



## Board Minutes for CoDA World Board Conference Call September 10, 2016

The Board of Trustees met on Sunday, September 10th by teleconference. Members in attendance included: Gerald B, Mary I., Chris H., Denny H., and Lorraine O. as voting members.

Other: Conni I (SOS)

After opening procedures, including Board introducing themselves, the following motions were brought up for ratification:

- July 2016 Summary, July 2016 Minutes and August 2016 summary - Approved via email vote, unanimous in favor
- Motions –
  - Upgrade of Doc Hub to paid subscription at \$60 per year - Approved via email vote, unanimous in favor
  - Vote to use Giving Wise Solutions App for donations, to replace PayPal - Approved via email vote, unanimous in favor.

**Ratified all motions unanimously.**

**Other Motions** – These were proposed via email but votes not finalized.

**Wi-Fi at CSC**- Denny had made an email motion to raise the previously approved amount of \$700 to \$800. This did not have enough email votes to pass.

**Motion** - *Denny made a motion to approve the cost of Wi-Fi at CSC of \$800. Mary seconded. Discussion. Conni explained why we need 3 Wi-Fi connections. Approved unanimously.*

**Publication & Distribution (P&D) Agreements** – Mary had made an email motion that renewal of those P&D agreements that have been in force for 3 years or more will be for a period of 6 years. Those P&D agreements that are classified as limited agreements, after a period of 3 years, will be renewed for 2 years. The intent is to extend the length of contracts, preventing repetitive action by TMC and the board. Note: the reason the limited agreements have a different length of time is because they are generally not with a legal entity, and the hope is they can grow to a legal entity and move to a full agreement. This was not approved via email.

**Motion** - *Mary made a motion that renewal of Publication and Distribution agreements that have been in force for 3 years or more will be for a period of 6 years. Those P&D that have been classified as Limited agreements will be renewed for 2 years. The intent*

*is to prevent repetitive action by TMC and the board and hope that others will grow to a legal entity. Gerry seconded. Discussion via round robin. Approved unanimously.*

**Microsoft 365** - Gerry had sent an email to purchase one dial in # for Microsoft 365 to be used for the board use. This was not approved via email.

**Motion** - *Gerry to purchase one dial in number for Microsoft 365 to be used for the board use, with the option of adding lines for the future. Mary seconded. Discussion: intent is to give an alternative to online only access, discussed doing more than one for the committees. Could be a committee line item. Agreed we can add more lately as we go. Approved unanimously.*

**Board Policies & Procedure Manual** – Conni had sent the final Board Policies and Procedures (P&P) to the Board for approval. This was not approved via email.

**Motion** - *Mary made a motion to accept Board P&P as updated be approved. Lorraine seconded. Approved unanimously.*

## **OTHER BUSINESS**

### **Giving Wise Solutions**

We purchased this to replace PayPal so that we can separate monies that come in that are allocated for 7<sup>th</sup> tradition and H&I. There are a lot more things that can be done with this. Discussed that although we have a “birthday plan” donation in place, we have not seen any donations for that. Denny suggested that we include this on the drop-down list for donations.

Discussed getting more info for donations will help us all. Also agreed that we need to promote this option better. Discussed having donation links in Spanish. We can change the drop down at any time.

**Motion** - *Denny made a motion that the Giving Wise Solution donate button will consist of 4 drop-downs:*

- 1) Donating to the Fellowship (7<sup>th</sup> Tradition),*
- 2) Birthday Plan with sub dropdown explaining the plan*
- 3) Hospitals & Institutions (H&I)*
- 4) Legacy, with explanation of rules*

*as well as have a place for comments. This will include a separate link for Spanish. Mary seconded. Discussion via round robin. Discussed gifts for estates (legacy) with an explanation of rules and having a place for comments. Approved unanimously.*

### **Board's budget 2017**

Denny asked for a reasonable number of Board members to budget for. Discussed that we only have 2 applications, but would hope for 9. All agreed that 9 is a good number to use for the budget.

### **Buttons for CSC**

Discussed whether we need the question mark on the button “Got Service?” after the word service or underneath the words. After discussion, decided question mark should be directly after Service. Consensus to purchase buttons for up to \$300.

#### **Action Item:**

- ✓ Authorize creation of buttons for up to \$300.

### **Go Daddy for Mexico**

Denny reported that 3 of Mexico’s Go Daddy accounts are up for renewal in the next 3 months. Cost is \$181 for 3 more years for all three that are about to expire. Discussed that if they want them, they should incur the charges. Chris asked to table this to an email discussion and do it at conference if we don’t get it done via email. All agreed and Denny will follow-up with an email the board again.

#### **Action Item:**

- ✓ Denny to continue discussion on Mexico Go Daddy account with the Board.

