



## **Board Minutes for CoDA World Board Conference Call April 17, 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: Conni I (SOS), Philip H (FL), Jen L, John R, Liliana R (CoDA Colombia), Simone P (NY), Linda A (Spanish outreach)

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

- **Approve Summary dated; March 13, 2016**
- **Approve Minutes dated; March 13, 2016**
- **Approve Chair expense to Phoenix and back**

***Mary made a motion to approve all items, Denny seconded. Approved unanimously.***

### **AGENDA- Items for Discussion**

#### **Board F2F, 2<sup>nd</sup> discussion on location and date**

Board is meeting Face to Face June 24-26. The board wanted to meet at the Carefree Resort, where the CSC is being held in October, but it is not available. Discussed whether we should change the date or move to a different hotel, possibly close to the airport. Discussed having a road trip and going to the Carefree Resort as part of the board agenda. All agreed we should keep the date and stay close to the airport, with a road trip to Carefree Resort.

#### ***Action Item:***

- ✓ Conni to arrange Board Face to Face hotel – rooms and board meeting space.

#### **CSC dates was By-Law motion 2015 CSC**

Chris suggested we move this for discussion at the Face to Face. We will be working on all of the CSC motions at the F2F.

## **Web Development**

Move to Face to Face.

## **Recommended procedure to contact Webmaster**

Chris reported that the procedure is that items sent to the Web Liaison first and if appropriate, the Web Liaison sends to the webmaster. Webmaster will put a statement on the website directing people to the Web Liaison. Discussed putting a statement in our correspondence as there is some confusion to the procedure. Lorraine will create a statement to put out to the Fellowship.

### ***Action Item:***

- ✓ Lorraine to create a statement to the Fellowship on procedure for sending in potential website changes.

## **REPORTS:**

### ***Treasurer's Report – Denny***

Chase Business Account - \$67,107.87

Savings Accounting: \$60,046.66

National Bank - \$180,275.60

Eventbrite - \$787.50

Denny presented a balance sheet for end of 2015 and balance sheet for 1Q of 2016, submitted to Mary to be included in QSR.

### ***CoRe Update- Gerry***

Gerry just got back from a Face to Face meeting with CoRe. He reported it was a very good meeting and they shared some great ideas.

### ***Action Item:***

- ✓ Gerry will work on a full report to send to the Board, which will include the CoRe contract update.

### ***Spanish Lit (Denny and Gerry)***

There are 3 issues that have come up having to do with Spanish Literature.

1. Spanish Outreach submitted to CoRe several times the 12 Steps Handbook and Building Community translated documents for publication, with no acknowledgement from CoRe. They have not seen a mockup of the literature to date.
2. CoRe has requested to discontinue one of the translated items, which has created some confusion.
3. Currently, none of the translated items that are currently in CoRe's files are in the Legal Repository.

Gerry and Denny reported there has been miscommunication and misunderstanding on procedure and how to proceed. Discussed that the request for the translated documents should have gone through the CoDA Board to insure a timely response.

Discussed looking at the process and making sure the translations are going to the legal repository. Denny spoke with Barbara, asking them to develop a Policies and Procedures Manual, which would help all of us.

Guest Liliana, a member of the board of Coda Columbia and member of the Spanish Outreach Committee, stated that they have not received the signed Columbian contract yet. They are requesting this right away so they can begin to publish. Gerry will follow-up on getting the signed contract to Liliana.

Guest Linda A, a member of Spanish Outreach (SPO), reiterated that when a translation is sent to CoRe, that it is ready to publish. She stated that getting no response from CoRe was wrong. All agreed. She also stated they would like to digitally download immediately the pamphlet CoRe is retiring, since none of them have been in Spanish. Mary said that they can't discontinue without agreement from CoDA. Discuss on process for getting digital downloads. Discussed that SPO needs to go through the CoDA Board for a more timely response.

Gerry reported that CoRe is aware of the request and have responded affirmatively that they will go ahead. They have asked for print ready documents in .pdf. Linda will get the document in .pdf and Gerry will follow-up with CoRe on timeline.

**Action Item:**

- ✓ Linda to send .pdf of documents to publish to Gerry.
- ✓ Gerry to follow-up with CoRe on timeline for publication of the 12 Steps Handbook and Building Community in Spanish.
- ✓ Gerry to get all Spanish translation documents from CoRe for the Legal Repository.
- ✓ Gerry to clarify documents that CoRe wants to discontinue and whether they can be given to Spanish Outreach digitally.

**Secretary-Mary**

**QSR Report** – Discussed the need for a QSR coordinator. Since the loss of the previous coordinator, Mary has been coordinating. Geff offered to help put this together quarterly, which would take no more than an hour quarterly.

