



Board Minutes for CoDA World Board Conference Call

January 11, 2018

The Board of Trustees met on Thursday, January 11th by teleconference. Members in attendance included: Madeline R., Mary I., Jen L., Salle H. and Linda A. as voting members. Conni I. from SOS in attendance also. Yvonne R. was a visitor.

Meeting called to order at 5:00pm PST/8:00pm EST.

Round Robin Order:

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

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.

Items for discussion:

Secretary report/update – Madeline

- **Action List**

- 1) Waiver for Speakers for Events – Yvonne spoke to that, we have waivers for 2016 and 2017. What we don't have is to get the waivers from 2009 until now. Working to get those from CoRe.
- 2) Description of Work Group – needs to go into the policy and procedures. Madeline will send to Conni.
- 3) Evie asking to add a word in the motion form – at the bottom it says committee action, they want us to add the word “Board” in case the Board has action. Agreed to add “board action.” Jen will respond to Evie. *Action item - Jen*
- 4) Need to talk to Zach about doing the CoDA at large email alias. This was suggested by Mary – add MS365 emails for all board members. Asking Zach to create an email for Linda. *Action item -Jen will follow-up.*
- 5) Madeline's email needs to be fixed, Mary and Zach working on. *Action item - Mary*

Treasurer Update – Salle

- Salle reported that she talked to our relationship banker at Chase. Discussed having a conference call to determine how to move the Arizona account to the existing Chase account as a savings account which would give us more interest. The banker suggested that we move the checking to a different type of account to save on fees. We would have two accounts – a premier savings and a checking account. Salle and Mary to set up a meeting.
- Salle reported she exchanged emails with Marie and thinks everything is taken care of.
- Mary reported that the bookkeeper has access to the bank accounts for online banking and statements and the finance chair has access to view only.
- Salle reported that the ERR's are up to date with only 1 more ERR to pay, just waiting for address.
- Salle reported she has worked out communication with Geff to get him paid timely each month.

Website Update – Jen

Jen has been working with Allison at the new web company, who sent a priority list that is being reviewed. The Board has agreed to have a separate call that is website specific soon. Jen will be following up with Allison for other issues. Everyone feels we are on track. Jen sent out CoDA site map – a drawing of all the different links and buttons will do. Please give feedback if you haven't.

Action item – Jen setting up a call that will be website specific.

Fellowship Forum – Next one on Saturday, February 3rd at 9:00am PST/12:00pm EST. Send out a notice.

Videoconference tool – Jen is suggesting Zoom for the Fellowship Forum. Free version only accommodates 40 minutes at a time. Jen will explore. Action item

Legal Work Group Update – Mary

- DAA issue – They were contacted and have replied. We will be setting up calls to go over what the problems are and possible solutions. We may need to get an attorney in Canada involved.
- Work Product – We have a request in to Adam about Work Product for CoDA. If we have committees doing CoDA work on their private computers, what happens about the Work Product? Are their emails considered Work Product? This question came from TMC and Communications.

Action item – Mary to report on results of attorney contact.

CoRe update – Salle sent them an email to respond to issues. Linda went to the CoRe Board meeting, said that CoRe is going to have a special session and will be asking the CoDA Board to state in writing that they can print the Spanish pamphlets as presented and SPO and the Board won't be making any corrections and want to know if that is for future proofing. The letter wasn't clear enough to them. They will be meeting again soon and will clarify the way that Spanish items will be proofed. Agreed to wait until we hear from them on what they are looking for and then clarify in writing, if necessary.

TMC 2X2 Update – They are busy and working very hard with good communication. Discussed that Guatemala doesn't have UPS service and they were asking if they can send the material by email to scan it and send – the copyright assignment and the material itself. Agreed that should be okay. Discussed sending them the document via email through DocHub so it can be signed electronically. Salle will follow-up with them and see if DocHub will work.

Action item - Salle to follow up.

Old Business:

- **April Face 2 Face** - Suggested weekend of April 13th for Face to Face in Phoenix – Friday (April 13th) through Sunday (April 15th) – Conni working on a hotel in Phoenix near the airport. Discussed having meeting with WCC chair and Events Chair and local Fellowship. Will have a full agenda. Conni to work with Jen to finalize location and logistics. Jen will reach out to the Phoenix Fellowship calendar.

Action item - Jen to talk to Phoenix Fellowship.

- **Tagging audio at CSC** – Events Committee would like to improve the live streaming and audio recording in the future. Would like to tag the audio so that it would be clear in the tagging when and what motions are being brought up and to streamline the recording better for next year.

Action Item - Salle will talk to them to see how they want to move forward.

- **Survey Results from CSC** - Need to discuss not overlapping the ICC and CSC. Events sent out an email to the Chairs Forum and then it was sent to the Board. They are suggesting that CSC would start on Monday and everyone fly in Sunday. ICC would start Friday, CSC would end on Thursday. Agrees good idea to have separation in between. Yvonne wanted to say that not everyone has agreed, it hasn't been GC'd. There could be an issue with some delegates and the potential of an additional night they

would need to cover. Another suggestion is having a half day break on Friday, so ICC doesn't start in the evening. Don't have workshops until evening. Discussed shortening the workshops and the time. They did it that way between 2009 and 2015.

Action item – Salle to talk to events for final decision and report back.

- **First time attendees run as alternates for the 2018 CSC.** The Board has been emailing to determine any action. Madeline has since rescinded the motion, no longer an action item.
- **CSC Prep Work Group** - Geff and Lorraine seeking permission to start a workgroup on CSC-prep. Madeline would like to get Events input to see if they need help. The Liaison from events gave us feedback on this.

Action item for Salle to see if Events is willing to join the workgroup.

New Business:

- **SoCal VEI** – Mary has the response finished for the VEI from SoCal and will send that to Madeline to forward to the SoCal delegates and to IMC.

Action item – Madeline to send as noted.

- **Guidelines on the website** – Suggestion from the Fellowship to have the Guidelines for Sharing where the meeting information is so it would be found quick and easy instead of digging through new meeting documents. Linda stated that on the Spanish site it is done that way. Agreed we should copy.

Action item for Jen – work with webmaster to mimic how it is on the Spanish site.

Meeting adjourned.

Yvonne – thank you for joining us.