 Fellowship Forum on the topic of Sponsorship as it

relates to their new Sponsorship literature - 30 Questions for Sponsors and 12 Sponsorship Tips.

\*Motion 5 - To approve the out of scope work on the database to be done by Intersection Online, up to \$2,433.75, with

proviso that they provide the Board with weekly updates on the progress being made.

c) Treasurer's report/Financials

JP Morgan Chase Checking: \$ 120,175.93

JP Morgan Chase Savings: \$ 171,631.27

National Bank of Arizona: \$ 100,545.72

Total Assets:

\$ 392,352.92

d) Committee/Liaison Reports – Summary report from Liaisons.

Nancy made a motion to accept the consent agenda as amended by moving the motion regarding the Spanish announcement list, EspCoDA, to Old Business. Salle seconded. Approved

**Intent:**

**Remarks:**

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**Motion Key:** 5037                      **Number:** 19205                      **Item Type:** MOTION                      **Date:** 3/8/2019

**Vote:** UNANIMOUS

**Committee:** Board

**Member Names:** Salle

**Subject:** Consent Agenda for March Meeting

**Board #:**

**Description:**

Consent Agenda

a) February 2, 2019 Board Minutes approved.

b) February 2019 motions approved

\*Motion 1 – Move that the Administrative Assistant (formerly Fellowship Service Worker) be returned to status as recipient, among those advised when electronic donations are made, so that we can receive ongoing reports of those actions, as the Board previously received. Intent: The Administrative Assistant formerly sent out thank you notes for all donations to CoDA. She has been unable to do so for digital contributions since CoDA switched from PayPal to another service. With this motion CoDA will return to acknowledging each contribution, no matter the method of the donation.

\*Motion 2 – Move that Salle draft a letter to Finance requesting that they be the lead on researching options to pay vendors and Fellowship members through an electronic option, particularly travel expenses for internationals. Finance

would be the lead and use the help of IMC, the CSC workgroup and possibly Staff, to look at options.

\*Motion 3 – Move that CoDA purchase (1) a basic library of CoDA literature in English (the three books, the manuals and

pamphlets (Twelve Step Handbook, Tools for Recovery, the Twelve-Piece Relationship Toolkit, Newcomers Handbook,

Sponsorship - What's in it for me?, Tools for Recovery, Peeling the Onion, Creating CoDA Community: Healthy Meetings

# CoDA Service Items

Matter) as well as (2) books and manuals presently available in Spanish (Libro Azul/1003S, 4101S, 4004S, 4017S, with the revised version of 6005S to be included once it is published) to be used as references during translation and proofing.

Intent: Provide the translators with material to learn the vocabulary of CoDA in two languages and enable them to quote accurately when there are citations from one work or more in the item they're translating.

\*Motion 4 – Move that we insert the “Significance of Elements of the CoDA Seal” as provided in the attached Word Document

into Section 2.1 of the Board P&P as Section 2.1 (b) with the title “Meaning of Elements of the CoDA Seal.” This will require renumbering the current Section 2.1 in the Table of Contents as follows:

2.1 (a) Articles of Incorporation (in separate document)

2.1 (b) Meaning of Elements of the CoDA Seal.

c) Treasurer’s report/Financials  
 JP Morgan Chase Checking: \$ 164,619.57  
 JP Morgan Chase Savings: \$ 120,191.59  
 National Bank of Arizona: \$ 100,553.73  
 Total Assets:

\$ 385,364.89

d) Committee/Liaison Reports – Summary report from Liaisons

Salle made a motion to approve the consent agenda as edited. Nancy seconded. Approved unanimously.

**Intent:**

**Remarks:**

**Motion Key:** 5038                      **Number:** 19206                      **Item Type:** MOTION                      **Date:** 3/9/2019

**Vote:** UNANIMOUS

**Committee:** Board

**Member Names:** Don

**Subject:** Transition to Credit Card

**Board #:**

**Description:**

Don made a motion that the Board acquire a Chase Credit card with a 20K limit to replace the debit card presently used by the Treasurer. Staff to provide the bank with the financial statements and documents required for the application process. Intent – to protect CoDA’s resources from being lost or stolen. Matt seconded. Approved unanimously.