**Mary made a motion that Geff be assigned the duty of the QSR coordinator with time not to exceed 1 hour per quarter. It would be sent back to the QSR liaison before distribution to the Board. Denny seconded.**

Discussion on to whether Mary should keep or Geff take this task on. Discussed that the QSR liaison will read over and board will approve.

**Approved unanimously.**

**Action Item:**

- ✓ Mary will contact Geff and have him start with the next QSR.

**Website/Vice Chair – Lorraine**

Lorraine had to leave the call. Conni reported for Lorraine.

**Web Development** – Conni reported that the Meeting Locator is ready, but that we have taken the step to verify all the meeting data and update the database. This is a tedious process with 4 people working on it. We are half-way done and hope to be completely done by end of month. Once this is done, we should be able to test the Meeting Locator one last time and go live soon. Gerry asked for a presentation of the Meeting Locator. Agreed that the Board will test first, then send out to Web Group to test. Conni will facilitate.

**Outreach page and web updates**

Conni reported that the Outreach Committee is ready to update their portion of the website. A meeting is scheduled for Tuesday to finalize steps to completion.

It was brought up that the retainer contract with the web designer is coming up for renewal. Something to discuss at the Board Face to Face meeting. Conni to follow-up with developer.

**Action Item:**

- ✓ Once database updates are completed, Conni to set up a presentation of the Meeting Locator to the Board.
- ✓ SOS work with Outreach Committee to finalize their portion of the website.
- ✓ Conni work with web developer on where we are with our current retainer and possible renewal contract.

**Chair- Chris**

**Legal- step for using Adam.** Chris asked for clarification on how to contact the lawyer for legal issues. In the past we voted for a specific amount of time with agenda items. Quick questions via email were accepted between the legal team. Guest John R. reported that talking to Adam was very beneficial and he recorded those discussions, which are still available. He charges for actual time on the phone, as opposed to when we ask for things in writing, they spend a lot of time responding. John recommends phone calls when feasible, especially for new Legal Liaisons. Agreed to move forward in this manner.

**Old Business:**

**Strategic Plan Review** – Chris brought up that at the F2F meeting in November we made changes to the Strategic Plan and prioritized the initiatives. We didn't approve the revisions, so she is asking to ratify this. Agreed to one change, switching Priority 7 & 8.

**Mary made a motion to approve submitted timeline with the switch of priorities 7 & 8 on the timeline. Denny seconded. Approved, 3 ayes and 1 nay. Lorraine was not available for vote.**

**Action Item:**

- ✓ Conni to update Strategic Plan and timeline and send to Board.

**Texas Motion: assigned to Board need action** – Chris reported that no official action has been taken by the board since CSC. The pictures haven't been updated, they were supposed to rotate pictures and change frequently. Denny clarified that they are asking for no actual faces to be shown. Discussed moving this to an email discussion for an email vote.

**Action Item:**

- ✓ Mary to spearhead an email discussion on how to what action the board can take.

**New Business:**

**SOS Contract Aug 1 2015 to August 31, 2016** (Set to Auto renew) – meeting in June, so can be moved to Face to Face.

**CSC Agenda, Elections and Board Meeting after CSC**

Board works with the Events Committee on working on the agenda for CSC. Had a discussion about the elections and Mary suggested that we have the elections on Wed or Thurs, rather than at the very end of CSC? Also for the meeting after CSC, discussed meeting on noon to 3-or4 on Friday, or meet some on Saturday.

Agreed to move to email discussion. Need to coordinate with Events, have a discussion on this.

Chris asked those on the call that might be interested in being on the board, alternates can join the board in the current year and then be affirmed at the conference in October. If at all interested, send us a note and if you want to talk to any board member on what the job is, let us know.

**Action Item:**

- ✓ Mary to spearhead an email discussion on election and working with Events.

**Next Board Meeting**

Falls on Mother's day, move to May 15<sup>th</sup>. All agreed.

**Denny made a motion to extend by 10 minutes, Mary seconded. Approved.**

**Opened up to guests who hadn't spoken for comments:**

1. Simone from Long Island – auditing the meeting on behalf of their GSR and will report back to their business meeting in September.

2. Jen L – thanks for letting us sit in.

**Other Business**

**CoNNections** - Mary reported that Connections has grown to 8 people and has something called Meetings in Print. Things are going along pretty well. Meeting in Print is something they are working on, like a meeting every week, in print, where everyone has an opportunity to have a meeting.

**PayPal shopping cart** - Denny, Zach and Conni to talk Monday about the new PayPal shopping cart. Barbara, Jack and Denny are working on a new page.

**Taxes** - Conni reported that the taxes have been sent to the CPA, Sue Gorenson and hope to file on time this year. She also reported that we have worked with Finance to change/update the chart of accounts in QB.

**Following closing prayer, the meeting adjourned at 3:24 pm PT.**

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

**Next Board Meeting re-scheduled for May 15th at 2pm, Pacific Time – please note date change.**