



Board Minutes/Summary for CoDA World Board Conference Call January 10, 2016

The Board of Trustees met on January 10th by teleconference. Members in attendance included: Gerald B, Mary I., Chris H., Denny H., and Lorraine O. as voting members. John R. was in attendance as a visitor.

After opening procedures, the following Group Conscience Motion, an extension of a previous meeting approved by majority via e-mail was ratified by unanimous vote:

- December 13, 2015 Summary
- November 19, 2015 Minutes from Face to Face
- December 13, 2015 Minutes

Mary made a motion via e-mail that requires further discussion: motion that the CoDA Service Conference (CSC) be held between the last two weeks in August and the first two weeks in September each year, with the intent of keeping Board Member positions to one calendar year. Motion seconded by Gerry. Discussion ensued. It was noted that the Events Committee might already have discretion on setting the dates for CSC, so that will need to be researched. This item was tabled.

The following Group Conscience motion was ratified by unanimous vote:

- 1st Quarter QSR (Quarterly Service Report)

AGENDA- Items for Discussion

Special 30 Year Coin - Mary

Events Committee has requested permission to create a 30 Year Coin with the phrase “To Thine Own Self Be True”, and the CoDA seal on it. Discussion was held on commemorative coins to be given out as a token for the 30 year celebration. Mary is to request that the Events Committee submit in writing a request with more specifics on the coin (to include manufacturing information, cost, etc.) or be present at the next Board meeting in order to answer any questions the Board may have, as this does require a vote from the Executive Board. This item was tabled.

Action Item:

- ✓ Mary to request Events Committee draw up paperwork on 30 Year Commemorative Coin idea to be submitted to Board of Directors, and/or be available for next Board meeting.

Spanish Outreach Webpage – Denny

Denny explained that he had previously requested the Spanish Outreach Committee supply a list of items that needed to be corrected and/or changed for their web-page to operate properly. They have now supplied this list, and the hours they believe will be required to complete all the items. It was noted that the former Chairperson for the Committee has resigned the Chair position, but continues to serve on the Committee and assist with this process. The current CoDA.org webpage has a link on it for Spanish inquires.

The Board recognizes that there are multiple issues arising from this. These include the ongoing maintenance of the web-page, as well as other web-pages already in operation, and the current items given on the punch list by the Spanish Outreach Committee, and whose responsibility it is to fund those. It was decided that this issue will move to e-mail discussion. It was suggested that Denny obtain prices for fulfilling the punch list from Arizona Website Solution, the current CoDA website developer.

Chairs call - Gerry

Gerry has requested that other Board Members participate in the Chairperson calls that take place monthly. It was noted that it is the Chair's intent to be on those calls along with one additional Board Member.

Current volunteers include:

February call - Mary & Chris

March call - Gerry & Chris

It was noted that the time/date of the calls varies from month to month depending on the group's availability, and that Board Members require advance notice in order to ensure participation.

More volunteers will be needed for future months. April and May meeting volunteers tabled at this time.

Action item:

- ✓ Mary to request at the February meeting that all future calls are scheduled a minimum of one-month in advance

PayPal Upgrade – Denny

Discussion was held on the necessity to upgrade current PayPal account. The current account costs 1.5 % of whatever the donation is, however, does not allow the donor to designate where the funds are to go. In addition, it was noted that there is currently issues with various Intergroup donations, royalties, donor percentages, etc. With the current PayPal account, none of these types of donations can be specified by the donor. It was also noted that this became an issue for both the United Kingdom and Canada as well.

