

Board Summary for CoDA World Board Conference Call  
December 7, 2013 8:30am – 10:30am PDT

The Board of Trustees met in December by teleconference. Members in attendance included: Florence F., Hal H., Barbara D., Lisa B., Evie S., Chris H., Dagmar M., and David Mc. as voting members, and Lorraine O. & Charles Z. as Alternate Trustees. Mercedes M., voting member, was not in attendance.

After our usual opening procedures, we approved the previous summary and minutes from the November 2013 face to face Board meeting. We ratified the following Board group conscience decisions that were made during the previous month:

- Proposed response to trusted servant regarding the Excel file in the Committee Work Area
- Approve \$1254 for sending Mexico a cease and desist letter

The Treasurer gave her report which included the following items:

- We have over \$400,000 in the bank
- Moved all monies to the new bank accounts
- Will arrange for signatories for the new accounts

We discussed the date and location for our next face to face (F2F) meeting. We chose to meet for 3 days starting Saturday February 1, 2014 through Monday February 3, 2014. Saturday will be dedicated to strategic planning with our Account Executive (AE) from the Association Management Company (AMC) leading us. Sunday and Monday will be utilized for our regular Board meeting, small group work, etc.

We then discussed how to manage our discussion time better. Adding 2 hours to our work day during our last F2F meeting was very difficult for many of us. We agreed to adhere to pre-determined time limits; if more time is needed, we would continue discussion by email.

We discussed the possibility of having an additional F2F meeting before the 2014 CoDA Service Conference (CSC). After considering other options for completing the work that is surely to come out of our February F2F meeting, we decided not to have an additional F2F meeting before CSC 2014. We will utilize a combination of email, teleconferencing, and working in small groups to complete the work.

Following this discussion, we talked about having a teleconference between all committee chairs and the Board of Trustees. This idea was presented to the Board those who attended the Pre-CSC meeting held in 2013. The Board motioned to approve having the teleconference, and three Board members volunteered to facilitate planning the event. Our vice-chair agreed to bring the issue to the Chairs Forum for further discussion.

The CoRe contract was our next item of business. Our two Board liaisons to CoRe planned to attend the next CoRe Board meeting. We hope to resume the contract meetings consisting of two CoRe Board members and 2 CoDA Board members (2 x 2 meetings) in January 2014.

The website is our number one priority right now, and we spent time hearing a report from our liaison to the project. Interviews for hiring a new website developer were postponed for a month due to an unsatisfactory number of responses to our Request for Proposal (RFP). Actions were taken to clarify some confusion that existed in the RFP, and additional efforts were made to acquire proposals from other qualified developers. One action taken was to contact other 12 Step groups with websites that had what we want, and send the RFP to those developers.

We moved on to hear a report about the archiving project. Two Board members spent three days going through over one dozen boxes of files. A list of what we have was developed. Further work is needed to determine what needs to be sent to our corporate attorney, and what can be transformed into a digital file. We determined that there were items to be kept as “official archives” vs. things to be kept to preserve CoDA’s history. We passed a motion to develop an official archive (both physical and digital), and to create a visual display for CSC and our International CoDA Conference (ICC).

Our final item of business was to hear a report from our AMC liaisons. In addition to the Website Redevelopment Project, the AMC is working on another project – CoDA’s policy & Procedure (P & P) Manual. Two Trustees are working closely with our AE to compile this manual. Part of the process may include some By Law changes, and Fellowship Service Manual (FSM) changes. We hope to include appropriate cross-referencing in the manual, and a policy for changing the manual in the future. We will develop a template for committees to use to insure there is continuity in the format. We will include all committee manuals as well.

As part of this manual, we discussed email voting. The law that covers this mentions “written consent”. Every member must have an opportunity to respond to a proposed group conscience decision. Our AE is going to provide some information for us, and help us to develop a policy. In an effort to begin this process, the Board passed a motion stating that any email group conscience decision will have a seven day waiting period unless all Trustees have voted before that time period is up. We will develop the policy in more detail by email discussion and voting.

We closed the meeting at 10:47am with the Serenity Prayer.

### **Future Board Meeting:**

- Sunday, January 12, 2014; 8:30am Pacific Time
- Face to Face meeting February 1-3; 8:30am Pacific 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>.