



**Board Minutes for CoDA World Board Conference Call
October 6th through 9th
Pre-CSC; Minneapolis, Minnesota**

The Board of Trustees met on October 6th, 7th, 8th and 9th via face to face. Members in attendance: Gerald B, Mary I., Jen L., Addie M., Madeline R. and Lorraine O. as voting members and Anita F. as alternates.
Staff - Conni

Friday, October 6

CONSENT AGENDA

Consent Agenda - Ratify motions approved by email

- 1) Ratify September 24, 2107 minutes
- 2) Ratify motion "To hire *Intersection Online* as the new website developer and to begin the transition as per original proposal request. This upgrade will be monitored by two board members (web liaison and SPO liaison) and one Fellowship member (to be determined by board). A full report will be given to board on a regular basis once work has begun."

Remarks: Our current site consists of 3 main areas; 1) coda.org; 2) CoNNections; 3) outreach

Other Remarks:

- We have a meeting "locator" basically a search engine and database for meetings.
 - Translations would be considered separately, but will be necessary, keying in on Spanish and possibly google translate for any other languages
 - We are currently running on ColdFusion (Mura CMS).
 - This Content Management System has not been satisfactory and we wish to convert or migrate to WordPress (first choice)
 - We want a system that is user friendly, has good support, and will grow with us. Mura did not meet those criteria.
 - A good search engine for the site is essential as well as a "sitemap" that is easy to understand.
 - Navigation is important and must be intuitive. Bundling "like" pages together.
 - Includes hosting and maintenance for a year
- 3) Motion: To provide visual/video of the screen while motions and discussions are taking place for a cost of \$350 at CSC.
 - Intent - Will provide more interest and clarity
 - Remarks - Video on Screen only will not violate anyone's anonymity/face

Unanimous approval of consent agenda.

Items for discussion

1) To give Joan and Geff an hourly raise of \$2.00/hr. for 2018

Addie made a motion to give Joan and Geff an hourly raise of \$2 and hour for 2018. Jen seconded. Approved with 6 yes, 1 abstention - majority

2) Review of board agenda for Saturday, Sunday and Monday.

- a. Fellowship Meeting with locals – Saturday at 10am
- b. Fun time – Sunday at 4pm
- c. CoRe meeting – Monday at 10am
- d. Chairs Meeting – Monday at 4pm

3) Review of potential candidates for Trustees

4) Chairs Meeting review. Discussed what items should be covered.

5) Assignment of VEI's

- California VEI concerning discussion in the minutes - assigned to board.
- Arizona VEI - wants the ICC and CSC be published on the website in English and Spanish. Could this be put on floor to discuss? Agreed we should have them take the VEI to the floor.
- Arizona VEI - Peeling the Onion - add subtitle "CoDA looks at love, relationship and avoidance" Send to Literature.
- Massachusetts/New England - this VEI issues is going to floor in motion.
- Colorado VEI - add a new pattern into the patterns and characteristics. And to literature.
- Colorado VEI - bringing back recovery prayer - tabled last year, went back for feedback. Bringing it again. Send to the floor.
- PA/Colombia - Change both versions of the Welcome - send to literature.

Saturday October 7 - 9AM-5PM

Guest: Josine P came as observer for part of the morning.

Treasurer's Report – Addie went over her PowerPoint for the Fellowship at CSC which will include the 2016 Balance Sheet and P/L and a list of accomplishments including tax forms filed in timely manner and statement on Giving Wise Solutions. Report will also include YTD for 2017 through September 30th and some previous year comparisons.

Current Bank Balances: National Bank of Arizona Savings - \$160,453.64; Chase Checking - \$150,784.22; Chase Savings - \$60,091.34.

Addie will call Chase on Monday to get the signature cards for signature on Thursday.

Website Update – Discussed having a Fellowship Forum meeting at CSC on Tuesday night to ask questions about website and ask the delegates what they think is important. Agreed we need a year with the next company before we do the next steps. We will be doing a 1 year contract with them, includes hosting and updates. Kudos to Gerry for doing so much work - very appreciated.

Legal Update – Mary reported that DAA should be answering our letter this month or next at latest. They closed down for the summer and we are waiting for an answer.

