



Board Minutes for CoDA World Board Conference Call January 8, 2017

The Board of Trustees met on Sunday, January 8th 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. as alternates. Anita F was absent. There were 2 visitors – Yvonne and Conni

Confirm round robin order:

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

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

- **AZWS Contract extension for 6 months, \$3,600 – Motion ratified unanimously.**

AGENDA ITEMS FOR DISCUSSION

Events Contract – The hotel contract for 2017 CSC is ready for signature. Yvonne was on the call for any questions. Mary thanked Events for their hard work on putting together a good contract and addressing many of the issues from last year.

Yvonne brought up that there are 2 choices for the board room, one option is on the 22nd story and the other right near the elevators on the lobby floor. Neither room is next to CSC. Looked at the meeting room layout and what would be best. After round robin discussion, the Lobby room was chosen. Yvonne will confirm.

Welcome Reception – discussed refreshments and attendance. Discussed about cutting refreshments out with the option of the austere budget. Discussed history of Welcome Reception, first was the board budget, then was the chairs budget, then went into the CSC budget. 3 things not in the budget this year - welcome reception, Tuesday lunch and coffee/tea daily refreshments. Discussed that the Monday night reception is very important for newbies and all attendees to get connected right away. Discussed how we could do it via round robin. Yvonne gave some options, since hotel food is very expensive because of service and tax and per head minimum:

- 1) We have 2 hospitality suites that can be used (same room rate), its not very large, so not sure how comfortable it would be to have 25-30 people in one suite. Possibly bring in our own food. How close are they together? Yvonne will look into. The suites have a seating area plus bedroom. Events committee would have 2 people sleeping in the bedroom, no cost to CODA. The other suite, who should use it, board or chairs so there is no charge. Discussed how to have more chairs in the room, maybe have hotel bring in stacks of conference room chairs.
- 2) The other option is using the board room because it is bigger but we couldn't bring in outside food or beverages because it is in the lobby area.
- 3) We could use one of the workshop rooms that would be big enough at a room rental rate of \$150 for the room.

All agreed that the reception is important and having it in the Hospitality Room seems good and discussed how we could do it ourselves, beverage only or light snacks, and have extra chairs.

Agenda – Yvonne said we had 2 agendas last year, one was an “At-A-Glance” and the other was a full business agenda. Discussed having one agenda to lessen confusion. Yvonne proposed that we take the business agenda and add everything else in, like the Welcome Reception, etc. All agreed.

Chairs Recruitment Lunch – This has historically been done on Tuesday, but is not planned this year. If they want it, maybe they could put a group together and sponsor it? Board will discuss further.

Refreshments – Having coffee and tea throughout CSC is not in the budget this year. Is this important? Each hotel room has a coffee pot, we could ask people to bring their own drinks. The Board will get back to her on both of these items.

Any more questions on the contract need to be sent to Mary ASAP, as the contract has to be signed by the 13th.

Thank you Yvonne for attending.

Action Item:

- ✓ Yvonne to check on hospitality suite regarding getting more chairs and bringing in own food.
- ✓ Yvonne to work on one agenda for the event.
- ✓ Board to discuss and get back to Yvonne on Tuesday lunch and daily refreshments.

MA VE issue – This issue is about whether the state loses it right to be a voting entity on its own. Addie wrote a clear and concise document regarding this. Agreed to continue email discussion.

Action Item:

- ✓ Addie will spearhead MA VE discussion.

SoCal VE issue – Group Exemption suggestion – got an opinion from a CPA that CoDA would take on more responsibility if we allowed Voting Entities to utilize CoDA’s Group Exemption. CPA suggested we should not do it. After Round Robin, all agreed to take the CPA’s advice.

Mary will put together a response to SoCal and run past the board before sending to them.

Action Item:

- ✓ Mary to send response to board before sending.

Events raffle items at ICC – Need to discuss the possibility and/or ramifications if we allow a 3rd party, with no ties to CoDA, to manage a raffle at ICC. There are several issues to consider here. Denny will start an email discussion.

Action Item:

- ✓ Denny will spearhead raffle discussion.

Board Meal on corporate card - Should board put meals on the corporate card at either F2F or CSC? Denny will start an email discussion.

Action Item:

- ✓ Denny will spearhead corporate card for board discussion.

REPORTS

Liaison Reports

Madeline sent out the Liaison reports as received to all.

Treasurer's Report – Denny

Bank Statements were sent to Madeline for the Liaison report and to go into the minutes.

Royalties - Denny said that Finance has a committee member who is looking into those countries that should be paying royalties. Once we identify the countries, can we get them to pay through Giving Wise Solutions? Agreed this is a good idea but would need discussion on how to word that properly and methods of payment for those countries. Need to coordinate with TMC on the countries that need to pay royalties.

Giving Wise - is ready to be put on the website. Denny to work with Zach to get that done. Will post it as we have agreed so far. Can work on the country royalties in the future.

Denny made a motion to accept Giving Wise Solutions to be posted to the website as proposed, after one more trial run by the Board. Gerry seconded. Approved unanimously.

ERRs - Denny reported that ALL ERR's were paid by December 29th, before year end. Denny and Bookkeeper will be talking about December, as it was a busy month with money coming and going. Denny reported he was able to get \$2,000 off the Carefree Resort bill and that is all taken care of.

Web Liaison Update – Gerry

Gerry has started a list of standard webmaster duties but not ready to share yet.

Legal Update – Gerry

No report. They have 2 outstanding items:

1. Conflict of interest for committees
2. Procedures for committee with contractual needs

Liaison Updates

WCC - Deborah resigned as chair. Neither Gerry nor Lorraine were able to be on the last call but they will follow-up on the minutes and what they are doing about the chair. Need to Deborah off the chairs list. Gerry stated we need to support them the best that we can.

Literature - doesn't have a chair, but they are moving forward without one and working with Anita on that.

Liaison Update Report – This is an informal report on what is going on with your committee to submit before each call, which helps save time on the call. Please continue to send these to Madeline monthly.

Next meeting – Workgroup is on January 26th at 6pm Pacific Time and next Board Meeting is on February 12th at 2pm Pacific Time

3:30 pm Closing Prayer