



## Board Minutes for CoDA World Board Conference Call November 13, 2016

The Board of Trustees met on Sunday, November 13th by teleconference. Members in attendance included: Gerald B, Mary I., Jen L., Denny H., Madeline R. and Lorraine O. as voting members and Addie M. and Anita F. as alternates.

After opening procedures, the following motions were brought up for ratification:

- **October 15-25, 2016 minutes, with changes, was approved via email.**

***Motion ratified unanimously.***

### AGENDA ITEMS FOR DISCUSSION

**Board Meeting Day/Time** – agreed to keep the meetings as scheduled, the 2<sup>nd</sup> Sunday of each month at 2pm Pacific. ***Motion passed unanimously.***

**Legal Team** – discussed Liliana continuing on the Legal Team. ***Motion passed unanimously.***

**Website World Page** – discussed adding a sign-up page for the World-wide email announcements.

***Lorraine made a motion to add a new tab to the sign-up page for the use of World-wide email announcements. Madeline seconded. Motion passed unanimously.***

Action Item:

- ✓ Gerry to oversee this addition.

**Arizona Website Solutions (AWS)** – discussed an alternate form to be used by members to update their meetings when database is inoperative. The form may be printed, completed and sent regular mail, or scanned and sent in an email.

Action Item:

- ✓ Gerry to contact AWS to create this option.

**Events** – discussed what financial limits and guidance can we provide to the Events Committee. Discussed creating a workgroup with a liaison from Events, Finance and the Board.

Action Item:

- ✓ For further email discussion.

**Translation Technology** – discussed finding and utilizing translation technology for CSC. Maybe something with earbuds? Gerry agreed to look into for the future.

Action Item:

- ✓ Gerry to look into technology options for the future.

**Merchandise for Sale** – discussed whether we should be selling merchandise at conventions.

Action Item:

- ✓ For further email discussion.

**Strategic Plan**

- 1) ***Initiative 2: Policies and Procedures*** - Discussed the goal of getting all the P&P manuals for all committees completed. Agreed the goal should be to have them all done by 2017 CSC.
- 2) ***Initiative 4: CoRe Relationship*** - Discussed creating a 2x2 with CoRe to further develop that relationship.

Action Item:

- ✓ Lorraine and Addie to meet with CoRe as a 2x2.

**REPORTS**

**Treasurer's Report – Denny**

Chase Business Account - \$92,354.71

Savings Accounting: \$60,064.14

National Bank - \$180,349.59

Discussed Missing ERR's – everything is in by the board. We are on target with getting these all done in a timely timeframe.

**Web Liaison - Gerry**

Gerry gave an update on technology and discussed Microsoft accounts needed for officers, CoRe and legal.

Action Item:

- ✓ Gerry to spearhead getting the Microsoft accounts needed.

**Legal Update – Gerry**

Discussed getting the Fair Use Policy up and running. Mary and Gerry are meeting with Legal on November 17<sup>th</sup>.

Action Item:

- ✓ Mary and Gerry to meet with Legal Work Group on November 17<sup>th</sup>.

## OLD BUSINESS

### Ongoing Retainers

Discussed ongoing retainers, including SOS and Arizona Web Solutions. Mary will send the contract information for questions, comments and discussion.

Action Item:

- ✓ For further email discussion.

### Awareness Campaign

Discussed how to get the word out. Lorraine to discuss with CoRe the inclusion of general information in their shipments. Discussed preparations for the "Committee of the Month" with the chairs. Perhaps we could have the Committee of the Month send out weekly announcements with information on their committees.

### Liaison Reports

Discussed that Liaisons are to provide monthly reports on their committees. Requested that the committee description from the FSM be at the top and submit this 7 days prior to the board meeting. Send the report to the Board Secretary who will combine them and submit to the board prior to the board call. This will help free up discussion time during our meetings.

## NEW BUSINESS

### Addie's Proposal

***Motion passed unanimously to extend the meeting for 5 more minutes to hear Addie's proposal.***

Discussed the issue with Events and Addie proposed to share the invoice and the attorney's input with Events.

Action Item:

- ✓ For further email discussion.

**Next Meeting – Sunday, December 11, 2016 at 2pm Pacific**

*Closing Prayer*

*Meeting adjourned by Chair, Mary I at 4:00 PM*