**Intent:**

**Remarks:**

**Motion Key:** 5039                      **Number:** 19207                      **Item Type:** MOTION                      **Date:** 4/6/2019

**Vote:** UNANIMOUS

**Committee:** Board

**Member Names:** Nancy

**Subject:** Consent Agenda for April Board Meeting

**Board #:**

**Description:**

Consent Agenda

a) March 7-9, 2019 Face to Face Board Minutes approved.

b) March 2019 motions approved

\*Motion 1 – Move CoDA adopt US bill payments utilizing Zelle and international bill payments utilizing xoom.com.

Intent:

to streamline bill payments by transferring from paper checks to quicker current banking technologies.

\*Motion 2 –Move the CoDA Board of Trustees request the CoRE Board of Trustees provide a free downloadable copy of "Using

The Twelve Traditions" Item #4009" on the coda.org site. Intent: to expand the free downloadable library to include a brief item on the CoDA Traditions. The length and subject of the double-sided sheet is consistent with the free downloads currently available at coda.org.

\*Motion 3 – Move that the Board Liaison List revised on March 21, 2019 list be posted on the website.



# CoDA Service Items

\*Motion 4 – Move Co-dependents Anonymous Board of Trustees direct the website developers to change the navigation of the new Co-dependents Anonymous home page to match the structure and navigation of the current home page on the web site coda.org. Intent: to provide the fellowship the collective wisdom of thirty-one years of what the Co-dependents Anonymous recovery program is.

\*Motion 5 - Move that the Board authorize the website developers to proceed to make the changes requested to the website as outlined in Linda A's email to them dated March 2, 2019 titled "Corrections To Be Made To Website" and to authorize payment for the additional billable items at a cost of \$667.00 as quoted and to also include those items for which there are no additional charges.

\*Motion 6 - Move that access to the back end of the CoDA web site be limited to the following five CoDA positions: Web Site Master, Chair of the Trustees, Vice Chair of the Trustees, Web liaison and that portion of the back end required for the Administrative Assistant to perform meeting database duties. Furthermore: the above identified individuals are prohibited from sharing their user name and password with anybody else for any reason. Intent: to improve CoDA web site security by placing this motion in the CoDA Changing of the Guard and the CoDA Board Policy and Procedure manual.

\*Motion 7 - Move the chair of the CoDA Service Conference Preparation Work Group and the CoDA Web Master be permitted direct communication with each other concerning the web site and the 2019 CoDA Service Conference and CoDA International Convention in order to keep the process as simple as possible. Intent: to duplicate last year's simplified communication. The Board would like to maintain a procedure that has worked well in the past.

\*Motion 8 - Move the CoDA Board supports the CoDA Event's two step plan to introduce off site voting via Zoom Video Conferencing. The Board approves of the Events Committee's approach to introduce Zoom Voice only to a small number of the Fellowship in 2019 to test and make necessary changes to insure The Events Committee is fully prepared to introduce off site voice and voting to the entire World CoDA fellowship in Ottawa 2020. Intent: to support the Events Committee's prudent and reasonable approach to a remarkable conclusion to the 2014 Strategic Plan.

c) Treasurer's report/Financials  
 JP Morgan Chase Checking: \$ 120,201.11  
 JP Morgan Chase Savings: \$ 169,165.31  
 National Bank of Arizona: \$ 100,556.21  
 Total Assets:

\$ 389,922.63

d) Committee/Liaison Reports – Summary report from Liaisons (see attachment)

Nancy made a motion to accept consent agenda as presented. Don Seconded. Approved.

**Intent:**

**Remarks:**

**Motion Key:** 5040                      **Number:** 19208                      **Item Type:** MOTION                      **Date:** 5/4/2019  
**Vote:** UNANIMOUS  
**Committee:** Board    **Member Names:** Nancy  
**Subject:** Consent Agenda for May Board Meeting                      **Board #:**  
**Description:**  
 Consent Agenda

a) April 6, 2019 Face to Face Board Minutes approved.  
 b) March 2019 motions approved  
 \*Motion 1 – Move the CoDA Board approves the Finance Committee email to OUTREACH, AD-HOC and IMC Committees providing an immediate alert because of their pending Face to Face Meetings of necessary reimbursement policy changes required by the Internal Revenue Service for nonprofits. Intent: to provide timely notice of IRS directed changes to CoDA reimbursement

# CoDA Service Items

policy to three standing committees who's Face to Face meetings occur immediately so the members are in compliance with IRS tax policy for non-profit organizations.