Secretary Update- Madeline went through open Action items:

- 1) Allowing first time attendees to run as a Board Alternate. This would require a change to the bylaws. Have a lot to think about this next year, about alternates, the board, etc. Discussed changing structure from a national structure for a world organization. Table this for future discussion. Keep on action items to create a workgroup to look at requirements for alternates and board members and structure.
- 2) Board Motions - the motion for ICC/CSC overlap did not make it into the packet and will be in new business this year. Also the motion about the timing for motions to be sent in. Need to add to new business and hand a paper packet out. The board has 2 in regular motions, 2 in new business.
- 3) Correct a new VEI forms to send to Zach - that was done. New VEI form is done.

Vice Chair Update - Lorraine, asked to add 2 things to agenda: Email list confidentiality and Motion changes.

1. Meeting contact list going out to Outreach, IMC and CoNNections – this list is for meeting notices for the email coordinator’s use only. Intent is for that information to be used for meeting updates. Discussed having SOS pull the name and contact for ALL MEETINGS out of the meeting locator and send to Geff as email list coordinator. Liaisons to let the Committee Chairs know about this process to go through Liaison who will go to Geff. Would like done by the end of the month. Send to Geff and copy Lorraine as liaison.
2. Gerry said that this information will go to the new website workgroup and have a better way to upload, etc. we will ask Zach to create a fillable form indicating what mail list to use for distribution. Lorraine offered to create the messaging of requirements, then it will be sent by the board to the chairs with a link.

Chair Update – Discussion of World Structure. Would like to see the world structure more regional, for example, the current CSC would handle the continents of North and South America and Central America that whole area become an entity and then allow Europe to be only entity, and then allow Asia and Australia as an entity. We are not capable of handling everything that we purport to be able to handle. The idea that we can help people in IRAN to deal with whatever is going on there doesn’t seem right. Ex: H&I send out materials to U.S. prisons, but not out of the country. Suggest we then come together every 5 years for an international conference. Travel to different areas every 5 years. That is an idea Mary would like to talk about more and brainstorm, but not something we can take care of now. We don’t serve our international people well and would like to give more support. Need to empower the countries and let them be self supported. Would take a long time to get something done like that, but would build conversation internationally and build some excitement.

CSC Plan – Discussed things we will do at CSC during the Board’s scheduled presentation time(s).

- Assignment of VEI’s
- Sharing 2 minutes each
- Board motions
- Do a quick skit showing how much paperwork is given with a PowerPoint screen showing “you’ve got mail”
- Give out hearts and explaining giving them back
- Asking for written questions
- Goals on walls for people to comment
- Create a time for Gerry to present the new website plan to the Fellowship – Tuesday night.
- Board meetings with new boards – Wednesday from 5-6:30 and Thursday from 5-6.

Old Business:

1. Late motion – was submitted and asked to present their motion and say they want to do the revised motion. Discussed should be under new business and shouldn't allow them to switch their motion.
2. P&P section on CSC information - Conni went over the proposed addition of responsibility in Section 2.9 for Board P&P as 2.9.5 with reference CSC guidelines in the FSM Part 4.

Unanimous motion to approve section 2.9.5 in Board P&P as amended. Approved unanimously.

3. Email List Confidentiality - no email address or contact information should be given to anyone but paid service workers. Discussed how to make sure we communicate necessary procedures for Chairs. Agreed to address the Chairs Forum with different items of business, such as Privacy Policy, Email list procedure, Confidentiality policy and Healthy Communications. Madeline will start adding privacy policy to the bottom of the summary each month.

New Business:

1. Discussed putting all finalized budgets by committee into QuickBooks using budget by class reports. Conni to follow-up with this.
2. Discussed the Chairs forum and what to address on Monday.
3. Discussed how to handle disruption at the CSC, with facilitation, with crafting, etc.
4. Discussed improvement about future Conferences and how we can be more collaborative.
5. Discussed Strategic Plan and goal that will be around the room.
6. We need a copyright release for our APP – still in progress.

Sunday, October 8 - 9AM-1PM

1. Motions Review – went through all the motions and discussed how the board will support.
2. Discussion of pre-CSC activities and timeline.

