



## Board Minutes for CoDA World Board Conference Call November 9, 2017

The Board of Trustees met on Thursday, November 9th by teleconference. Members in attendance included: Mary I., Jen L., Salle H. and Linda A. as voting members. Conni I. from SOS in attendance also. There were no visitors.

Meeting called to order at 5:15pm PST/8:15pm EST.

Round robin order:

- 1) Linda
- 2) Mary
- 3) Madeline
- 4) Jen
- 5) Salle

### Consent Agenda

- October CSC F2F minutes

***Consent Agenda acceptance was ratified unanimously.***

### Items for discussion

#### **Treasurer report – Salle**

- **Finance Chair Request** - Finance Chair has asked for view access for QB, PayPal, GivingWise, National Bank of Arizona, Chase and/or Eventbrite, what is appropriate? Discussed.

***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.***

- **Eventbrite discussion** - Discussion on whether we start a new one, or try to convert Events. Chris H had created it and has asked to be removed from the account, but she set it up, so the only way to remove her is for us to create a new one. Chris could change the ownership, since she has the password. Mary to work with Chris to get in and make changes. Asked Salle to go to Yvonne to get login and password information to Eventbrite so we can see if we can change it to CoDA. Salle is going to talk to Yvonne

about it. *(Post-Note: This was successfully taken care of by Chris H. CoDA Bookkeeper and SOS now have access and can make internal changes.)*

- **Treasurer's report** – Salle reported that she has access to Chase Bank, has the debit card in her possession and now needs to work with technical support to learn how to do bill pay. All bills are loaded on Smart Sheet, including addresses. Salle will work with Lou to learn Smart Sheet and will get bills paid ASAP.

#### **Secretary report/update – Madeline**

- **World Connection Committee** - wants to know if they could have access to Microsoft365. Each chair should have access. Madeline to ask Zach to provide the access for the WCC chair.
- **Spanish software for translation.** Is it possible to check out the difference in price if we include other languages like Japanese, Italian and French for WCC? Veronica presented this package, what does she recommend? Spanish Outreach package for \$700-\$800 SDL TRADOS; mid-field version. Linda bought a version. Is an annual subscription involved? If CoDA buys it, we would have all the translations. Agreed to check it out. Madeline suggested she and Linda look into the software and find out what our options are. Agreed to ask questions and move forward. Tell WCC that we are looking into the software.
- **Co-NNections Email** - Geff is working with the meetings list that was provided to solicit Co-NNections submissions from CoDA groups. Geff asked if he can send an announcement to the Fellowship advising members that they will be getting an email from Co-NNections asking for submissions, so it won't be shocking to get an email from the Co-NNections committee. Agreed that is a good plan. Also think we'll find some problems with the database. Geff also suggested that when people register a meeting for the first time, it would be good to add a paragraph about messages from Co-NNections or CoDA so newcomers are aware such email will be forthcoming. Madeline will tell Geff to go ahead with his plan. Geff will run the message by the board before sending.
- **Motion for World Connections** – WCC chair asked for assistance to attend an event in California in order to connect to the Hispanic community.

***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.***

#### **Website Update – Jen**

Tabled discussion for Work Group.

### **Legal Work Group Update**

- **DAA** - Mary reported that on the DAA issue we are going to have to get lawyer involved at this point as they continue to use our logo. Mary will work with Adam.
- **Legal Work Group** - Mary thinks we do not need the Legal Work Group any longer. We started it because we had so much legal going on, but now there is not a lot. Would like to see the 2 people on the board who are legal and legal backup work on issues and if we need to consult other people, we can reach out to them. Mary will do an email motion to disband the legal workgroup until it's needed again.

### **CoRe 2X2 update**

CoRe sent a note asking for the board liaison to come to their meetings. Salle will plan on adjusting her schedule so she can attend at least one meeting every other month. Discussed having the backup attend if Salle can't. Linda is backup. Salle and Linda will discuss offline and get a plan of action. Mary reported that Marcy resigned from the board and Gerry was appointed and is now on the CoRe board.

### **TMC 2X2 Update**

Madeline reported as liaison that the Netherlands and UK are pending translation agreements. She reached out to Crystal, but has not received a call back nor any answer. Need to schedule a 2x2 including Salle (as backup) and Madeline, with 2 people from TMC.

### **New Business:**

- **Committee aliases /Office365** - Each Liaison to reach out to their Committee Chair to make sure they have MS365 access and to forward any committee changes to the alias to Zach. He writes back and says done. You can find who is on the alias by putting together an email and then look at the details. Mary will task herself to do that and put together screenshots to help.
- **Board F2F** – Discussed having the first Face to Face on the second weekend of April, Friday through the weekend in Phoenix. All agreed. Conni will look into options for us. There are some hotels that are closer to the airport Embassy Suites is good, with happy hour and breakfast, the Comfort Inn in Tempe looks good, and the Hilton at the airport might work.
- Salle will send an update tomorrow about bills being paid.

**Mary made a motion to extend meeting by 10 minutes. Madeline seconded. Approved**

**Next meeting in 2 weeks, workgroup.**

**Meeting adjourned at 7:41pm.**