

# CoDA World Board October 2013 Conference Call

8:30am-10:30am PDT

## MINUTES

<b>MEETING CALLED BY</b>	Florence F. , Board Chair
<b>ATTENDEES</b>	Hal H. - Vice Chair, Barbara D.- Treasurer, Lisa B. - Secretary, Chris H. - Trustee, Dagmar M. - Trustee, Mercedes M.- Trustee, and Lorraine O. - Alternate Trustee. Evie S. – Trustee, David Mc. Trustee, and Charles Z. - Alternate Trustee not in attendance.
<b>OBSERVERS</b>	

### APPROVE MINUTES

<b>MOTION 1.</b>	<b>PERSON RESPONSIBLE</b>
To approve the September 2013 minutes and summary	First - Hal Second - Barbara Passed Unanimous

### RATIFICATION OF BOARD GCS VIA EMAIL

<b>MOTION 2.</b>	<b>PERSON RESPONSIBLE</b>
<ul style="list-style-type: none"><li>Approval for archiving project at our face to face meeting, which includes reimbursement for extra days for selected board members</li><li>Approval for Board and Finance Liaison document</li><li>Approval for Board 3<sup>rd</sup> quarter 2013 QSR submission</li></ul>	First - Chris Second - Barbara Passed Unanimous

### TREASURER'S REPORT

<b>REPORT</b>	<b>PERSON RESPONSIBLE</b>
<ul style="list-style-type: none"><li>Over \$400K in the bank total</li><li>CSC is paid in full</li></ul>	Barbara

### FACE TO FACE (F2F) MEETING NOV 2013

<b>REPORT</b>	<b>PERSON RESPONSIBLE</b>
Embassy Suites El Segundo – rooms at \$126 a night, 2 room suites, 2 queen beds; conference room \$200 a day connected to a suite room. Hopes to do a	Hal

<p>site visit today. Free airport shuttle, quick to order breakfast. Also looking at the Doubletree; closer to shopping malls. Hopes to have a quote from Doubletree by Monday.</p> <p>Dagmar will not be attending</p> <p>Need to check on internet and parking fees</p> <p>Request that all Board members traveling by air send their flight info to Hal</p>	
--	--

ACTION ITEM	PERSON RESPONSIBLE	ACTION REQUIRED
	Board Members flying to F2F	Send flight information to Hal.
	Hal	Provide proposal from Doubletree; research parking fees and internet. Will request a group conscience decision for F2F location after proposal is received.

#### CORE

REPORT	PERSON RESPONSIBLE
Nothing to report	Hal

#### WEBSITE DEVELOPMENT

REPORT	PERSON RESPONSIBLE
<p>A written report was submitted:</p> <p>The Request for Proposal was finalized in time for October 1 planned distribution. We only received 4 notifications of intention to bid so we decided to redistribute including a few new places and extend the notification of intention to bid until October 16.</p>	Evie

#### COMMITTEE WORK AREA (CWA) DOCUMENT STORAGE CONCERNS

DISCUSSION	PERSON RESPONSIBLE
<p><b>The issues:</b></p> <p>Establish the difference between items to be stored and items to be archived. Leo needs guidelines for what gets put where. There is a concern that things will get cluttered and the areas will not be maintained. He suggested using a cloud server for archive purposes.</p> <p><b>Points discussed included:</b></p> <ul style="list-style-type: none"> <li>• CWA is not a storage site. We need 2 types of areas: one for archives, one for work area that would be open to people on the committees.</li> <li>• Need to establish boundaries and rules; what is archived and what is stored</li> <li>• Need some place to work and confer such as Google Docs; website</li> </ul>	Lisa B.

<p>is not the place to do it.</p> <ul style="list-style-type: none"> <li>• Don't want to clog website</li> <li>• Work area has been difficult to use;</li> <li>• Guidelines for now will need to be revised with the new website; then all will need to be moved;</li> <li>• Keep old versions of foundation documents such as the FSM, which is updated annually.</li> <li>• When there is a change of leadership, uploaded documents, too.</li> <li>• Cloud storage is a good idea. Could be a temporary measure until we have new website. Committees can decide what they need to save.</li> <li>• It is important to post the committee work on the website.</li> <li>• After the protocols/guidelines are in place – who maintains it. Number of requests could be overwhelming.</li> <li>• A lot of the documents may be with one member of a committee and can suddenly be gone at any time. We could choose one place to have it all and then organize it later.</li> <li>• Important discussion for F2F meeting</li> <li>• Possibly a password protected section of the website that does not compromise the entire CoDA website.</li> <li>• It might be good for Leo and Evie to discuss this for the future website.</li> <li>• Include Leo in the discussion at the F2F meeting</li> </ul>	
---	--

ACTION ITEM	PERSON RESPONSIBLE	ACTION REQUIRED
	Lisa B.	Will contact Leo about including him in the discussion at our Board F2F meeting and his availability to attend.