Denny made a motion to upgrade the current PayPal account to the "Business Account", with a charge of \$30/month in addition to 1.5% of the donation itself, in order to allow the donor to designate funds. Motion seconded by Mary. Approved by majority vote

Board Policies & Procedures Manual - Section 6 Questions - Chris

Mary had several questions regarding Section 6 that was approved with minor changes at Face to Face, and will be inserted in the Policy & Procedure manual. One question involved tracking international agreement payments, and it was reported that this does not currently take place, but is something that needs to be considered. **This item was moved to e-mail discussion.**

Board Member Terms of Office – Chris

It was discussed previously in the meeting that each Board member is expected to fulfill their term of office from the date of election at CoDA Service Conference (CSC) until the next Conference is held (approximately 1 year later) and a new slate of Board members is elected. It was noted that with fluctuating Conference dates, sometimes Board members are in office for more than 12 months, and sometimes for less. **This item was moved to e-mail discussion.**

Interest in Group Inventory - Gerry

It was suggested that perhaps a Group Inventory could be used to improve communication and Board Member effectiveness between monthly meetings. **This item was moved to e-mail discussion.**

Website “Fair Use” Policy – Gerry

It is necessary to have a Fair Use Policy posted on the web site for protection. It was noted that this policy is different than copyright. Board Policies and Procedures Section 6 Legal Policy does not deal with this issue. A work group could be created to write up policy for the website that is in line with Section 6, and then presented to the Board for approval. It would require a Legal Liaison.

Gerry made a motion to create a work group to write up a Fair Use Policy for the website, in keeping with Section 6. The work group is to be composed of Gerry and Mary, with Chris serving as Legal Liaison. Motion seconded by Denny. Approved

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

Treasurer’s Report – Denny

Denny reported that the current accounts are as follows:

Chase Checking Account Balance:	\$ 61,294.18
Chase Savings Account Balance:	<u>\$ 60,039.23</u>
Total:	\$121,333.94

National Bank of AZ (from last month): \$180, 134.83

Denny reported that the Professional Service provider signed her contract before the end of the year, after all had approved the contract. He further reported every ERR (Expense Reimbursement Report) and payment for 2015 was completed by December 30th. The Finance Committee’s next monthly meeting is scheduled for Jan 13th at 4pm Pacific Time. The last SSC (meeting was held at the same time as the Executive Board meeting, so he was unable to attend. However he will attend the next SSC (Service Structure Committee) meeting, also scheduled for Jan 13th, immediately following the Finance Committee meeting. There was a brief discussion on approval procedures for paying invoices involving the bookkeeper.

Website Update – Gerry

Regarding updating technology needs, Gerry has been in contact with the web designers, Arizona Website Solutions and reports they are doing good work on accomplishing the meeting locator. They are approximately three quarters of the way completed, as well as working on the international piece. It is to be made available for the web-oversight work-group to view prior to their meeting scheduled for January 24th.

Secretary's Report – Mary

Mary reported that no action has been taken at this time regarding the Awareness Campaign for the Fellowship.

Regarding the Outreach Committee, Mary reported that she has some items for monthly e-mail discussion including a message board specifically about motions for CSC. **This item was moved to e-mail discussion.**

Vice Chair Person's Report – Lorraine

Lorraine reported that no action has been taken at this time regarding the Awareness Campaign for the Fellowship.

Regarding the Literature Committee, Lorraine reported that there are some issues she would like to move to e-mail discussion. **This item was moved to e-mail discussion.**

Lorraine had no other committee reports at this time.

Chair Person's Report – Chris

Chris reported that she has been communicating with the IMC and they have offered to check on the Intergroup list by making contact with each of them, and will update the Board when they have completed the task.

Regarding the Policy & Procedure manual, Chris reports she has not yet turned in her changes to the management office, SOS.

Action Item:

- ✓ Chris to submit changes for Policy & Procedure manual to SOS

New Business – John

John recommended the current Board establish a work group to delineate legal responsibilities and establish healthy boundaries between the Fellowship structure and the corporate structure. John noted that last year's Board of Directors passed this motion to create a workgroup with the understanding that while the corporate structure is hierarchal in nature, that is in conflict with the Fellowship structure of CoDA. **This item was moved to e-mail discussion.**

Following closing prayer, the meeting adjourned at 3:15 pm.

Next Board Meeting re-scheduled for February 21st at 2pm, Pacific Time – please note time/date change.