



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

The Board of Trustees met on Thursday, September 14<sup>th</sup> by teleconference. Members in attendance included: Gerald B., Anita F., Addie M., Mary I., Jen L., Lorraine O. and Madeline R. as voting members. Conni I. from SOS in attendance also. There were no visitors.

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

Round robin order:

- 1) Mary
- 2) Gerry
- 3) Addie
- 4) Lorraine
- 5) Madeline
- 6) Anita
- 7) Jen

### Consent Agenda

- August Board Minutes
- **Motion:** To reimburse \$200 to the Chair of Outreach for the money she expended obtaining a copyrighted picture for their pamphlet for professionals.
- **Treasurer report:** - Balance at Chase Checking #7130-\$146,384.26;  
Chase Savings #9150-\$60,088.97 balance at NB Arizona \$ 160,444.72
- **Motion:** propose the use of 2-3 professional translators as needed for the duration of CoDA Service Conference for an amount not to exceed \$5,000.
- **Motion to rescind the motion from July 13, 2017** *The Board actively and directly participate in all duties of TMC (Translation Management Committee) appointing two board members for this, which will include all correspondence, contract negotiations, and other duties deemed necessary. Effective Immediately.*
- **Motion:** When Voting Entity Liaison ask for a letter of invitation for an international delegate, Board secretary could send the approved letter without need to seek approval from the Board.

***Approved the consent agenda unanimously.***

## **Items for discussion**

### **Action Items:**

- Last year's board motions be placed as part of last year's package. It is done per Mary.
- Lorraine and Conni to extract emails for meeting coordinators from the meeting database. Lorraine is working on.

**Bank at CSC:** There was a motion to discuss to have returning board members visit a local Chase Bank on Friday after CSC for signatures. Discussed further, there is no Chase in Minneapolis. Agreed to make this as part of procedures for the board as a best practice, but it may not always be possible. Conni to work on creating a relationship with Chase, and arrange to bring signature cards to wherever we are having CSC. Get it notarized if we need to and then return to Chase. Put this policy in the Board P&P.

### **Discussion on request for allowing change to CSC motions and reply letter:**

This follows the FSM. Agreed to leave the due date as given to chairs, and Addie will notify them.

**Translation update:** Mary spoke to the gentleman today about translation and finalized the contract, which was sent over to DocHub for signature.

**Website Update:** Gerry reported that they have narrowed the vendor choices down to 2 companies. They have met with one already and are meeting with the other next week. After that meeting, they will recommend a vendor to the board.

**Legal Work Group Update:** Do we want to copyright the rising sun logo? After round robin discussion, agreed we don't want to spend the money. No need to copyright.

**CoRe 2X2 update:** The new royalty amount of 40% is in effect. Lorraine will check into exact date royalty went into effect. Lorraine reported that they need to know what kind of supplies to bring for CSC. Events following up.

### **TMC 2X2 Update:**

- **UK Contract** - Gerry reported that the UK Contract is substantially done. Waiting for Crystal to give us a copy we can take to the board. We did meet with 2 people from Iran and 2 from the UK and talked about getting the list of what they have translated. Talking next steps about how we are going to get our translation agreements signed due to the nature of Iran and their relationship with the U.S.
- **Translation Flow Chart** – they are finished with this. They will have a 2x2 before CSC and try to finish all the publication and distribution Flow Chart. Once done, they will be given to Conni and put into practice.
- **Canada Contract** – Gerry and Crystal are meeting in regards to the Canada contract.

**Initiative #6:** Nothing to report.

### **Fellowship Forums:**

- **English/Jen** – coming up on September 23<sup>rd</sup> at 9am Pacific, a repeat opportunity for delegates to touch base and answer question before beginning of CSC.
- **Madeline/Spanish** – Had 18 people who have signed up for it. This Sunday at 9am Pacific.

## Old Business

### **CSC prep – goals, hearts, and skit.**

- **Goals** - Discussed posting the goals around the room on poster board or the large Post It posters. Just handwrite the goals and let people vote on the various goals around the room. Agreed we will accept new goals that people write. Ask them to share thoughts and feedback as well. Put a few extra Post it notes for additional ideas besides our goals.
- **Skit** – Discussed potentially doing a quick mime of what it is to be a board members – papers, mail, etc.
- **Hearts** - Like the hearts as presented. Agreed 4 on a page. Pink paper, cut up and put in basket. Do 100.
- **Monday night at CSC** – The Board is hosting a welcome meeting and Jen will facilitate. Agreed we should have it in the main CSC meeting room.
- **Changing of Guard Packet** – All agreed it is ready. Conni to bring to the CSC.
- **Canada 2020** – Agreed that we support this initiative. Events notified.

## New Business

**Audio Streaming:** SOS put together a Google Doc that allows people to RSVP and get a link immediately. SOS to send link to Geff to send out with Events and Communication writing up the email blast.

***Lorraine made a Motion to extend meetings 15 minutes. Anita seconded. Approved.***

### **Action Items:**

- ✓ Conni to work out bank signature with Chase for CSC.
- ✓ Add bank signature on Friday at CSC to Board P&P.
- ✓ SOS to send audio streaming link to Addie to coordinate with Geff, Events and Communication.
- ✓ Lorraine to confirm when the new CoRe royalty starts.
- ✓ SOS to create the hearts for CSC

**Adjourned 6:30 pm**

**Next meeting – 2 weeks – 5:30pm Pacific on the 28<sup>th</sup>, workgroup.**