

Board of Trustees Report

Q4 2011

Much time during Q4 was spent documenting the operational aspects of board responsibility. This included beginning the development and documentation of policies and procedures for the board to follow, as well as a variety of templates starting with one that can be used as a basis for responding to the many requests we get for permission to quote our copyrighted literature. The first policy developed was a Conflict of Interest Policy. We are in the process of securing a policy sampler for non-profit boards that we will use as a basis for future policy development.

The board and the Finance Committee are working together to develop a revised Expense Reimbursement policy and process. Our hope is to have this completed by the end of February so that we can submit it to committee chairs for their input. The agreed upon policy will be made available well in advance to those who will be eligible to receive reimbursement as a result of attending next July's Service Conference (CSC) as early as possible, and will be presented for approval at CSC.

We continued working with our Intellectual Property (IP) lawyer to complete the various processes started by the previous board to protect all our copyrights and trademarks. Based on some feedback from non-US Voting Entities (VEs) we simplified the royalty calculation process portion of the Publication and Distribution agreement. We hope to have the agreement formats finalized by mid-Q1 so that we can focus on planning the implementation process. Other international VE activities this month included working with members of the Mexico Fellowship to assist them with various issues that have arisen there and developing a letter template to be used to welcome new international VEs as we are made aware of their existence.

We completed the interviewing for a new website coordinator to replace Roy L of GA and Leo C of So Cal was selected. The second candidate interviewed, David G of Nor Cal, who is very technically knowledgeable, will be hired to handle several improvement projects starting with the meeting database and search engine.

In order both to save money and to finalize as many operational things as possible as quickly as possible we have decided to have a mini face to face (f2f) meeting in southern California in early January. All west coast board members plus one non-US member will participate, and all work completed at the f2f will then be passed by the whole board for ratification. We will not have a full f2f board meeting until we all travel to CSC.

We began a review of the VE issues from CSC 2011, all but one of which was assigned to the board. Where deemed appropriate by the board and any appropriate committees, motions related to these VE issues will be prepared for vote at CSC 2012. We have begun discussions about how to best improve communication related to VE

issues between CSCs and we plan to share status of specific CSC 2011 VE issues during Q1.

We continue to have monthly conference calls which are scheduled during the previous conference call. The date and time of each call is sent out in the meeting summary as well as via a notification email to all committee chairs. Non board members are welcome to listen in on most con calls, except those in executive session to deal with legal or personnel issues; those interested should follow the Conference Call Guidelines that are included with the notifications that are sent out.

The Fellowship of Codependents Anonymous has a primary spiritual purpose: to reach out to codependents across the world who have a desire for healthy and loving relationships. We exist as a corporation solely to support that spiritual purpose and it is important that the Board of Trustees always keeps this in mind as we fulfill our duties. These duties fall into two broad categories: those that support our spiritual purpose for existing and those that deal with the operational business of the corporation. Most of our time during Q4 was spent on dealing with issues associated with the latter. In addition, the majority of our time was spent in react mode rather than being focused in a more strategic manner. We hope over time to become much more strategic and to focus more of our time on our spiritual purpose. We will always bear in mind that we are an inverted pyramid and that "Our leaders are but trusted servants; they do not govern."

In Service,
The CoDA Board of Trustees
board@codas.org

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