### **Disclaimer on the website**

Mary is requesting a disclaimer on the website because of the fact that every list we have up until the last couple of years we don’t have permission to use them or send them stuff, unless on specific mailing list. What brought it into focus that World Connections has an enormous list of emails, none of which have given permission to contact them. If we have general disclaimer that says if they give us their email we will use it for CoDA business, it will cover us to contact people. They call it a “privacy policy”, which needs to include what we would do with emails that we collect. Gerry has sent a template of the privacy policy and will have the Legal Committee develop one and then send to Adam for approval. It’s the law to do a privacy policy and we’re not doing it now. If you look at California’s policy, it’s quite extensive. We have a disclaimer or opt out on the setting up meetings page. We did the first phase, now we are tightening this up. Agreed to send to legal for a statement, then back to Board for approval.

#### **Action Item:**

- ✓ Gerry to work with Legal Committee to develop a privacy policy for Board approval.

**Microsoft product** – Discussion on who will get an email account. Currently we have already authorized 20 accounts but are only using two, one for the board and one for Jenn from Communications. Discussed that we approved this in June and just need to start implementing.

***Motion** - Gerry made a motion to create an account for each committee chair to get started in using this tool. Lorraine seconded. Discussion. **Motion withdrawn.***

Agreed to notify Zach to start setting up for committees and then we need to notify the chairs.

#### **Action Item:**

- ✓ Gerry to work with Zach to start setting up for committee chairs.

## **Treasurer's Report**

Denny sent the financials earlier to the Board. No questions.

**Board Budget** – Mary asked if we could we put a second face to face meeting in the budget? Put on the wish list. Denny brought up how to do a budget vs. actuals through QB. Conni to work with Denny and see if we can come up with a solution.

General overall budget – Lou is working on. We have a week to finalize the budget. Denny is working on.

### **Action Item:**

- ✓ Denny to finalize board budget. Working with Lou on the rest
- ✓ Conni and Denny to work on a budget vs. actuals report.
- ✓

## **Secretary Report**

**QSR Hours** – Mary mentioned that Geff has taken on the role of QSR editor with one hour budgeted. They feel it takes another hour and are asking for a maximum of 2 hours for him to work on it.

**Motion** - *Mary made a motion to raise the QSR person's hours to a maximum of 2 hours for work on the QSR. Lorraine seconded. Discussion.* History is that this has been done by a volunteer. He gave a detailed look at what time it took last time, so this time should be easier, but feel we need 2 hours. **Approved with one abstention.**

**Motion** - *Mary made a motion to extend the meeting for 15 minutes, Denny seconded. Approved unanimously.*

### **Vice Chair-Action Items:**

**International meeting locator** – Lorraine reported that we are still trying to figure out the best way to go about it. How do we contact the meeting locator addresses internationally and make sure they are valid. Discussed using the resources of the WCC committee.

**Website Update** – Lorraine will be sending out photos to the WOW group to replace the one online. Lorraine will send to the board for information.

**Email address** – Lorraine is requesting an email on the new system called [webliaison@coda.org](mailto:webliaison@coda.org) to log-in and check the emails. Then all the history will be in the email for the next person. It would be an ongoing concern and nothing lost in the transition. Every chair will get an email including web liaison and legal liaison, per Gerry. Discussion via email.

### **Chair- Action Items:**

**Document signing** - Chris announced that she and Lorraine have signed the Australia, Iceland, Greece and Spanish (translation) agreements.

**Flag Ceremony** – will be part of the agenda for CSC.

## **OLD BUSINESS**

**Help video for website** – Conni needs consensus to move forward. Discussion. Decided that we can put it up as is and possibly change it in the future if needed.

***Motion** - Lorraine made a motion that we set up the help video on the website as presented. Gerry seconded. Approved unanimously.*

**Selection of CSC location** – Events protocol for next time. TABLED.

**Chairs Forum** – Need to ask them to help write a policy for non-functioning committees. Not done. TABLED.

**VE issues** – Colorado (re-vote on medallion change; adding their closing prayer to FSM; seal change, adding service) NY (add no crosstalk to what constitutes a CoDA meeting core needs); NorCal (CSC to be held in July); PA (adding and/or other to Welcome between family and system); SoCal (CoDA to issue IRS group exemption letter). TABLED - will discuss at Face to Face on October 15<sup>th</sup>.

## **New Business**

**Draft board report** – Chris passed out a draft and said we have about a week to complete. Look over and give any comments you have.

**P&P manuals and info** – Conni to bring via thumb drive and bring 3 copies for new members. Also to bring copies of documents for annual board signatures.

**Next meeting** – Workgroup meeting is on September 22<sup>nd</sup> at 5:30 PST; The Board F2F is on Saturday, October 19<sup>th</sup> at 9am at CSC in Carefree, Arizona. No Board meeting Oct 9th.

**Meetings at CSC** – Sat at 9am all day; Sunday will be meeting in morning; Monday is Chairs meeting; Friday morning is new board. Need a meeting with CoRe on Sunday or Monday. Need to finalize the schedule.

## **3:53 pm Closing Prayer**