Board Minutes/Summary for CoDA World Board Conference Call
March 13, 2016

The Board of Trustees met on Sunday, March 13th by teleconference. Members in attendance included: Gerald B, Mary I., Chris H., Denny H., and Lorraine O. as voting members.   Visitors in attendance included: Crystal, Linda, and Anita.

After opening procedures, the following Group Conscience Motions, (as approved via e-mail) were ratified by unanimous vote:

- February 21, 2016 Minutes (as modified via e-mail)
- Email Motion to *create a working group that would consist of 2 Board members (Legal Liaisons) and 2 Fellowship members (chosen by Liaisons and Group Conscious by Board) to carry out necessary duties and responsibilities within CoDA Inc. regarding all legal matters. Regular reports will be given through the Liaison to the Board.*
- Email Motion to have IMC Liaison accompany IMC member to mediation.

I.   AGENDA- Items for Discussion

CoRe – Mary & Gerry
Gerry will be meeting with CoRe on April 12th. Things to be discussed include: current relationship, royalties, CoRe relationship with countries, pricing, change of literature, handbook, and digital items available. It was noted that any items that can be decided at the Coda Service Conference (CSC) should be decided there. **This item was moved to email discussion.**

Survey for SOS - Chris
SOS Association Management Solutions, the association management company for CoDA, has asked each of the Board members to fill out an electronic survey on how SOS is doing. They further request that the "To Do" list, which they are compiling, be reviewed at each meeting, as well as the Strategic Plan and Timeline for the organization. Discussion on reviewing Strategic Plan at this and future meetings was tabled.

Spanish Outreach (SPO)- Denny
SPO has provided and prioritized a punch list at Denny's request. Board recommends all items are to be completed by professional web developers.

Website Test & Dates – Denny

Denny's website test on the new Meeting Locator is complete and he has sent an email to all Board members with his thoughts. Web Liaison is now to move forward. It was noted that the dates for when a report, etc, are due have been fixed on the website, utilizing language such as "due in 60 days", rather than a specific date.

Coda Service Conference (CSC) Rooms – Mary

Mary reported that she is in contact with the host facility, and is proceeding with trying to arrange rooms for the Board.

Delineate Legal & Healthy Boundaries – Mary

This issue was tabled, and is to be **moved to new Legal Group.**

European Union (EU) – Mary

This issue has been moved to the newly formed Legal Group and needs to be dealt with right away. It was noted that Gerry is currently building a "To Do" list for Legal on Google Docs.

Texas picture motion

Texas requested a picture change on the CoDA website via a motion. Discussion ensued on previous ruling at 2015 CSC (Coda Service Conference), rotating web pictures, jurisdiction, and Web Group's role. It was noted that Texas needs to be notified when the old picture is removed.

Action Item:
- ✓ Mary to check minutes from Face to Face (F2F) in 2015 to see if there was already action taken on this issue.
- ✓ Lorraine to notify Web Group of following motion as Web Liaison.

Mary made a motion to send this item to the Web Group for their recommendation. Motion seconded by Denny. Approved

Literature - Mary & Gerry

There is currently an existing email discussion on this topic. It was noted that this issue is different than CoRe items previously discussed. **This discussion was moved back to e-mail.** It was requested that the previous email thread be continued for this topic.

Face To Face (F2F) - Chris

This is scheduled for June 24, 2016. It was suggested that Face To Face be held at the same location as the CoDA Service Conference for the purposes of previewing the location that the Fellowship will be using for CSC, however the topic was opened for suggestions on a more centralized meeting locale. **This item was moved to email discussion.**

Action Item:
- ✓ Chris to continue this discussion via email.

Website Test SOS

SOS was unable to attend today's meeting. They are setting up a meeting with the Fellowship Service Worker who serves as Meeting Coordinator next week. One of the main issues to be dealt with is updating the database for the new Meeting Locator. The old data is currently suspending the ability to update the new web site. It was recommended that no further tests on the new Meeting Locator be sent out to the Web Group, until the data can be updated, as it was confusing to members of the Web Group.

