

CoDA World Board March 2013 Conference Call

March 16 8:30am-10:30am PST

MINUTES

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

Agenda Topics

APPROVE MINUTES

ACTION	
To approve February Face to Face Board Minutes	Tabled to April call due to late availability for review

RATIFICATION OF BOARD GCs VIA EMAIL

MOTION 1.	PERSON RESPONSIBLE
<p>To ratify the motions approved by GC during the month:</p> <ul style="list-style-type: none"> The Administrative Fellowship Service Worker will send electronic copies of the Meeting Starter Packet and the Fellowship Service Manual (FSM) to newly registered meetings rather than hard copies The letter to the Service Structure Committee denying their request to hire a contractor to update the FSM The letter to a CoDA member who volunteered to assist the webmaster thanking him and not accepting the offer 	<p>First- David Second- Evie Passed unanimously</p>

TREASURERS REPORT	PERSON RESPONSIBLE
<ul style="list-style-type: none"> We continue to have a lot of money in the bank We received of \$25,000 from CoRe which is reimbursement of funds we provided them for translation purposes. The balance of our funds is now slightly over \$400,000. Working on getting adequate liability insurance and bonds as recommended by corporate attorney Paperwork to complete move of money from MSSB to Chase will be sent to Chair and Secretary for their signatures Suggested that we send copies of our Expense Reimbursement Policy and Procedure to all committee chairs. 	<p>Barbara</p>

ACTION ITEM	PERSON RESPONSIBLE	ACTION REQUIRED
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	Barbara	Propose for discussion via email best way to distribute ERR policy and procedure to chairs.
	Evie	Include Barbara's written report in minutes

C-PHONE REPORT	PERSON RESPONSIBLE
<ul style="list-style-type: none"> Moving ahead with having volunteers respond to all calls Answer1 (paid answering service) will be put on vacation hold while we test the new process Question raised whether we should allow Voting Entities or Intergroups to use our process 	Florence

MOTION 2.	PERSON RESPONSIBLE
In following Traditions 4 and 7 each group should be autonomous and self supporting. Therefore CoDA Inc. will no longer provide phone answering services to either Intergroups or Voting Entities.	First- Florence Second- Evie Passed 6-0-1

ACTION ITEM	PERSON RESPONSIBLE	ACTION REQUIRED
	Florence	To coordinate drafting of letter for use in contacting groups currently using our service
	David	To contact Houston and Dallas-FW
	Florence	To contact Washington
	Florence	After Texas and Washington have been notified will ask Comm to draft an announcement letting the Fellowship know of free or inexpensive ways to handle phone calls

SUGGESTION TO UPDATE CODA LOGOS

DISCUSSION	A member of our Fellowship suggested some changes be made to our logos. After discussion we decided that we do not support any changes	
ACTION ITEM	PERSON RESPONSIBLE	ACTION REQUIRED
	Lisa	To craft a response for review by the board

GERMAN REQUEST

DISCUSSION	A delegate for Germany has asked to present a report at CSC and to meet with the board. We agreed to the first since we hope to have reports from many Voting Entities as we did last year. Time available will be determined later. We agreed to have two members of the board meet with the German delegates.	
MOTION 3.	PERSON RESPONSIBLE	
Dagmar to be the new liaison to Germany.	First- David	

		Second- Florence Passed 6-0-1
ACTION ITEM	PERSON RESPONSIBLE	ACTION REQUIRED
	Lisa	Forward to Dagmar any related emails
	Dagmar	Respond to the German delegate
	Dagmar and Jutta	Bring Dagmar up to speed
	Lisa	Notify the webmaster to make the change

PRE-CSC TEAM BUILDING PROPOSAL

DISCUSSION	All are in favor of Florence's proposal to invite all committee chairs and Fellowship Service Workers join us for a team building day on the day before CSC starts	
ACTION ITEM	PERSON RESPONSIBLE	ACTION REQUIRED
	Florence, Lisa and possibly Hal	Work on the logistics to make this happen including drafting a message to be sent out inviting them
	Lisa or Hal	Ask Events to work with the hotel to amend the contract
	Florence	Send out proposed schedule for review by the board

SMALL GROUP REPORT FROM F2F

DISCUSSION	Finance small group proposed several motions	
MOTION 4.	PERSON RESPONSIBLE	
To increase Leo and Geff's hourly rate to \$22 per hour effective as of April 1	First- Barbara Second- David Passed 6-0-1	
MOTION 5.	PERSON RESPONSIBLE	
Our intent is to decrease our Prudent reserve as needed from 3 years expenses to 2 years expenses as recommended by CoDA's attorney and the CPA professional to whom CoDA Inc. was referred.	First- Barbara Second- Dagmar Passed Unanimous	
MOTION 6.	PERSON RESPONSIBLE	
For the 2013 CSC to increase the Advance Timeline to 90 days international and 60 days US	First- Barbara Second- David Passed Unanimous	

MOTION 7.	PERSON RESPONSIBLE
In the event that trusted servants attend F2Fs and do not have to travel, they are allowed per diem at the standard rate. Also for mileage allowance transporting members to and from the airport to restaurants etc	First- Barbara Second- Evie Passed Unanimous
MOTION 8.	PERSON RESPONSIBLE
For CSC 2013 to increase the maximum Advance request allowable from 80% to 100%	First- Barbara Second- David Passed Unanimous
MOTION 9.	PERSON RESPONSIBLE
Retroactive to the beginning of January 1 reimbursement for the total cost to drive to and from a meeting may not exceed the cost of an economy airfare plus the cost of transportation to and from the airport in both locations.	First- Evie Second- Barbara Passed Unanimous

ACTION ITEM	PERSON RESPONSIBLE	ACTION REQUIRED
	Barbara	To notify Lauren, Finance, chairs and FSWs about: <ul style="list-style-type: none"> • increase in advance timeline to 90 days int'l and 60 days US • increase in maximum Advance request allowable from 80% to 100%
	Barbara	To check all ERRs since Jan 1 to see if any to include the cost of transportation to and from airports with the cost of airfare as the basis to reimburse those who drove instead of flying and to send additional checks if/when applicable
	Barbara	To handle the other two motions via email

WEBSITE PROPOSALS

DISCUSSION	Reviewed status of the two proposals developed to have the website and the meeting search engine redeveloped. Request for Proposal (RFP) documents are in the process of being finalized so that they can be posted on the site we have chosen to solicit proposals.
DISCUSSION	Discussion on reports from other two small groups postponed due to time running out

FUTURE BOARD CON CALLS

Saturday, April 13th, 8:30AM Pacific Time
Saturday, May 4th, 8:30AM Pacific Time