

CoDA World Board February 2012 Conference Call

February 12 9am-11am PST

MINUTES

MEETING CALLED BY	Evie S. , Board Chair
ATTENDEES	Lisa B. -Vice Chair, Barbara D.- Treasurer, Dagmar M. - Trustee, Mercedes M.- Trustee, Julie B.- Trustee, Jutta -Trustee
OBSERVERS	Debi M., Brandi
NOTETAKER	Dagmar agreed to take notes as the Board Secretary was not present. The call was recorded.

Agenda topics

FEBRUARY MINUTES

MOTION 1.	PERSON RESPONSIBLE	DEADLINE
To accept January minutes as amended by Barbara.	Motioned-Barbara/ Second Julie Passed unanimously	

TREASURER REPORT

BARBARA

DISCUSSION	We reviewed report sent via email by the treasurer.
The Treasurer has arranged for a prepaid credit card with 500\$ credit for seed money for Events Committee to use for CSC/Convention.	

RATIFICATION OF MOTIONS PASSED VIA EMAIL

MOTION 2.	PERSON RESPONSIBLE	DEADLINE
To approve a visit to Mexico to attend their annual convention/conference for Lisa B. and Evie S. Tentatively scheduled for March 14-19. The budget will not exceed 2000\$.	Motioned -Lisa/ Second Barbara Passed unanimously	
DISCUSSION	It was suggested that if time and budget allowed they could also visit one or two local meetings in Guadalajara after the Conference.	

MOTION 3.	PERSON RESPONSIBLE	DEADLINE
To approve the use of the draft "international welcome letter" to be sent to new meetings when they contact us.	Motioned-Evie/ Second Barbara Passed unanimously	
DISCUSSION	It was discussed and concluded that the Board Chair on behalf of the whole Board would send the letter of introduction including the contact details of their Board Liaison.	

MOTION 4.	PERSON RESPONSIBLE	DEADLINE
To approve the use of the VE Liaison letter.	Motioned -Lisa/ Second Barbara Passed unanimously	

DISCUSSION	The process of using the letter is to be discussed and agreed upon via email.
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MOTION 5.	PERSON RESPONSIBLE	DEADLINE
To approve the use of 3 new VE contract templates.	Motioned -Lisa/ Second Barbara Passed unanimously	

DISCUSSION	The latest refinements are to simplify the calculation of royalty so it is based on the monetary value (rather than numbers of individual publications) and to provide for two Board signatories. These new Contracts will be used for future new VEs at this stage, new Contracts with VEs with existing contracts are to be worked on in the future on an individual basis.	
MOTION 6.	PERSON RESPONSIBLE	DEADLINE
To approve the procedure for the signing of VE contracts with amendment as below.	Motioned -Lisa/ Second Barbara 6 yeas, 1 abstention	
AMENDMENT	To add the following sentence: TMC will initiate a contract by completing the pertinent details (reference instructions for each contract template) and send it to the board legal liaison (legal@codal.org)	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
1. To send new templates and approved procedure to TMC and ask them to send us contracts that need to be sent to VEs 2. To send new templates and procedure to the webmaster for posting on the website.	Evie S.	Immediate

OTHER LEGAL

DISCUSSION	<ol style="list-style-type: none"> 1. ByLaws <ol style="list-style-type: none"> a. Changes must be to board secretary 75 days before the start of CSC (April 26) b. Lisa and Dagmar to work on those By Laws in question to present to the Board in good time for April 26 deadline 2. Core contract <ol style="list-style-type: none"> a. Dagmar to review with CORE 3. Status on items that need to be signed or sent for signature <ol style="list-style-type: none"> a. Evie & Lisa to continue working on them
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WEBSITE

MOTION 7.	PERSON RESPONSIBLE	DEADLINE
To approve statement of work submitted by David G. for 4200\$ for redesign of the meeting search process.	Motioned - Evie Second- Lisa Passed unanimously	
DISCUSSION	Evie states there has been no response for handover of the codaworldfellowship.org. Board to bid for the domain name.	

AD HOC COMMITTEE UPDATE

DISCUSSION	Board to respond individually to questionnaire sent out by the Ad Hoc Committee.
There was some discussion about the for attendance to CSC. (corrected)	

OTHER OPEN ITEMS

DISCUSSION	1. FSM- where to place in translation priority list? Discussion continues.	
DISCUSSION	2. CORE Reporting- Dagmar to review	
DISCUSSION	3. Board Calendar- still in progress	
DISCUSSION	4. IMC Disputes- we will need to schedule a special meeting to discuss IMC recommendations.	
DISCUSSION	5. VE Reports- To be included in the QSR.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
1. To start developing a process for soliciting of VE reports. 2. To draft an email blast to be sent requesting VEs contact the Board with their contact details.	Lisa B.	By next con call

COMMUNICATIONS COMMITTEE

DISCUSSION	Does Comm still need guidelines from the Board for email blasts? It was agreed that Comm can decide to request guidance over any particular matter should they need to.
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FUTURE BOARD CON CALLS

March 11

April 15

Face to Face meeting just before conference.