Monday, October 9AM-5 PM**Items for discussion:**

1. CSC Prep Throughout Year - Lorraine brought a Proposal to bring one person from IMC, Communications, Events, Email List Coordinator and a Board Liaison, to talk throughout the year to check in about CSC stuff. How are we doing and to keep communication and the process going. Lorraine went over an outline of how this would work and all the resources that would be necessary including descriptions of Communication, Events, Email List, IMC, Section 2.9 of Board's P&P, FSM Section 4 and anything related to the CSC and ICC so they have all the information together. Lorraine feels that the management of CSC is disjointed and try to get this pulled together in a more organized manner. Geff has all the templates for the future so we don't have to start over. Went over document Lorraine and Geff created. All agreed this is a good process and it should be used in future.

2. Meeting with CoRe

- Madeline thanked the CoRe board for having Liliana on the Spanish Fellowship Forums. It went well and they were happy for that. Focused on more communications for the Spanish speaker's part of the fellowship.
- Discussed creating a mechanism to assure that changes to the FSM, etc. are translated to Spanish. Waiting to work with SPO on this. New CoDA website will have a Spanish translation of the entire site. Need to work towards getting more translations in the pipeline. SPO is supposed to be looking for this software for translations. Discussed who will be in charge of translations, like announcements, SSC pieces, etc. Need to know WHAT before we can discuss HOW and WHO to do it. SPO is taking the lead on this.
- Discussed obtaining a master list from TMC of what pieces of literature are in the pipeline. TMC should have a list of things that are in translation. We haven't seen it and don't know what is in the hopper. Translation of IN THIS MOMENT was sent to SPO quite a while ago. Things are stalled. Would like to have a rule that if something isn't reviewed in a year that it could be posted in CoRe.
- Discussed that we need a central place for all the translations and process to get it all together with one person responsible. Working with TMC.
- Discussed flow of communication. Got all the right people in the right place and things are moving forward. CoRe is meeting with SPO and invite Jen to meet with them as well if they can get it put together.
- Mechanism for assuring that changes to a piece of English literature, e.g. The CoDA Book, are synced everywhere appropriate, the Pocket Book, the electronic version, the German version, the Spanish version, etc.
- Posting of newly translated Meeting Format to coda.org for free download - this has been translated. Barbara has a copy and send to the board to post.
- CLC - hasn't generated new literature in a long time. Next year we should have things to approve. CoRe asked for a list of things in the pipeline. Discussed putting things on the website and have listed what is being worked on.
- Discussed that we have 8 pieces of literature that sell the most. We want to free downloads for old items so we don't have to print and sell. Talked about "Worst Sellers" like Crosstalk and Carrying the message - giving away free at CSC. We are giving everything free to H&I. Discussed sending an announcement about low sellers to the meetings email list.
- Translations – Discussed making sure that items being translated are the latest update. Discussed how we can do this. The Board will work on and report back. Agreed that maybe we need to hire translators. Would like to figure out how we can assist SPO in that effort.

3. Meeting with IMC - no notes

4. Communication Motion #4 – is similar to a Board Motion #14131 done on 6/13/17 that stated:

Gerry made a motion to create a work group to delineate legal responsibilities and healthy boundaries between the fellowship structure and the corporation structure with other interested parties in the committee groups. David seconded. Approved.

After discussion, agreed we should move this forward and ask Communications to withdraw their motion so we can create a workgroup and move this forward.

Unanimous vote that the work group findings be brought to the 2018 CSC in the form of a report and/or motions.

5. CSC Reports - Discussed putting the reports that are given at CSC by each committee on the website. Also discussed having all the delegate packets from past years in one place. Agreed that SOS will put FINAL reports on the website after the CSC, without any notes that might be in the report. SOS to save them in their personal files as well.
6. 4PM Meeting with Chairs

Action Items:

- ✓ Addie to contact Chase Bank for how we can get new signatories done.
- ✓ Madeline to add privacy policy to the bottom of the summary each month.
- ✓ SOS to put budgets by class for each committee into QuickBooks, after approved at CSC.
- ✓ SOS to provide the latest meetings contact list to Lorraine and Geff for email list use.
- ✓ Lorraine and Geff working on a proposed CSC prep timeline with a work group.
- ✓ SOS to put final CSC reports in the delegate packets and find a place for past delegate packets.