

CoDA World Board June 2013 Conference Call

June 15 8:30am-10:45am PDT

MINUTES

MEETING CALLED BY	Florence F. , Board Vice-Chair
ATTENDEES	Hal H. - Trustee, Lisa B. - Chair, Evie S. - Secretary, David M. - Trustee, Barbara D. - Treasurer , Dagmar M. - Trustee and Jutta E. - Trustee
OBSERVERS	Julie B.

APPROVE MINUTES

MOTION 1.	PERSON RESPONSIBLE
To approve the May minutes	First - Barbara Second - David Passed - Unanimous

RATIFICATION OF BOARD GCs VIA EMAIL

MOTION 2.	PERSON RESPONSIBLE
<ul style="list-style-type: none">• Authorization of our Intellectual Property lawyer to release our name and two trademarks to another law firm with whom he is working on our behalf• Approved documents to be used during an upcoming con call with an Intergroup on issues preventing linking to their site.• Authorized the Finance committee chair to have access to Quick Books• Approval of thank you letter to Website Work Group• Approval of Email announcement written by webmaster addressing certain email problems being encountered• Finalization of Delegate Registration Form for CoDA Inc.• Car Rental approval for Events• Approved draft of Board report for upcoming CoDA Service Conference (CSC)• Approved alternate method for paying an advance expense request• Authorized the Finance chair to communicate directly with the Bookkeeper	First - David Second - Evie Passed - Unanimous

TREASURER'S REPORT

REPORT	PERSON RESPONSIBLE
<ul style="list-style-type: none">• Seven advance requests have been processed for people attending CSC.• We have encountered an inconsistency between our investment policy	Barbara

<p>and the Chase accounts we were planning to transfer to so the transfer is on hold for now. Our investment policy will be reviewed within the next 12 months.</p> <ul style="list-style-type: none"> • An inquiry about leaving money to CoDA in one's will has surfaced that fact that we don't currently have a documented policy on this; another project for the coming year. • The Events chair has been given a \$500 loadable debit card to pay miscellaneous Events expenses for CSC/Convention. • It has become clear we need a more detailed Advance Policy. This too looks like an after CSC project. 	
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ACTION ITEM	PERSON RESPONSIBLE	ACTION REQUIRED
	Dagmar	Find and distribute draft Advance Policy from last year
	Lisa, Dagmar, Barbara	Work with the Finance committee on an Advance Policy
	Barbara	Work with the Finance committee on a policy for leaving money to CoDA in a will
	Barbara	Work with the Finance committee on updating the budget for the balance of 2013

CORE CONTRACT

REPORT/DISCUSSION	PERSON RESPONSIBLE
<ul style="list-style-type: none"> • Recent 2+2 meeting resulted in more progress which is a cause for cautious optimism • Literature sales continue to work seamlessly • Next meeting is scheduled for June 23 	Hal

CSC ATTENDANCE

DISCUSSION	PERSON RESPONSIBLE
We discussed individual plans for attendance at CSC and how expenses will be reimbursed consistently for board members as is our policy. Due to work and family priorities Jutta is unable to attend and Hal will not be able to stay for the whole conference. Hal will try to make himself available during the board meeting on Friday following the close of CSC.	All

SMALL GROUP REPORT FROM F2F

DISCUSSION	PERSON RESPONSIBLE
Almost all items discussed during our small groups at our February face to face meeting have been completed with two exceptions: Identified needs for an Alternate Trustee description and for a completed CoDA glossary of terms.	All
MOTION 3.	PERSON RESPONSIBLE

Propose that Alternate Trustees be allowed to keep other service positions	First - David Second - Evie Passed - Unanimous
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SPANISH OUTREACH WEBSITE

DISCUSSION		PERSON RESPONSIBLE
Spanish Outreach wants to manage the Spanish website. They asked whether the Board can make the decision on this or must it come from CSC		Lisa
MOTION 4.		PERSON RESPONSIBLE
That we tell SPO that they don't need to take a motion to CSC and that the Board will authorize a solution that is supportive of the Spanish speaking community		First - Barbara Second - David Passed - Unanimous
ACTION ITEM	PERSON RESPONSIBLE	ACTION REQUIRED
	Lisa	Notify SPO of our decision

ASSOCIATION MANAGEMENT CONSULTANT

DISCUSSION		PERSON RESPONSIBLE
We discussed the hiring of an Association Management Consultant (AMC) to assist us with running the business end of our organization. Part of the pre-CSC board face to face meeting will involve further discussion of this and a representative from the company we are considering will be joining us. We will be bringing a motion to CSC to ask the CSC to support the hiring of an AMC. We believe this will be a big step in helping to ensure continuity over the years as Board members change.		Barbara
MOTION 5.		PERSON RESPONSIBLE
Move that the board bring a motion to CSC to ask the CSC to support the hiring of an Association Management Company (AMC)		First - Barbara Second - Evie Passed - Unanimous
ACTION ITEM	PERSON RESPONSIBLE	ACTION REQUIRED
	All	Develop the CSC motion
	All	Review the companies RFP form to be prepared for the discussion at our face to face meeting

ITEMS NOT COVERED

CSC REPORT AND PRESENTATION
Florence and Lisa will work on this
TEAM BUILDING AGENDA

Will be discussed via email.		
ACTION ITEM	PERSON RESPONSIBLE	ACTION REQUIRED
	Florence	Coordinate discussion via email
	Florence	Send email to all invitees to ask who is planning to attend the team building day
ACTIVITY FOR SUNDAY AFTERNOON		
Will be discussed via email.		
ACTION ITEM	PERSON RESPONSIBLE	ACTION REQUIRED
	Lisa	Coordinate email discussion
CSC REPORT AND PRESENTATION		
Lisa will be discussing this with the Chair's Forum.		
ACTION ITEM	PERSON RESPONSIBLE	ACTION REQUIRED
	Lisa	Update the Board of any changes as a result of the Chair's Forum.

FUTURE BOARD MEETINGS

Saturday and Sunday, July 6th-7th, Pre CSC face to face
Friday afternoon, July 12th, post CSC meeting