

**CODA BOARD MINUTES**
**December 7, 2019**

The Board of Trustees held a public meeting on Saturday, December 7th by teleconference. Members in attendance included: Nancy O, Linda A, Salle H, Matt T, Gail S, Don B, Yaniv S; Guests: Demetra B; Staff: Anna

**Consent Agenda**

* 1. November 2, 2019 Public Board Minutes approved.
	2. There were no other Board Motions during the month of November 2019
	3. **Treasurer’s report/Financials**

JP Morgan Chase Checking: $

JP Morgan Chase Savings: $

National Bank of Arizona: $

Total Assets: $

* 1. **Items from Committee/Liaisons Report**
		1. Finance - Bank Account Balances - The Board Treasurer will provide the bank balances tomorrow.
		2. Email Coordinator Requests
			+ 1. Discussion around the storage of older documents (Delegate Packets, minutes of meetings, etc) on Codependents.org and linking Service Info documents from this source. The Board agrees that the Codependents.org website should be used for the storage of older documents. The Email/Website Coordinator can get them posted. Linda will work with the Email Coordinator on this item. The Board will continue this conversation via email.

**Old Business**

**Website Update**

Intersection informed the Board that it will take 10 days to do a “data dump” from the old website to new website. The Board will schedule a meeting with Intersection to set a final implementation plan and target launch date.

**Travel Agent Update**

The Board Treasurer presented a podcast on the way that the travel agent was chosen. She will also be creating a document that has contact information and instructions on how to contact the travel agent. It has been working well for the most part, but there have been a few glitches that are being worked out. With each glitch we are learning more, and this is a tool that will facilitate CoDA travel.

**Status of New ERP**

The Board Treasurer reported that the Finance Committee is close to putting out the final Expense Reimbursement Policy.

**Update on Zoom Accounts**

CoDA originally started with six accounts. Now there are 12, with a potential for one more, causing an increase in our original budget requests. The Board has agreed to get Outreach a Zoom account and bring this topic to Chairs Forum to discuss how to economize.

**Update on Board F2F in January 2020**

Staff will not be attending in person to save money and hours. The Board has made an agreement with Alexis Park Suites for the weekend of January 17th and the contract has been signed.

**New Business**

**Board Member Resignation November 16, 2019**

Board member Rita B resigned on 11/16/19 for personal reasons. The Board is working to reassign that Board member’s liaison roles.

**Events Requests**

Events suggested that the logo on the website is not quite clear. A member from their team recreated the logo to make it clearer and they are offering the clearer version for use on the website. The Board will work with the website developers to get it posted in some locations and then continue to post it, one page at a time

There was insufficient time to discuss the request from Events to be given permission to create a Facebook page for upcoming events. Board Chair requested that the Board provide their comments on this request via email or WhatsApp.

**Meetings Not Using Foundation Documents (Standard Email)**

The Board has been receiving direct emails concerning various meetings not using Foundational Documents. One such case was discussed and it was agreed that this concern should be referred to IMC. The Board is concerned with the number of these types of requests coming directly to the board, as this is Committee work for which there needs to be a standard response and Communications can be responsible for providing that response.

**Will we have a Public Board Meeting on Jan. 4, 2020?**

Board Chair requested that this discussion be moved to online for the purpose of time.

**Next Board meeting – F2F (January 17 -19, 2020)**