

CoDA World Board September 2012 Conference Call

September 9 8:30am-10:30am PST

MINUTES

MEETING CALLED BY	Lisa B. , Board Chair
ATTENDEES	Florence F. -Vice Chair, Barbara D. - Treasurer, Evie S. - Secretary, Dagmar M. - Trustee, Jutta E. - Trustee, Mercedes M., Trustee, Hal H. - Trustee, David Mc. - Trustee
OBSERVERS	None

Agenda Topics

APPROVE MINUTES

MOTION 1.	PERSON RESPONSIBLE
To approve August Board Minutes	First- Barbara Second- Jutta Passed unanimously

RATIFICATION OF BOARD MOTIONS VIA EMAIL

MOTION 2.	PERSON RESPONSIBLE
To ratify the motions approved by GC during the month: <ul style="list-style-type: none"> ● Board Liaison Policy ● VE Contacts List ● Legal Expenses ● Phone Conversation with John Gilbert re: former board member ● Draft letter from John Gilbert to former board member 	First- Evie Second- Barbara Passed unanimously

REPORTS

TREASURER	PERSON RESPONSIBLE
The majority of expenses related to conference have been paid with just a few left. As a result, our bank balance is down which is normal after conference. We are in contact with our new checking account bank, Chase, about potentially moving our investment account there as well.	Barbara

LEGAL LIAISON	PERSON RESPONSIBLE
During the phone conversation with our corporate attorney he raised two other concerns. He is concerned that our prudent reserve, which is three times our budgeted annual expenses, is too high for an organization with virtually no physical assets. He also thinks we should require two signatures/authorizations for payments. A recommendation was made that we look into requiring two signatures/authorizations on payments over a certain amount. The Treasurer will look into that.	Evie
QSR LIAISON	PERSON RESPONSIBLE
Q3 reports will be due to the QSR Liaison by Oct 15. A message will go out reminding committees and other submitters of that date.	Lisa
MEETING SEARCH ENGINE PROJECT	PERSON RESPONSIBLE
Progress has once again slowed on the improved Meeting Search Engine due to personal issues of the developer. We agreed that the Chair will send a message to the developer asking for specific reasons for the delay and a revised final delivery date.	Lisa
WEB WORK GROUP	PERSON RESPONSIBLE
The group had a very successful first conference call and will be meeting every two weeks. They agreed on a basic consistent page arrangement and an approach for further developing the design.	Evie
COMMITTEE LIAISONS	PERSON RESPONSIBLE
<ul style="list-style-type: none"> • All Committee Liaisons gave reports on their committees The Translation Management Committee (TMC) is planning a face to face meeting and talking to Japan, Israel, Russia and the United Kingdom about translation and publication of various pieces of CoDA literature. • Outreach is in the process of taking a group conscience on a suggested change to our website to have all meeting related questions sent to them rather than to our Fellowship Services Worker. • The Service Structure Committee (SSC) expects to be in a better position after October 1 to respond to some questions that the board has asked them to take a group conscience on. • Hospitals and Institutions (H&I) are excited at the success that one of their members have had working with a women's prison in Ohio. • The Ad Hoc committee has not met since conference. 	All

<ul style="list-style-type: none"> • The Issues Mediation Committee (IMC) is also planning a face to face meeting and working on their operations manual. • The Proactive Outreach task force has its first conference call with 15 people participating. • The Communication Committee has chosen Geff as its new chair, is reviewing their goals for the year and shared some website concerns with the board. • Spanish Outreach has regular conference calls and one member has agreed to help with answering of Spanish language phone calls. • Co-NNections completed their committee manual and presented it to the board for review and posting on the website. • The Events Committee, after taking a well earned break after conference and convention, have a conference call coming up. • The Literature Committee (CLC) does not have a chair and are not currently having conference calls. • CoRe, our publication and distribution arm, identified several items that needed quick reordering and, with CLC apparently unresponsive for a time, turned to the board for signoff on those reorders. This is now resolved and highlights the need for published procedures for both CoRE and CLC to avoid recurrence. • The Web Working Group had a very successful first conference call and will be having calls every two weeks. • The Webmaster is busy responding to requests for help and website changes. 	
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WEBSITE WORK GROUP

DISCUSSION	<p>Evie volunteered to be on the Website Work Group that has been tasked with developing a requirements document for a new website. Evie will be the Board Liaison to the group. Leo is a member of this group, so a potential conflict of interest could be present. The Board agreed that this group will only make recommendations, so her participation is not a problem. If she is chosen to lead the group, the Board of Trustees asked Evie to discuss this with them to ensure there is no conflict of interest before accepting the position. If any further discussion is needed, it will be documented in the next Board meeting minutes.</p>
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REVIEW OF TOP 6 GOALS

GOAL	<p>Enhance the relationship of Board Committee Liaisons with their committees</p>
PROGRESS	<p>Discussing ideas including a survey tool and the possibility of inviting committee chairs to join the board to all work together the day before the start of conference</p>

GOAL	Develop and implement process for helping VEs to establish their service structure when they ask for such help
PROGRESS	The two board members who worked with Mexico earlier this year will compile what they learned through that process. We are considering what country might be interested in working with us next as a continuation of this learning process.
GOAL	Find ways to encourage service at all levels including world level service
PROGRESS	Will get in touch with Jim Y who was to summarise the notes made at the CSC brainstorm meeting and led several workshops on this topic and conference.
GOAL	Find ways to address lack of Sponsorship CoDA in CoDA
PROGRESS	Will get in touch with Jim Y who was to summarise the notes made at the CSC brainstorm meeting and led several workshops on this topic and conference.
GOAL	Improve website
PROGRESS	The Web Working Group had a very successful first conference call and will be having calls every two weeks
GOAL	VE liaisons to develop relationships with their VEs
PROGRESS	Discussing ideas and how to implement them

ANNUAL SIGNING OF CONFLICT OF INTEREST POLICY

DISCUSSION	Board members were encouraged to sign and submit soon.
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REQUIRING AMENDS TO RETURN TO WORLD SERVICE WORK

DISCUSSION	We agreed that will be a priority item for discussion next month so that we can reach a decision then.
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SHOULD WEBMASTER BE PAID FOR CSC WORK?

DISCUSSION	Although we went to Executive Session, no decision was reached and we agreed that we would address via email during the month.
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FUTURE BOARD CON CALLS

Saturday, October 6th, 8:30AM Pacific Time
Saturday, November 10th, 8:30AM Pacific Time