

CoDA World Board January 2012 Conference Call

January 15 9am-11am PST

MINUTES

MEETING CALLED BY	Evie S. , Board Chair
NOTE TAKER	Florence F. Board Secretary
ATTENDEES	Lisa B. -Vice Chair, Barbara D.- Treasurer, Dagmar M. - Trustee, Mercedes M.- Trustee, Julie B.- Trustee
OBSERVERS	Steve R.

Agenda topics

DECEMBER MINUTES

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
MOTION: To accept December minutes as amended by Lisa B.	First-Barbara/ Second Evie	Immediate

TREASURER REPORT

BARBARA

DISCUSSION	We reviewed report sent via email by the treasurer. We also reviewed the CoRE report of royalties.	
	We discussed giving Lauren, our bookkeeper a raise to be in commensurate with Joan, our Fellowship worker.	
CONCLUSIONS	To give Lauren the raise retroactive to March 2011.	
MOTIONS AND ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
MOTION: To raise bookkeepers hourly rate from 18-20 \$ effective retroactive to March 2011-	1rst Barbara- 2nd Evie--passed unanimously	immediate
AI: To notify Lauren.	Barbara	immediate

POSTING OF BOARD MINUTES AND SUMMARYS

DISCUSSION	clarification of how the Board Summary and the Board Minutes are available to the Fellowship
	Minutes in the CWA are available to the world service members via password; We also have the choice of executive part.
	The Summary is available to send out to whole Fellowship via email and posted on website accessible to the public.

QSR SUBMISSION AND DISTRIBUTION

CONCLUSIONS	We accepted and approved board report QSR as amended via email.	
	We need to update how it is distributed via snail mail.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
To send approved board report to QSR editor.	Evie S.	ASAP
To ask Joan if she is still sending post card out asking for updates on reception of QSR.	Florence	ASAP

MINI F2F REVIEW

ATTENDEES: EVIE S., LISA B., BARBARA D.,
JULIE B, DAGMAR M.

DISCUSSION	WEB SITE: Spent time with Leo and David. Roy will continue to work with Leo through January until we can make a final change over to our new web master.	
CONCLUSIONS	-Not sure if current website meeting search tool is fixable. -David is looking into problems we presented to him and will do more research and give us quotes.	
	-A rough draft has been constructed for a general idea of what we would want on a front page. This will be sent out for feedback after further work is done.	
	-We do not currently have ownership of codaworldfellowship.com – we need to obtain from previous contractor.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
To email previous contractor requesting turnover of ownership of our pilot website.	Evie S.	By Tuesday

VE AND CORE CONTRACTS

DISCUSSION	We need to finalize the procedure of signing our contracts. The contracts require two signatures.	
	We discussed that a translation agreement cannot be with a country, it has to be with a person. P and D can be with a country or VE as explained to Evie by Adam. Evie is waiting to hear back from Adam for answer to other questions. We need status and location on all existing contracts.	
	The notion of using a “memorandum of understanding” was brought to our attention by a previous board member. We need more research.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
To approve a P and P describing procedure of finalizing contracts via Email.	Lisa	By next con call
Evie to look at CoRE contract and by laws and get back to us. Lisa and Evie are working on establishing the status of existing contracts. Evie will try to finalize three VE agreements for final approval.	Evie and Lisa	By next con call

EXPENSE REIMBURSEMENT POLICY

Discussion	Dagmar continues to work with Barbara on a draft of a new Expense Reimbursement Policy.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
It will be sent to Finance and other committees for feedback before the end of March.	Barbara and Dagmar	End of March

VE ISSUES STATUS UPDATE

LISA B. AND JULIE B.

DISCUSSION	These were discussed at the mini F2F meeting.	
	Most of them have been assigned to the Board. Many of them are from Missouri. They did some research in comparison with Arizona law with the suggested bylaw revisions by Missouri.	
	SSC is assigned Southern California VEI concerning terms of chairs of committees. Some discussion has taken place among SSC.	
	It is noted that there is no process for VEs to directly present motions at CSC. Further discussion occurred regarding the importance of the VE Issue submission process so that issues can be properly addressed and researched before being presented as a motion.	
	It is noted that we still do not have an official delegate list. It is noted that more delegate participation on world committees is desired.	
CONCLUSIONS	There is quite a bit of work already done by legal representation that we need to review. Lisa believes we need to come to a middle ground concerning relationship between committees and the board. It may be possible to submit bylaw revisions for 2012 CSC.	
	We need to continue to work on communication with VEs and address their issues more effectively. Healthy communication is essential. There is a need for a glossary of terms; currently we do not have one in the Fellowship Service Manual (FSM).	

FELLOWSHIP SERVICES MANUAL

DISCUSSION	STATUS OF SSC- 1st QSR has been submitted by chair with an apology for inactivity. They hope to have the updated FSM and MSP ready for publication by the end of the 1st quarter.
	CREATION OF SPANISH FSM- We acknowledge that this is a complicated issue in view of the fact that the FSM is a living document that changes almost every year and will need to continue to be updated in all languages that it may be translated. We also need to research the best way to update our Spanish website.
	FSM INCLUSION in TMC PRIORITY LIST—A GC made at mini F2f put this in 2nd list of priorities which was a change to a previous GC made via email. Evie proposes that we discuss this more over the email for the next month.

OTHER LEGAL

Discussion	Wiley agreement - completely signed and done.	
	Contract to proof Mexico translation of CoDA book - CoRE offered another quote for proofing translation which was 2400\$ vs. the 1000\$ quote we already have which has already been approved. Will be signed by Lisa when we get it.	
	Items that currently require signatures-- Lisa will sign while Evie is on vacation.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
To send paper copy of Wiley Agreement.	Evie	ASAP

MEXICO

DISCUSSION	Mexico-- several action items relating from our mini f2f. Ongoing concern that the leadership for CoDA in Mexico is not organized and unable to address issues in keeping with the traditions.	
CONCLUSIONS	Discuss planning a trip for two Board members to attend Mexico national conference to address our concerns.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
To write a letter to Fernando.	Lisa	ASAP
To send email to Joan about delisting Mexico meetings.	Florence	ASAP
To research attendance to Mexico conference.	Lisa	By next con call

AD HOC COMMITTEE UPDATE

BARBARA D.

DISCUSSION	They are preparing a simplification of the 12 service concepts. Barbara asked who these would be sent to once developed. Florence stated they should be submitted to SSC. They are also finalizing a questionnaire to be sent out for feedback from all committees and the board.
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25TH ANNIVERSARY

LISA B. EVENTS LIAISON

DISCUSSION	Events Committee to discuss selling T-shirts and other paraphernalia at their next meeting.
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COMMUNICATIONS COMMITTEE

JULIE B. COMMUNICATIONS LIAISON

DISCUSSION	They are asking for input of guidelines of what should or should not go out on the email announcements.
CONCLUSIONS	To be put on the next agenda.

ISSUES AND MEDIATION COMMITTEE

DISCUSSION	Update by the chair, Natasha, we should have more information for our March Board meeting.
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GERMANY

DISCUSSION	A letter sent by Germany representative, Werner, needs to be answered. Germany has many concerns which included wording of contracts and time given to international groups at CSC.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

To develop a rough draft letter in response to Germany.	Florence	ASAP
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OPEN ACTION ITEMS

DISCUSSION	List sent via email. All Board members need to review and address action items assigned to them. This Board Action spreadsheet was developed at the mini F2F.
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FUTURE BOARD MEETINGS

DISCUSSION	Sunday February 12 th . Proposed Sunday, March 11 th .
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Face to Face Meeting- to be held just before CSC 2012, which is second week of July.
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