



Board Minutes for CoDA World Board Conference Call February 8, 2018

The Board of Trustees met on Thursday, February 8th by teleconference. Members in attendance included: Mary I., Jen L., Salle H., and Linda A. as voting members. Matt T. attended as a guest and also Conni I., from SOS.

Meeting called to order at 5:00pm PST/8:00pm EST.

Round Robin Order:

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

Consent agenda for February

- Motions
 - Move that the Board foster a sense of community wherever it meets in a face to face setting.
 - o *Comment:* In Phoenix, in April the Board could host and pay for a room rental in Tempe, or some place with adequate parking that allows food to be brought in by the local Fellowship. The Board could provide a long sub sandwich from Subway or sandwiches from Costco, as part of its contribution.
 - Linda and Jen's action item.
 - Move that we transfer \$50,000.00 from the Arizona bank to our Chase savings account
 - o *Comment:* Do this to increase CoDA's rate of return.
 - Salle and Mary's action item.
 - Move that the contingency fund be designated as 70% for face to face support and 30% for other needs.
 - o *Intent:* To ensure that funding is available if a committee needs to have a face to face meeting outside of the set rotation, as well as to cover other unforeseen expenses.

- o *Comment:* This fund is for out-of-budget items. The majority of it is believed to be needed for face to face committee meetings out of the normal rotation.
 - Mary and Salle's action item.

Mary made a motion to accept the consent agenda as amended. Salle seconded. Approved.

Items for Business

Approve Minutes of previous meeting

- January Minutes were received today, will be approved for next meeting.

Treasurer's report

- JP Morgan Chase Bank Deposit Accounts - Total balance: \$192,208.27
- Arizona Bank - \$160,481.64

Secretary's report – Response to SoCal VEI sent. Nothing further received.

Website Update – Jen reported that on the last call with the web developer there was discussion about some cleanup of the present site that needs to be done. There is, as yet, no estimated launch date. The Board is taking the time to review traffic to the website via Google Analytics to make sure that everything is in place. The Email List Coordinator asked the following questions about the planned website,

1. *Does the WordPress security toolkit for the new website include a security plugin, to monitor the integrity of the site as well as assist with updates?* Answer: we monitor sites for the symptoms of malware such as spam/high volume emails. Locking down core WordPress files also provides a high level of general security, and we have a list of PHP functions that are disabled for security purposes as well.
2. *What backup solutions are planned for the new website, so the site can be rolled backwards after a crash or sabotage?* Answer: Daily backups, core updates, monthly scheduled 3rd party plugin updates.
3. *Part of the spread of malware involves content embedded as comment. Does CoDA plan to continue to moderate and review comments on its website before accepting them?* Answer: Daily malware scans, security scans anytime by request, malware cleanup if need be, multiple levels of security, from IP firewalls at the server level and threat monitoring, strong password enforcement, limited login attempts to intelligent IP blocking.

It is the Board's intention to provide monthly updates on the progress of the plans for the new website, to avoid answering the same questions repeatedly.

Legal work group Update – Mary

- DAA meeting is scheduled. Jen and Mary will be on that call.
- GivingWise (donation site) still waiting for an answer on the APPs. Still waiting for them to launch. Must make a payment to register our app as well.

- Waiting for Literature to respond to the flowchart for literature. That chart was also sent to TMC and CoRe. CoRe has acknowledged that it will follow that chart in future.
- Reply on intellectual property and emails – we do have an answer from Adam. Any emails you have and anything you use on your computer is yours. They are not CoDA’s intellectual property until turned over to CoDA.

CoRe 2X2 update – Jen reported that CoRe did not understand our response. Salle and Linda sent another response. Haven’t heard from them since.

TMC 2X2 Update – Mary reported that we are in the process of setting up a 2X2 call.

Fellowship Forum update – The February 3rd Forum was postponed. Not sure when we will try again, maybe March. Mary suggested a topic we could talk about is sponsorship. Linda would like to do a Spanish Fellowship Forum in March. Spanish Forum will imitate whatever we do next.

Translation workgroup update

- The Spanish subgroup elected a secretary, who prepared minutes of their first meeting. They are working on a glossary for consistency in their translation work. Linda reported about a few questions they are getting at translator@coda.org.
- The TMC and WCC are working on a policy to protect CoDA’s copyright as regards all persons involved in translation.

Old Business:

- *Where to store committee minutes? Do we ask committees to post them to the website, and have Zach do so?* Chairs will be deciding how they want to handle this matter and will bring their decision back to the board.
- *How to distribute the lawyer’s answer about translations to the Chairs? Where to post that information for future chairs?* Board discussed this and what’s best for the Chairs.

Action: Jen will talk to the chairs for ideas. Anything that is decided should be in the Chairs’ area for easy access to that information.

- *Discussed confusion concerning who may join a CoDA World committee and who may act as chair of one: specifically, that the Spanish Outreach chair does not require endorsement or vote from outside the committee to exercise that role. The Board needs to clarify this matter, explaining how committees work/get elected.* Jen explained that if you express interest in being on a committee, you can be, and the committee elects the chair.

Action: Linda will help Jen write something in Spanish to explain this, so there is more understanding.

