



## Board Minutes/Summary for CoDA World Board Conference Call October 18, 2015

The Board of Trustees met on October 18th by teleconference. Members in attendance included: Gerald B, Mary I., Chris H., Denny H., and Lorraine O. as voting members.

After opening procedures, the following e-vote motions that were approved by email were ratified by unanimous vote:

1. September 13th board meeting minutes;
2. *Motion: To add addendum to Polworth Publishing UK's current P&D (publishing and distribution) contract (printing only in English) to include orders within Europe if the country does not currently have a P&D contract. Co-Dependents Anonymous Inc. reserves the right to rescind this addendum if any country wishes to sign their own P&D contract in the future. This addendum will not be exclusive to Polworth Publishing. CoRe retains the right to sell literature to Europe;*
3. Unanimous votes of new issues via email to be approved at this Oct 18<sup>th</sup> meeting;
4. GC to send Email Etiquette document to the entire Fellowship as an informational document;
5. GC to sign Contract for F2F

### AGENDA

#### Website Overview Group - Gerry

Gerry reported that he had helpful discussions with the Arizona website crew regarding personnel changes & his ability to access the back-end of the site, as well as with the Outreach Chairperson regarding their website.

It was noted that there were several action items that had been pending as of the previous Board meeting.

#### ***Action Item- Ongoing:***

- ✓ Gerry to send out a board email discussion on the CoDA Board page. Gerry will need some time to create the starting document.

Gerry previously sent out an email discussion on Chairs Committee meeting board rotation. No discussion followed at that time. The following Board members volunteered to serve as Liaison for various months:

- October - Chris
- November - Gerry
- December - Mary
- January - Denny
- February – Lorraine

It was noted that the Chairs Committee has a floating date. Gerry to notify the Board of his needs past February, asking to be placed on the agenda.

Gerry completed his work on the etiquette email for the Board to approve, as well as completing the motion for email consideration regarding Polworth's distribution contract in Europe. (see above)

### **Treasurer's Report – Denny**

Denny reported that current accounts are as follows:

Checking Account Balance:	\$ 35,876.46
Savings Account Balance:	\$ <u>60,031.06</u>
Total:	\$ 95,907.52

For CFC 2015, the total paid out for ERR's was approximately: \$33,000.

There are currently 8 ERR's outstanding. This includes one that will go out on Tuesday morning, via money transfer, bringing the total to 7 outstanding. One new one was received today.

Some questions have come in regarding ERR's as 7<sup>th</sup> Tradition donations, so Denny has referred those to the Finance Committee who is researching the issue. Finance Committee Chair and Bookkeeper to meet with Denny next week, and Finance Committee will come back to the Board for a decision on these matters once they have sufficient understanding on how to proceed with proper accounting terms in QuickBooks.

Denny completed his work on the J Street recurring payment situation, as well as with the PayPal account regarding 7<sup>th</sup> tradition donations. Email notification now goes directly to Denny from PayPal, where upon he immediately sends out "thank you" letters. It was noted that Event Bright payments do not go through PayPal, but rather straight into the CoDA checking account.

### **Board Meeting Minute Summaries - Mary**

As Board Secretary, Mary takes digital notes during meetings and will send a summary of the meeting minutes out to the Board members for review. Each will have 1 week to comment or change anything that seems appropriate, before they are made public for the Fellowship. Mary will then submit the summary to Geff (and carbon copy Lorraine, as his Liaison) for distribution. In addition, Chris will speak to Conni regarding the formal minutes, and when those can be made available. Minutes should be made available on the CoDA website, and Gerry is to work on that.

#### ***Action Item-***

- ✓ Mary to send summary to Geff (cc to Lorraine) following 1 week for discussion

### **Copyright Disclaimer - Lorraine**

Lorraine has completed her work on writing the copyright disclaimer for the Co-NNections website and it has been approved by the Board. She has been in conversation with Geff and it was noted that at present the Web Developer makes back-end change to website, however there was an inability to properly post the disclaimer, therefore this issue is not fully resolved. Lorraine is to send the copyright disclaimer to Gerry, as he may be able to post it, as he will be given access to the back-end of the website soon. It was noted, that if this matter cannot be resolved quickly, it can be addressed at the F2F meeting.

**Action Item-**

- ✓ Lorraine to send copyright disclaimer to Gerry for posting on Co-NNections website if possible.

***Denny made a motion to extend the meeting by 15 minutes. Motion seconded by Lorraine. Approved***

**Website Overview Group Cont'd - Gerry**

Gerry reported that he intends to show the copyright disclaimer as well as the formal meeting minutes to the Outreach Committee, as they continue to develop their website. He also reported that there is now a place to post Board meeting minutes on the website, making them available to the entire fellowship. It was noted that the minutes from the August 2015 meeting are already there and available for viewing.

Note: To access the meeting minutes, go to "Service Info" on bottom of CoDA.org home webpage, then a large purple box appears that says "Board", then select "Board Meeting Minutes"

It was noted that a link to this could be sent out through Geff in the Communications Committee to notify the fellowship of where to find the minutes.

**Action Item-**

- ✓ Lorraine to send information to Communications Committee, who will notify the fellowship how to link to Board Meeting Minutes

**Chairperson's Report – Chris**

Chris reported that she has begun the e-mail discussion on the fall Board F2F meeting. She has completed her follow up with the World Connection's Committee and the group in Columbia. She has reminded them of the Board's stance on publishing information, and they have responded favorably, promising to follow proper procedure in the future.

Chris has also sent an email out on country assignments, however it was noted that more discussion is definitely needed, so this item is still pending. It was noted that Chris is liaison to IMC, and Gerry is liaison to WCC.

Regarding QSR, Chairperson thanked the other Board members for their assistance in getting the QSR processed quickly. It was noted that some questions have surfaced regarding SOS and their duties and hours in assisting CoDA, so in the future it is the intention of the Chairperson to include more information about SOS, and the good services they are providing in the QSR. Later it was noted that late QSR's are generally not accepted and will be considered in the following month, and that this is another area of the website to be cleaned up.

Permissions were not discussed at this time.

Regarding Section 6, it was noted that Policy & Procedures Section 6 was covered at the F2F meeting held during the CSC, and that information is being processed by Conni for updates to the Policies and Procedures Manual. Chris noted that she has additional changes for the Procedures Manual that she intends to discuss with Conni at the F2F meeting to be held in Phoenix in November.

Regarding the Face to Face Meeting, coming up in November, some of the things that are suggested to be discussed are:

- Policies & Procedures (note: Board members to bring their binders and notes to F2F)
- Strategic Planning
- CoDA website
- Relationship with CoRe
- Committee overlap (review each committee's job descriptions)
- Creating a way to have a working meeting (3-4 hrs) via the internet (or a mini-F2F) perhaps quarterly
- Country assignments (if not resolved prior to F2F)

It was noted that food & lodging for F2F are taken care of. Some travel issues will be taken care of through ERR's.

***Action Item-***

- ✓ Chris to re-send email re: country assignments
- ✓ All Board members to bring their own P&P binders to F2F

**Meeting Adjourned at 5:15 pm**

**Next Board Meeting scheduled for (agenda correction): F2F Meeting to be held in Phoenix, AZ on Nov 18th & 19th, 2015.**