\*Motion 2 – Move the Board of Co-dependents Anonymous asserts ownership of audio broadcasts during their live broadcast and in their archived format at CoDA.org. Intent to protect and insure CoDA's ownership of copyrighted audio material.

c) Treasurer's report/Financials  
JP Morgan Chase Checking: \$ 150,001.48  
JP Morgan Chase Savings: \$ 120,211.61  
National Bank of Arizona: \$ 100,558.37  
Total Assets:

\$ 370,771.46

d) Committee/Liaison Reports – Summary report from Liaisons

Nancy made a motion to accept consent agenda as presented. Don seconded. Approved unanimously.

**Intent:**

**Remarks:**

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**Motion Key:** 5041                      **Number:** 19209                      **Item Type:** MOTION                      **Date:** 6/7/2019

**Vote:** UNANIMOUS

**Committee:** Board

**Member Names:** Nancy

**Subject:** Consent Agenda for June Board Meeting

**Board #:**

**Description:**

Consent Agenda

a) May 4, 2019 Board Minutes approved.

b) May 2019 motions approved

\*Motion 1 – Move the Board of Co-Dependents Anonymous asserts ownership of audio broadcasts during their live broadcast and

in their archived format at CoDA.org. Intent: to protect and insure CoDA's ownership of copyrighted audio material.

\*Motion 2 – Move that Finance, Legal Liaison, SOS and the Translation Management Committee each have access to different

parts of the Drop Box repository of CoDA documents, at a cost of \$25/month per email address, or \$100/month.

\*Motion 3 – Move that CoDA Inc. engage a tax attorney as General Counsel as soon as possible, to answer any and all legal

questions about the relationship and compliance of CoDA, Inc. with the IRS that are put to them by the Finance Committee,

with the support of the CoDA, Inc. Board.

\*Motion 4 – Move the Fellowship Service Worker who collects Seventh Tradition contributions from the Co-Dependents Anonymous

postal box be provided Payment Gateway access equal to the link provided to SOS and further that both links provide the

same information to the recipient. Intent: Guarantee that a CoDA Fellowship member who is contractually responsible to

the CoDA Board receive the same financial information as the outside contractor. Insure that thank you notes be sent to

contributors, expressing CoDA's gratitude in a timely fashion. v) Motion 5 – Move that the official address for Co-Dependents Anonymous, Inc. is: Fellowship Services Office, PO Box 33577, Phoenix, AZ 85067-3577. Further move that

members and contractors use the official CoDA address when providing return addresses for official CoDA business. Intent:

Provide clarity with the world about the CoDA address. Eliminate contractors providing their business address as the CoDA

address, as that causes confusion and creates the appearance of mission creep.

\*Motion 6 - Move that the summary of changes to the navigation of the website be forwarded to the web designers requesting

they provide us with a quote for the cost of these changes to be made as well as an estimated completion date.

\*Motion 7 - Move the current Email List Coordinator and Administrative Assistant positions be returned to their former Eighth Tradition-related title of CoDA Fellowship Service Worker. Intent: Remove the confusion that corporate titles may

cause and return to recognition of service as outlined in the CoDA program in general and Tradition 8 in particular.

\*Motion 8 - Move Hospital and Institution Committee be given a Zoom account.

# CoDA Service Items

c) Treasurer's report/Financials  
JP Morgan Chase Checking: \$ 188,330.73  
JP Morgan Chase Savings: \$ 120,211.61  
National Bank of Arizona: \$ 100,561.22  
Total Assets: \$ 409,103.56

d) Committee/Liaison Reports – Summary report from Liaisons

Nancy made a motion to approve the consent agenda as edited. Matt seconded. Approved unanimously.

