



**Board Minutes/Summary for CoDA World Board Conference Call  
August 9, 2015 1pm PDT**

The Board of Trustees met on August 9th by teleconference. Members in attendance included: Gerald B, Mary I., Chris H., Denny H., and Lorraine O. as voting members. Also in attendance: Barbara D.

After opening procedures, the following motions were ratified by unanimous vote:

- Meeting minutes of meetings held prior to CSC, and following CSC
- Printing of CoDA Blue Book publication in Spanish

Note:

- Previous Face To Face meeting minute approval to be conducted via email vote, giving the Board time to review
- No Group Conscience Motions were presented

**TREASURER'S REPORT – Denny**

Denny reported that current accounts are as follows:

Chase Total for 2 accounts: \$ 92,454.56  
(includes 7<sup>th</sup> Tradition funds of \$326.15...deposited by Joan on 8/7/15)  
Reserve at National Bank: \$200,000.00

**Signing Authority**

Chris gave a report on banking signatory issues – According to the Arizona Corporation Commission (ACC) CoDA must report corporate officers each time they change by written notification, therefore Denny is not currently a signatory on the account. The bank has to be able to verify this, and that can be done by providing CoDA meeting minutes on letterhead. The ACC also requires that officers be referred to using specific terminology, which is different than CoDA Board titles. A suggestion was made to send previous minutes as well as minutes of this meeting to Chase, reflecting the terms used for Board member titles. Barbara D. noted that once proper paperwork is available there is also a step that requires Denny to physically go into the bank with a photo I.D. & sign paperwork at his local branch, and once that is done she will go in and remove herself as a signatory.

***Chris made a motion that for bank purposes, the CoDA Board positions will be referred to as follows:***

***Chair = President  
Vice-Chair = Assistant Secretary  
Treasurer = Secretary  
Secretary = Acting Secretary.***

***Motion seconded by Lorraine. Approved***

These Board positions were voted on at the CSC in San Francisco on Friday, July 17, 2015.

**Action Items:**

- ✓ Denny to send his contact info to Barbara D.
- ✓ Meeting Minutes to be provided to Chase bank on CoDA letterhead
- ✓ Denny to sign documents and present photo I.D. to local Chase branch
- ✓ Barbara D. to remove herself as signatory (Chris & Lorraine will remain)

Gerry reported that credit card numbers & account signers are no longer valid on GoDaddy account and will need to be renewed. It was noted that Chris has an active credit card and will work with Gerry to complete transition and update credit card numbers.

**Action Items:**

- ✓ Gerry & Chris to update all credit card accounts as needed

**Polworth (UK Printer) – Gerry (former Acting Liaison to CoRE)**

Polworth is the printer in the United Kingdom for CoDA literature. They sent an email request to resolve the issue of having being sent & printing version 2 of the CoDA Book instead of version 3 (updated 2012, 3<sup>rd</sup> Edition, 1<sup>st</sup> Printing). Discussion ensued on how this occurred and possible solutions. Suggestion was made to find out what the differences are between the two versions before taking this matter to Legal.

**Action Items:**

- ✓ Gerry to contact CoRe (and Literature if needed) to discover exact differences between Version 2 & Version 3 of the Blue Book.
- ✓ List of differences between Version 2 & Version 3 to be submitted to the attorney for legal advice.
- ✓ Note: new Legal Liaison to take the action listed above.
- ✓ Discussion of Polworth's request to sell all English speaking materials in Europe will be conducted via e-mail. (note: this does not affect CoRe, as they are US only)

**Website Overview Group**

At the CSC, the membership tasked the Board to have the website as a high priority. Chris requested that Gerry send e-mails to the Board for further discussion about the Website Overview Group.

**Action Items:**

- ✓ Gerry to lead a Website Overview discussion with the rest of the Board via e-mail.