**CODA EMAIL TEAM (CET) EMAIL CHANGE**

DISCUSSION	PERSON RESPONSIBLE
<p><b>The issue:</b> Flo received multiple requests for changes; Lorraine received a request from the chair of Communications. They have a group conscience decision to change their email alias from <a href="mailto:outreach@codas.org">outreach@codas.org</a> to <a href="mailto:info@codas.org">info@codas.org</a>.</p> <p><b>Points discussed included:</b> If we are going to change it everywhere on the current website, wait for new website The community is accustomed to sending to outreach; the priority is what's easier for the community, not the committee. Isn't a big deal to change – can make the email point to whatever alias is needed. Writing to <a href="mailto:info@codas.org">info@codas.org</a> makes sense. It's a standard used on many websites. Outside people having trouble getting information Don't make the <a href="mailto:outreach@codas.org">outreach@codas.org</a> go away as many people will lose contact with CoDA Suggest no change to current website at this time</p>	<p>Florence, Lorraine, Lisa B.</p>

--	--

ACTION ITEM	PERSON RESPONSIBLE	ACTION REQUIRED
	Lisa B. & Lorraine	Will discuss a plan to contact CET about the email change.

### C-PHONE CONCERNS

DISCUSSION	PERSON RESPONSIBLE
<p><b>The issue:</b>            Changed to C-phone volunteer answering method; no report since the June QSR. No idea how many calls are received, what types of calls, and if responses were made. Back when Answer 1 was there – 45 calls a week. As the Board, we should be concerned how well we are communicating with the outside world and the codependent who still suffers. Are the calls dropping? C-phone has a way to see how many calls came in, etc. We should be getting a monthly report of calls and actions taken. Raised issue because of a conversation with the Administrative Fellowship Service Worker who stated there are only two people left volunteering. Are we scaring them off?</p> <p><b>Background:</b>            The history of the transition from a paid answering service to all volunteers was described. Due to a change in the recorded greeting, people may be looking up meeting information themselves or emailing CoDA, which could account for a perceived decline in the number of calls. All messages go to a Gmail account, and then the volunteer gets the email and responds.</p> <p><b>Points discussed included:</b></p> <ul style="list-style-type: none"> <li>• There is a way to get a report.</li> <li>• One volunteer thinks people are discouraged and not calling because they aren't getting the help they need</li> <li>• Hopes new website will facilitate finding meetings;</li> <li>• Doesn't like the idea of non-CoDA people taking CoDA inquiries.</li> <li>• Staffing is a problem; need to present a gracious front to people who are suffering. So many don't want to do service. Very frustrating locally, too.</li> <li>• Concern – lack of transparency. It's our responsibility as the Board to know if it is still working.</li> <li>• C-phone communication among members is strong.</li> <li>• The zip code database is not completely accurate as new codes are added.</li> <li>• Calling the 800 number is for information only, not a therapy session;</li> <li>• Does the liaison have access to the C-phone dashboard? No - Communications Chair and C-phone people have access; Florence (as backup liaison) will try to get on the Google account.</li> </ul>	Barbara

ACTION ITEM	PERSON RESPONSIBLE	ACTION REQUIRED
	Lorraine	Will contact C-phone volunteers and ask them to provide a report to the Board. They are meeting tomorrow.

**ITEMS NOT COVERED**

**EVENTS REQUEST FOR EXTRA MONEY FOR SPANISH WORKSHOP ROOM: *Lisa B. will email group conscience request***

**BOARD POLICIES & PROCEDURE PROJECT: *Florence will email discussion***

**FUTURE BOARD MEETINGS**

Saturday & Sunday, November 16-17, 2013  
 Saturday, December 7, 2013 8:30AM Pacific Time