**Intent:**

**Remarks:**

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**Motion Key:** 5042                      **Number:** 19210                      **Item Type:** MOTION                      **Date:** 6/8/2019

**Vote:** UNANIMOUS

**Committee:** Board

**Member Names:** Jen

**Subject:** New Board Member

**Board #:**

**Description:**

Jen made a motion to appoint Rita B as a board member through September/CSC. Unanimously approved.

**Intent:**

**Remarks:**

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**Motion Key:** 5043                      **Number:** 19211                      **Item Type:** MOTION                      **Date:** 7/6/2019

**Vote:** UNANIMOUS

**Committee:** Board

**Member Names:** Salle

**Subject:** Consent Agenda for July Board Meeting

**Board #:**

**Description:**

- a) June 7-9, 2019 Face to Face Board Minutes approved.
- b) June 2019 motions approved
- i) Motion 1 – Move that the invoice for \$1,390 be paid to the web developers, to get the final developmental stages of the website well underway.
- ii) Motion 2 - Move that the board pay the \$139 as a final payment for a lifetime DADA account. Intent: This is a reasonably priced short-term solution while we continue to investigate better email list vendors that meets all linguistic needs and at the same time, provides CoDA with lifetime backup for our historical emails.
- iii) Motion 3 - Move the CoDA Board of Trustees advance a grant of \$1,500 to CoDA Georgia for their CSC/ICC hosting expenses. Intent: to assist CoDA Georgia with the financial responsibilities as the host and to encourage other Voting Entities to host in the future without fear of using up all their 7th Tradition funds.
- iv) Motion 4 - To approve the Finance Committee request to hire a fellowship service worker for approximately 100 hours/year to assist with ERRs and to hire Lou as an independent contractor or as fellowship service worker to provide the required training at the same rate of pay as our current FSWs as proposed in their email of July 1, 2019. Intent: The Board recognizes the need for trusted servants to be reimbursed for their service as quickly as possible. Hiring the FSW will expedite processing and payment of ERRS. The Board empowers the Finance Committee to take charge of the hiring process: sending out the announcement for the Finance Fellowship Service Worker on the CoDA General Email List and to do the vetting and recommending their choice to the Board.
- v) Motion 5 - Move that the Board assign both Florida Voting Entity Issues to the CoDA Literature Committee.

c) Treasurer's report/Financials  
JP Morgan Chase Checking: \$ 194,029.33  
JP Morgan Chase Savings: \$ 120,230.97  
National Bank of Arizona: \$ 100,573.29  
Total Assets: \$ 414,833.59

d) Committee/Liaison Reports – Summary report from Liaisons (see attachment)

Salle made a motion to accept the consent agenda. Don seconded. Approved.

**Intent:**

# CoDA Service Items

**Remarks:**

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**Motion Key:** 5044                      **Number:** 19212                      **Item Type:** MOTION                      **Date:** 8/3/2019

**Vote:** UNANIMOUS

**Committee:** Board

**Member Names:** Salle

**Subject:** Consent Agenda for August Board Meeting

**Board #:**

**Description:**

- a) July 6, 2019 Public Board Minutes approved.
- b) July 2019 motions approved
- i) Motion 1 – Move that the board assign both Florida Voting Entity Issues to the CoDA Literature Committee. NOTE: This has since been reassigned to the Service Structure Committee.
- ii) Motion 2 - Motion: To approve the Finance Committee request to hire a fellowship service worker for approximately 100 hours/year to assist with ERRs and to hire Lou as an independent contractor or as fellowship service worker to provide the required training at the same rate of pay as our current FSWs as proposed in their email of July 1, 2019. Intent: The Board recognizes the need for trusted servants to be reimbursed for their service as quickly as possible. Hiring the FSW will expedite processing and payment of ERRS. The Board empowers the Finance Committee to take charge of the hiring process: sending out the announcement for the Finance Fellowship Service Worker on the CoDA General Email List and to do the vetting and recommending their choice to the Board.
- iii) Motion 3 - Move the Co-dependents Anonymous Board of Trustees supports The CoDA Events Committee Group Conscience to grant the vote to those Voting Entities Delegates participating in the trial testing of the new social platform. Intent: The Zoom delegates will be vetted by the Voting Entity Liaison and will put the hours in. The Board of Trustees supports the Events Committee decision to make the testers full and fair participants in the CoDA Service Conference.
- iv) Motion 4 - Move that we approve the Q2 Board QSR.
- v) Motion 5 - Move that the CoDA Board award a contract in the amount of \$5,950.00 to a private consultant to create a Public Service Announcement to develop awareness of CoDA that is to be completed and delivered by September 1, 2019. Intent: Our organization seeks to get the message out about CoDA in order to reach those still suffering from co-dependency. Our goal is to standardize our message, and to create an outward facing information campaign that can be used in markets where meetings currently take place.
- c) Treasurer's report/Financials  
JP Morgan Chase Checking: \$ 179,856.35  
JP Morgan Chase Savings: \$ 120,230.97  
National Bank of Arizona: \$ 100,703.31  
Total Assets: \$ 400,790.63
- d) Committee/Liaison Reports – There is no report from Committee/Liaisons this month.