***Lorraine made a motion to extend the meeting until 2:30pm following Executive Session completion at 2:15pm. Denny seconded the motion. Approved***

## The Board met in Executive Session to discuss the Legal Liaison position.

*Chris made a motion to offer the previous legal liaison to be an unpaid resource without any direct or indirect email abilities. Denny seconded the motion. Approved*

## Regular Board meeting reconvened

### Liaison Positions

Discussion of Liaison assignments ensued. Several primary positions still needed as well as some backup positions. Discussion on the role of the Liaison described as someone who takes any ideas that the committee has back to the Board to be discussed. Some concern was shared over conflict of interest issues, i.e. the Treasurer also being a member of the Finance Committee. It was clarified that the role of the Liaison is meant to be a resource for the committee, not a member of the committee.

Discussion of individual committees ensued.

- **Finance** Committee meeting time is moving to 4:30 on Wednesdays.
- **Outreach** is a very active committee, with a worldwide presence who meets on Saturdays. Their challenges include scheduling meetings for the International members including those from the UK, Australia, and Malaysia. It was stated that Ranu is the new chair of the Outreach Committee, and she is from Malaysia.
- **Service Structure** Committee was described as supporting and maintaining CoDA's foundational documents or keeping the Foundational Service Manual (FSM) up to date.
- **World Connections** Committee - Debbie from Alberta is the Chairperson.

Some concerns surfaced regarding the similar issues that are being experienced by the

- **World Connection** Committee
- **Outreach** Committee
- **Spanish Outreach**
- **Issues Mediation** Committee

and that these groups seem reluctant to talk with each other about these issues. Suggestion was made that perhaps there could be a meeting with these groups to resolve these concerns.

- **Communications** Committee – Jenn is doing a really good job.
- **Translation Management Committee** - there were two individuals listed, so Gerry withdrew from the Primary role, and is now serving as Backup.
- **Independent Contractors (formerly known as Fellowship Service Workers)** – Discussed that all contract employees require a Board Liaison assigned to them, with consistency in monthly billing being a primary goal.

Each Primary position was filled, and Mary was asked to send a list of these, including the Backup positions that still need to be filled, to each member of the Board so the discussion on Backup positions can continue via email.

*Denny made a motion to accept the Primary Liaison Assignments (as discussed & listed below). Chris seconded the motion. Approved*

**Action Items:**

- ✓ Mary to send list of Backup positions still needed to BOD for further discussion via e-mail
- ✓ Mary to send Primary Liaison list to both the Chairs and the Finance Committee at [Chairs@coda.org](mailto:Chairs@coda.org) and [Finance@coda.org](mailto:Finance@coda.org) respectively.

**Meeting Adjourned at 2:30 p.m.**

**Next Board Meeting scheduled for Sunday, September 13, 2015, the 2<sup>nd</sup> Sunday of the month.**

**BOARD LIAISON LIST – 2015-2016 Board Year**

<b>Committee</b>	<b>Primary</b>	<b>Back up</b>
1. Communications C-Phone & CET	Lorraine	
2. Co-NNections	Mary	
3. Events	Mary	Lorraine
4. Finance	Denny	Lorraine
5. Hospitals & Institutions (H&I)	Lorraine	Mary
6. World Connections Committee	Gerald	Mary
7. Issues Mediation Committee (IMC)	Christine	
8. CoDA Literature Committee (CLC)	Lorraine	Mary
9. Outreach	Mary	Denny
10. Service Structure Committee (SSC)	Denny	
11. Spanish Outreach (SPO)	Denny	
12. Translation Management Committee (TMC)	Lorraine	Gerald
13. Contract employees formerly FSW (Fellowship Service Workers)		
Geff	Lorraine	
SOS	Christine	
Joan	Denny	
14. Legal Liaison	Christine	Mary
15. Chairs Forum	Gerald	
16. CoRE Liaison	Gerald	Lorraine
17. Web Liaison	Gerald	
18. QSR Liaison	Mary	