



## Board Minutes for CoDA World Board Conference Call December 14, 2017

The Board of Trustees met on Thursday, December 14th by teleconference. Members in attendance included: Madeline R., Mary I., Jen L., Salle H. and Linda A. as voting members. Conni I. from SOS in attendance also. John R. was a visitor.

Meeting called to order at 5:15pm PST/8:15pm EST.

Round robin order:

- 1) Jen
- 2) Linda
- 3) Madeline
- 4) Mary
- 5) Salle

### Consent Agenda

Motions to be approved:

1. To have the bookkeeper be added to the checking account; permitted to write checks -checks over \$1,000, bookkeeper to notify treasurer via email, and treasurer acknowledge approval.
2. To have all board members as users on MS365, cost approximately \$4 month per person.
3. To have TMC Chair respond to St. Petersburg letting them know their translation process is on hold, because of possible conflict of interest with groups in the area and that they will be referred to the Issues and Mediations Committee (IMC) for assistance. Their translation request will continue based upon IMC recommendations.
4. Minutes: November summary and minutes as amended.

***Madeline made a motion to accept the consent agenda as amended. Linda seconded. Approved.***

No Treasurer's Report.

### Items for discussion

**Website Update** – Jen has an email thread on the service info page and everyone has responded. Jen will send out the list of secondary priorities for the web developer and discuss

priority. They are monitoring traffic so they can understand how the site is being used. Discussed Trados for translation. Went round robin for comments and concerns. Jen will dedicate more time to set up next meeting and get this moving.

### **Secretary report/update –**

- Action List
  - Leftover from last year, the waivers for speakers for ICC. No response from Events Committee. Event Liaison to check with them and see what is happening with that.
  - Linda taking over the outstanding international task from Gerry.

**Legal Update** – Mary reported that the DAA has contacted us and wants a meeting. After round-robin, agreed to try and meet by phone/skype. Mary will follow-up, find times and then Madeline can send a follow-up email.

**CoRe 2X2 update** – They are going to meet on the East Coast and don't need the liaison there. They are still waiting for a response to their questions. Salle will send the response to the board first for group conscience. Mary sent Salle the thread and Salle will ask for clarification if she needs it.

**TMC 2X2 Update** – Madeline reported that TMC has been busy. Finished contract for UK and sent to the board for confirmation. Question about repayment of 4K between Pollworth and UK before board approves final contract. Things are moving along great.

- St. Petersburg translation can't be processed – referred to IMC.
- France translation can't be processed – referred to IMC.
- China, Poland, Iran and the Netherlands – they have the information to translate.
- TMC has asked for an intermediary for the Iran translation, to have someone out of the country to sign the contract. Board agreed to that.
- Awaiting confirmation about next 2x2
- TMC is looking at rotating work within committee (5 members) so things don't get stalled. They are working on a group conscience.

Board appointed the liaison and alternate for the 2X2. Salle will work with them to set a meeting.

### **Old Business**

#### **Treasurer/Accounting Update**

- ERRs – all issues have been resolved. One check left to be cut to complete all ERRs.
- Hotel bill - Waiting for further reconciliation of hotel bill. Lou is following up.
- Recurring transactions - need to set up recurring transactions to come out of checking account. Salle to follow-up with Marie on Monday.
- Finance Committee meeting – will be in San Jose in March and Lou will be doing a technical training on using Smartsheet.

- Geff's payment – Salle says she gets a reminder when it is put on the Smartsheet. She will work with Geff to have him text her when he emails it. Should be no more late payments.
- Discussed that the motion *"To have the bookkeeper be added to the checking account; permitted to write checks -checks over \$1,000, bookkeeper to notify treasurer via email, and treasurer acknowledge approval"* was to have put into place for the transition from CSC to the new treasurer. May be other times to use, but mostly Treasurer will be the one to pay the bills. They will discuss other times that the bookkeeper may be needed for backup.

**Workgroup formation** - This was specific to the workgroup that we agreed we should look at for CoDA structure. Only 1 person has agreed to be interested in this workgroup. Discussed we send out an email blast to find people who are interested. Madeline will put on action list. Dedicated to evaluating and making suggestions for the structure of CODA at the world service level. No chairs eligible, but other committee members are.

**Website Requests** – discussed current structure of how web tasks get done. There is a task sheet that the web liaison also has access. Things get done weekly, unless it is a web development issue, then may take longer. We believe we have a good system and that it is working. Discussed an additional column to confirm receipt of task. Not sure this is necessary, as there is a column for notes and completed tasks.

**Linda made a motion to extend for 20 minutes. Mary seconded. Approved.**

**SDL Trados** – Discussed that would be a great tool to help us with ALL translations. Especially for other languages, like Afrikaans. Not easy program to learn. Trados can be programmed with CoDA's previously translated items in the memory, text will fill in. Translate it once, it will always be there. Discussed using one of the cheaper translation programs, like Google translate or Babylon for now, and on the second step, we can get more sophisticated and bring Trados in.

**Use of Outside Literature in CoDA meetings** - The decision made in 1990 by the CSC concerning the use of outside literature in CoDA meetings. After round robin discussion, agreed we should send out an email blast in English and Spanish through the Communications Committee. Send the original document but delete the last sentence that mentions the "long form." Post on the website and note in the FAQ's. Linda asked about whether we should work on the long version of the AA traditions. Madeline said to ask literature if they want to take that on.

**Action:** Linda will delete last sentence, ask Communications Committee to send a blast in English and Spanish and put on the website and FAQ. Mary and Jen will work with Zach to put that on the web.

**CoRe inquiry** – They have asked what they should do with the outreach pamphlets and Toolkit that was approved at CSC. Discussed that it is back with Literature for a final review - checking for punctuation, spelling, compliance with the style sheet and compliance with Traditions. Salle will make an action item to talk to Literature and answer their questions about the Toolkit. Liaison to ask CoRe to print batches of 100 copies of the Outreach pamphlets (same as they do

for “What is CoDA”) for sale as well as publish the Toolkit. Both will come from Literature within the next 60 days.

**Alternates** - Do we allow first time attendees to CSC to run as an alternate? After discussion, agreed they do need to have been to CSC so they can listen and learn and assist the board.

**Accept definition of workgroup** - What is a work group? This definition was put forth for approval:

*Work groups are created to encourage greater involvement in the decision-making process, by inviting three or more people to participate in deliberations for a specific amount of time, concerning a specific issue. Participants may include standing committee members, trustees and other individuals who have experience and/or passion regarding the issue. Work groups exist for a limited time although in some cases they may be ongoing, with rotation of membership. Work groups create no binding motions or minutes. As elsewhere in CoDA, the group conscience process is the basis of deliberation.*

*Currently and in the past, work groups have been used for:*

- 1. Work within a committee for a specific task (e.g., Outreach, to create 2 service pamphlets)*
- 2. Board work groups such as the legal and website work groups*

**Mary made a motion to accept the definition of a work group as presented. Linda seconded. Approved.**

No Copying Policy – Mary asked for a policy that states that CoDA does not allow copying of our literature (except those pamphlets on website that are permitted).

**Action:** Mary will send out via email for a vote

**CoDA Approved** - Anything on the CoDA website can be considered CoDA-approved.

**Action:** Madeline will send out via email for a vote.

Meeting Adjourned.