Salle made a motion to accept the consent agenda. Don seconded. Approved.

**Intent:**

**Remarks:**

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**Motion Key:** 5045                      **Number:** 19214                      **Item Type:** MOTION                      **Date:** 8/31/2019

**Vote:** UNANIMOUS

**Committee:** Board

**Member Names:** Nancy

**Subject:** Hire a Translation FSW

**Board #:**

**Description:**

Nancy made a motion that the Board hire a Fellowship Service Worker to assist with translation and to research and provide recommendations for the use of accurate translation technologies to address the expected ongoing growth in this area and high costs associated with the traditional methods of interpretation.

Seconded by Linda. Approved.

**Intent:**

Intent: To support the CoDA Board goal to be more inclusive of the CoDA World Fellowship and to allow more opportunities for CSC involvement from other countries in the most cost effective manner.

**Remarks:**

# CoDA Service Items

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**Motion Key:** 5051                      **Number:** 19213                      **Item Type:** MOTION                      **Date:** 8/22/2019

**Vote:** UNANIMOUS

**Committee:** Board

**Member Names:** Nancy

**Subject:** Approval of August 3rd Public Board Minutes

**Board #:**

**Description:**

CoDA BOARD MINUTES  
August 3, 2019

The Board of Trustees held a public meeting on Saturday, August 3rd by teleconference. Members in attendance included: Jen L, Don B, Salle H, Linda A, Nancy O, Rita B, and Matt T. Absent: Nancy O, Rita B. Guests: Gail S./IMC, Jim, and Ka Ga/Comm.; Staff: Anna

Old Business

1. Website Update

Linda reported that the website is still being worked on. Board requested to see the website changes before the developing process starts. There is an ongoing issue with access to the current website. It is being looked in to for a resolution.

2. CoDA Historical Documents in Dropbox

Old documents pertaining to the development of CoDA have been scanned and added to a Dropbox folder for the Board's review. There are still many more documents to be scanned, as well as cassette tapes to be transcribed. A Board member expressed interest in turning these documents into a digestible report in the future.

3. New Travel Reimbursement Policy

The Board held a meeting with the Finance and Events Committees to discuss what extra travel days qualify for reimbursement under the new policy.

4. Events/CSC2019 Update

The Board is still preparing for CSC. Ten Delegates will be able to attend and vote at CSC through Zoom, a video communication platform.

5. New Financial Reports/Executive Dashboard

A Board member and SOS worked together to create a dashboard that provides visual reports about the standing of CoDA, as well as a Budget versus Actual projection report for the year.

New Business

1. Update on PSA Project

When the Board met in Phoenix, they agreed to produce a PSA in English and Spanish to be ready before CSC. The intent is to be CoDA endorsed and something that everyone can use to share the message of CoDA. It is not a promotion, just a tool to inform that CoDA exists.

2. Discussion of Strategic Planning Session with Fellowship at CSC 2019

The Strategic Plan will be a brief part of the Board presentation. The Board will also host a meeting where everyone is welcome to be involved in the discussion and moving forward process of the Strategic Plan. The Board would like for the local Fellowship and any Delegates that would like to join, including Zoom Delegates, to be a part of this meeting.

Next Board meeting – CSC 2019

Nancy made a motion to accept the August Board minutes. Linda seconded. Approved.

**Intent:**

**Remarks:**