

Board Summary for CoDA World Board Conference Call  
August 17, 2013 8:30am – 10:30am PDT

The Board of Trustees met in August by teleconference. All members were in attendance: Evie, Hal, Lisa B. Barbara, Chris, Florence, Dagmar, David and Mercedes as voting members, and Natasha, Charles and Lorraine as Alternate Trustees. Our webmaster attended the call and was granted voice during our discussion of the website.

After our usual opening procedures, we approved the previous minutes from 3 different meetings we had in July (pre-CoDA Service Conference [CSC], mid-CSC and post-CSC). We ratified the following Board group conscience decisions that were made during the previous month:

- Exception to the Expense Reimbursement Policy (ERP) regarding the Board face to face meeting per diem be changed
- Funds for Literature to Venezuela
- CoDA Email Program Change from the Email List Coordinator (Communications)
- Approved \$9,000 for filing trademarks in Venezuela

The Treasurer gave her report which included the following items:

- Gave a brief background of the report for new Board Members
- Not all Expense Reimbursement Requests (ERRs) have been paid out at this time
- Sent out minutes from the Finance Committee meeting that includes motions for the Board to consider.
- Barbara will send out a Group Conscience (GC) email for each motion presented by Finance.

Board members were reminded to send in a signed copy of the conflict of interest policy. We then discussed our upcoming face to face meeting planned for November 16-17, 2013 in Los Angeles, CA. There is a proposal to have some Board members either arrive before the meeting begins, or extend their stay after it ends to work on archiving CoDA's historical documents. These have been stored in various places across the country until recently when they were collected at the home of a Board member in Los Angeles. Discussion will continue by email over the next month about how to pursue this project.

Much of our time was spent discussing the association management company (AMC) that we will be hiring. Our corporate attorney reviewed the proposed contract and made

changes which will be presented to the AMC for incorporation into a final draft. We decided who will sign the contract once approved by the Board and we chose Board liaisons to interact with the AMC's Account Executive (AE). For now, the AMC will be assisting the CoDA Board with various projects, the first being the development of a new website and meeting search function. There are procedures and policies to be created to address our interactions with the AE, and with the Administrative Fellowship Service Worker (Admin FSW).

Discussion turned to the website development and meeting search function project. We chose one Board member to be the lead liaison to the AE on this project. The liaison will develop a project plan outlining the various phases of the project. Our webmaster voiced his concerns about the project, and asked to be involved with the developer once one is chosen. We all agreed that the AMC will help us find prospective candidates to interview using the Request for Proposal (RFP) and the Web Requirements Document as guides. The Board needs to establish who will be involved with each phase of the development. We hope to have that defined very soon.

We decided to extend our time so that we could discuss the new contract between CoDA, Inc. and CoRe, Inc. The Board liaison to CoRe presented a draft of the contract for our review. Several questions and comments will be carried back to the next 2 x 2 meeting between CoDA and CoRe. We are hopeful that we will be able to send a copy to our corporate attorney for review soon.

We closed the meeting at 11:10am with the Serenity Prayer.

#### **Future Board Meeting:**

- Sunday, September 22, 2013 8:30AM Pacific Daylight Time
- Saturday, October 19 or 26, 2013, 8:30AM Pacific Daylight Time

For those wishing to listen in on a board con call, please review the guidelines at <http://coda.org/service/conf-call-guidelines.htm>.