Questions were raised on the new Meeting Locator's ability to search by zip-code proximity, as well as the issue of crossing state boundaries. It was also noted that the last test of the new Meeting Locator showed broken links on some international meetings as well as incorrectly listing some international meetings according to who manages themselves.

Action Item:
   ✓ Lorraine, as Web Liaison, to contact web-team re: new Meeting Locator crossing state boundaries, and keeping zip-code proximity search as a search option.
   ✓ Lorraine to address international meeting concerns with web-team as well.
   ✓ SOS to work with Meeting Coordinator to correct old database prior to next test.

International Contracts Signed - Chris & Lorraine

This item has been completed. Colombia, Japan, & Israel have all signed their contracts. Question was raised as to why this process takes place yearly as opposed to every 3 or 5 years. It was noted that this may be an issue for another task group.

Treasurer's Report – Denny

Denny reported via email that the current accounts are as follows:

Chase Checking Account Balance:	$ 60,111.70
Chase Savings Account Balance:	$ 60,039.23
Event Brite-Event Registrations:	$ 522.08
National Bank of AZ:	$ 180,201.68
Total:	$ 300,874.69

Denny reported that the Finance Committee would like to have every Expense Reimbursement Report (ERR) processed by December 31st. This is made possible by utilizing SmartSheet. This would also allow all CoDA Service Conference ERR's to be completed by the end of the Conference. Denny ran a very successful test of the new system and found it to be extremely efficient. It was noted that financial processes are becoming much more efficient due to recent changes that have been implemented.

Secretary's Report – Mary

Mary reported, via email, the following:
   ● **Madrid Protocol** and Legal Responsibility: **this item has been moved to Legal Group.**
   ● **Fair Use Policy**: Gerry and Mary have been working on this issue, and will have more information following his meeting with the lawyer. **This item has been moved to Legal Group.**

- **Committee Reports:**
  - **Literature**: Mary has contacted this committee, but not gotten a response from the Chair. She has requested the ability to be on the next call.
  - **Outreach**: This committee is active.
  - **Co-NNections**: This committee has experienced a slowdown in participation and is hoping to resolve this quickly.
  - **Quarterly Service Report** (QSR): There is currently no volunteer to coordinate this committee. Mary will serve as Coordinator until someone becomes available.
  - **Events Committee:** Events has selected a venue, and sent a flyer to the Board.

- **Action Items from February Board Meeting:** Mary was to create and publish the Liaison Master List. This action was completed by others. Smartsheet was updated.

Legal Group Report – Mary & Gerry

Now that Legal Group has been approved, Gerry is forming a "To Do" list to fully cover all issues referred to them and will come back to the next meeting with committee names and more information.

Vice-Chair's Report - Lorraine

- **Website Update -** Lorraine reported that she met with the SOS team working on the website, and they are continuing to work on various issues. She will meet with them again following their meeting with the Meeting Coordinator.
- **Translation Management Committee** (TMC) - Crystal, the TMC Co-Chair reported that last year, this committee formed a 2x2 Work Group with the Board in order to review Policy & Procedures, flow and documentation. At that time, they successfully dealt with Translation issues, and now would like to form another 2x2 Work Group with the Board in order to deal with Publication and Distribution (P & D) and renewal of P & D documents. The goal of this proposed group would be to finish vetting all Policies & Procedures utilizing 2 members of the TMC and 2 members of the Board, with at least one of the Board members being from the Legal Group. They would also be interested in making sure someone on the team has electronic document signing experience.

  The Board wishes to acknowledge that some items in the past have not been fully dealt with in a timely fashion, and are requesting help from SOS in order to fill those gaps. Accordingly, SOS is being asked to go into the CoDA archives and create a timeline of all items, and then warn the Board in advance of their being due, along with a set of procedures to fulfill all signing needs.

Action Item:
  - ✓ SOS to go into CoDA archives, and create a list of dates and responsibilities for the Board, the TMC, and SOS

Discussion ensued. Gerry (from Legal Group) and Lorraine (as TMC Liaison) both volunteered to join the TMC 2x2 Work Group representing the Board. It was clarified that this group is only temporary, and will exist solely to finalize Policies & Procedures, at which time it will be disbanded.