- *If someone leaves the Board without having served a full term (e.g., Denny), does that count as a whole term for the replacement Board member who steps into that position?*

Is a motion on this matter in order? Jen explained that Madeline stepped down and now we need a 5th member to complete the Board. Agreed that if someone wants to join now, we are only obligating them until the upcoming CSC. Then we would ask them to run at the election, if they wish to do so. That person could run for 2 full terms if they chose to do so. Mary asked if Denny and Madeline wanted to come back to the Board, would what they served count as a full term? After looking at the bylaws, it was agreed that if someone has served a partial term and resigned, that would be considered their first term and they would only be eligible to serve one more term.

- *The Board asked Zach to post the audio recording of the 2017 CSC on the website. It was posted on the 2017 CSC Delegate packet page.*
- *The Board asked the Email Coordinator to send out a post about CoDA's Online Forum. Geff will send out but that may take a while as he would like to coordinate with the committees, so every committee's announcement goes out monthly, rather than weekly.*
- *Board's Face to Face Meeting in April:*
 - Times would be: Friday from 4-6, followed by dinner; Saturday 7AM to 11:30, working lunch with AZ fellowship; 2:30- 5:30 continue agenda; Sunday 8 - 1 PM. We have rooms booked for all. Strategic plan on Saturday morning – use that block of time to the best of our ability, then Conni will have the rest of Saturday off. We should be done by noon on Sunday. There is an extra room if Matt decides to join us.
 - Everyone please arrive by 3PM Friday. We will shuttle from the airport.
 - Waiting for information on the room for the Fellowship room. The date is correct, still waiting for a place. More to come.
- *On the Meeting Materials page, the Service Materials link is where the free pamphlets and other meeting related items are located. Shall we relabel this section to something like 'free program pamphlets'?* Mary reported that we discussed it through email. Need to look at it together. Could be part of website discussion that Jen will set up later.
- *Given the amount of CoDA Announcements that Office 365/Outlook will not send to subscribers with AOL or Netscape accounts, will the Board negotiate with Office 365 to curtail the resultant, time-consuming spam that Outlook causes?* This was from the Email Coordinator. Linda will work on this with Geff.
- *The Events Committee seeks access to the Eventbrite account, to be able to preregister for the CSC/ICC in San Diego.* The Board has control of this account and SOS has access. We have added Geff, so he can email delegates. Mary reported that she asked Events who should be on that account. Events doesn't want any particular person on that account, so the committee email attached to the Eventbrite account will be eventschair@codas.org, so that it can be handed from one person to another. Everyone has been added, Marie set them up and sent an invite to set up a password, with permissions given. Eventbrite is good to go as of Tuesday.
- The Board liaison to the Email List Coordinator also the QSR liaison.
- *The Email List Coordinator and the Board liaison to that position will establish a set of posts to be sent out periodically (e.g., the Social Media and Anonymity message), as*

approved by the Board. The Board asks that committee chairs use their Board liaison for such posts, to prevent Zach's receiving a flood of requests. Chairs may need to be reminded of this policy.

- *Consider use of WhatsApp.* Discussed talking about it in person and showing its use in person. Some committees use it now. The Board will reconsider the matter at its face to face and do a hands-on tutorial to decide.
- *QSR* – The Quarterly Service Report is submitted by committees and they are able to submit whatever they wish. In review, we saw that there were inappropriate remarks in the QSR and discussed talking to the committees about that. Jen spoke with two committees who were willing to change their reports, the third one was unwilling to change very much. Want to make sure there is respect and transparency, and make sure that committee reports do not reflect personalities over principles.

There are at least 4 Traditions that are violated by some of the items in the QSR reports. Tradition 1 – divisive rather than unifying. Tradition 5 – to carry the message – Do we want to send the Fellowship reports that do not support our primary purpose? Tradition 11 – promotion policy – CoDA doesn't need to promote negativity. Tradition 12 – principles before personalities. It seems that there is a personality issue at play in some cases. At times, negative reports do not promote unity, belief in our group conscience process nor in trusting our trusted servants. Such reports infer that the Board's group conscience is faulty in some way.

Mary said we would ask that the writer remove the words that are violate these Traditions. If the writer says no, it goes as is, but we should ask. Jen will call the person directly to see whether they can hash things out. If the chair does not agree, Jen will email the committee and request a group conscience. If no changes result, the Board will let the matter go, to reflect the writer's attitude.

Mary made motion to extend call for 10 minutes. Salle seconded. Approved

Matt attended and asked questions. He found it helpful to sit in and hear how the Board meeting goes. Asked a few questions about liaison duties – should expect about 3 committees, some are light work and some heavier. He would be an at-large member, would have no assigned duties but would be expected to participate in emails. Emails can mount up! Our Face to Face meetings are usually twice a year in addition to those that take place before, and throughout, the CSC. Our next one is in April in Phoenix. There are two Board meetings each month, one is a general conversation meeting in format and the other is a business meeting, with motions. Board members report feeling satisfaction in doing Tradition Five work. The second monthly call is a work group, there is no official agenda; members participate in round robin fashion concerning various topics. Current schedule is 2nd and 4th Thursday at 5pm Pacific. As Matt is the chair of the North Texas Service Committee, he will need to get back to us.

Next meeting – Thursday, March 8, 2017 at 5pm PST (Postnote: next meeting is Wednesday March 14th at 8am PST, to accommodate the new board member, Matt T.)

Adjourned 6:40pm PST