

CoDA Board October 11, 2014 Conference Call

8:30am-10:30am PDT

MINUTES

MEETING CALLED BY	Lorraine O , Board Chair
ATTENDEES	Hal H. - Vice Chair, Gerald B. - Secretary, Lorraine O , Board Chair, David Mc. - Trustee, Chris H.- Treasurer, - John R. - Alternate Trustee, Werner S. Alternate Trustee
REGRETS	
OBSERVERS	

Motions

MOTION 1	PERSON RESPONSIBLE
To approve September 13, 2014 minutes	unanimous
There were no GC motions to ratify, and treasurer report was moved down so we went to Incomplete GC	

INCOMPLETE GC

TRANSLATION PUBLICATION PROCEDURES REVIEW	PERSON RESPONSIBLE
Motion introduced to give board legal liaisons be empowered to explore less demanding forms of contracting for translating, publication and distribution or – the intent is to bring back to board a report as to what procedures they recommend. After discussion we approved this motion unanimously.	unanimous

DISCUSSION -	PERSON RESPONSIBLE
Our next item on the agenda was a round robin discussion on our experiences (good and bad) on the board up to now. Some comments from board members were the difficulty in attending committee meetings that are held during working hours for those members with full time jobs. For some it has been a learning experience, some areas are busier than others. A comment was made that it was best to separate structure from fellowship. We are a bridge to the committees was another comment. A familiar thread has been the amount of work and the need for more volunteers to assist in service and the need for better utilizing of our management team. Brainstorming was tabled so we went on to the treasurer's report.	

TREASURER'S REPORT

REPORT	PERSON RESPONSIBLE
<p>It was expressed that there is a need for monthly profit and loss statements to compare with budget. Finance committee working on this. Discussion ensued on what the process should be to obtain this information, Having a treasurer, bookkeeper and finance committee to work with. The need for monthly reports and transparency in finance was agreed upon but the process is a work in progress. This month we had a profit of \$2000. Income and expenses are in good shape. It was noted that the interest rate for our savings account was only 1.5%. The paperwork has been complete for opening of a new bank account. It was also noted that most expenses go to travel. There is need for clarity for approval process for paying expenses. There was a suggestion for Treasurer to come up with clear guidelines for signing expense checks (cheques) which will be presented to the board.</p>	Chris H.

SOS Meeting

DISCUSSION -	PERSON RESPONSIBLE
<p>A meeting with SOS to create a document with job descriptions and guidelines for dealing with paid personnel and contractors. It was noted that SOS has 60 hours a month and be diligent to stay within these hours. A breakdown of hours for SOS was requested. SOS has many resources that could be utilized if needed. Our next item was around our F2F, sometimes around early February for 3 days in Phoenix Arizona.</p>	

All other Items on Agenda were tabled	

MOTION	PERSON RESPONSIBLE
Moved to adjourn	unanimous

<i>Closing</i>
Closed with Serenity Prayer

FUTURE BOARD MEETINGS

Finished 10:00 AM PST

Next meeting: Saturday, Oct. 22, 2014. 8:30 AM PST (will be listed on CoDA calendar.)