Action Item:
- ✓ Crystal (TMC Co-Chair) to notify Gerry & Lorraine when 2x2 Work Group meetings are to be held.

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

II.   Old Business

Flyer – Mary
The Events Committee sent a flyer to the Board, with a picture of the commemorative coin they would like to produce for the upcoming convention to celebrate CoDA's 30 Year Anniversary. They would like to use the phrase "To Thine Own Self Be True" on the flyer, and are asking for approval from the Board of both the flyer and the use of the phrase. Other elements of the coin include the phrases: "celebrating 30 years", "Carefree, AZ", "Self Respect, Discovery, Recovery".

It was noted that the flyer looked very professional, included good color choices, and an effective emblem of the sun. It was also noted that there are currently incorrect dates listed on the flyer.

Action Item:
- ✓ Mary to notify Events Committee about the date error

Mary made a motion to approve the flyer, once the date correction is made. Motion was seconded by Denny. Approved

Commemorative Coin- Mary
Mary reported that the Events Committee is asking for approval of the phrase "To Thine Own Self Be True" on the coin which does not appear on the coin rendering at this time. It was noted that some of the letters in the rendering are white and some are yellow, the question was raised if this was an intentional choice or a printing issue on the rendering itself.

Discussion ensued on whether or not the coin would be ONLY available to those attending the CoDA Service Conference in 2016, as a token of remembrance, similar to a Welcome Chip. Some additional questions were raised regarding: CoDA Traditions, the materials the token would be made out of, and whether or not the coin would made available later for others to purchase. It was noted that the coin came out of a Group Conscious from the Events Committee.

This issue was moved to an email vote, once the question of the different colored letters has been answered by Events, and the Board receives a new drawing of the proposed coin.

Action Item:
- ✓ Mary to inquire from Events Committee more information on yellow vs. white colored letters in the word "years"

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

Fair Use Policy – Mary
Please refer to the Secretary's Report, as included earlier.

Group Inventory
This item was not discussed.

Awareness Campaign
This item was not discussed.

III.   **New Business**

Board Budget
It was noted that the Executive Board has a budget of $6,650.00 for Face To Face (F2F) and Committee use. They have currently spent $ 1, 868.39. They also have an additional $15,823 to use for the Coda Service Conference. The Treasurer noted the total budget is $22,503. It was further noted that 2 of the Board members will not be using their airfare budgets for the meeting, as they will not need to fly there.

Mary made a motion to utilize the Board of Director's budget to pay for the Issues Mediation Committee (IMC) Liaison to attend the meeting. Motion seconded by Lorraine. Approved

Action Item:
- ✓ Board to notify IMC of the above motion's approval.

Next Board Meeting
It was requested by the Chair that the next Board meeting be moved to April 17th, rather than April 10th. The meeting is to be held at 2pm, Pacific Time. All Board members were in agreement.

It was noted that the information on the website about how to join or attend an upcoming Board Meeting might be missing some information.

Action Item:
- ✓ Lorraine to notify the Fellowship via the Communications Committee of the meeting date change.
- ✓ Lorraine to check webpage re: attending Board Meetings

Scope of Work

The Scope of Work refers to the items that SOS is responsible for, as approved at the Face To Face Conference. Mary and Chris will work together to ensure SOS is staying within the Scope, per SOS's request. SOS has further requested that this be a regular agenda item for Board Meetings. Suggestions were made to only discuss the items due within the next 3 – 6 months at regular Board Meetings, and to discuss the long term items only on a quarterly basis. **This discussion was moved to email.**

Reminder

Board members are reminded to please utilize the pre-existing email thread for old subjects, and conduct email conversations on only one subject at a time. Please use the term "discussion" or "motion" in the subject line.

Following closing prayer, the meeting adjourned at 3:32 pm PT.

The Board would like to thank all guests who were in attendance.

Next Board Meeting re-scheduled for April 17th at 2pm, Pacific Time – please note date change.