

CoDA World Board April 2013 Conference Call

April 13 8:30am-10:30am PDT

MINUTES

MEETING CALLED BY	Lisa B. , Board Chair but chaired by Evie S., Secretary
ATTENDEES	Barbara D. - Treasurer , Hal H., - Trustee, David M. - Trustee and Jutta E. - Trustee
OBSERVERS	None

APPROVE MINUTES

MOTION 1.	PERSON RESPONSIBLE
To approve the February Face to Face meeting minutes	First - Barbara Second - David Passed 4-0-1
MOTION 2.	PERSON RESPONSIBLE
To approve the March con call minutes	First - Barbara Second - Jutta Passed unanimously

RATIFICATION OF BOARD GCs VIA EMAIL

MOTION 3.	PERSON RESPONSIBLE
<p>To ratify the motions approved by GC during the month:</p> <ul style="list-style-type: none"> ● Invite Committee Chairs & Fellowship Service Workers to a pre-CSC meeting to include team-building ● Invitation for the pre-CSC meeting with the chairs ● Small Group Finance Motion 5: Private time added to business ● Small Group Finance Motion 6: Round trips to airport ● Response to CoDA member's proposal to update logos ● Letter to Intergroups re: the answering service ● Approve funding for the Pro-Outreach Task Force to hold a F2F meeting and for the 2 co-chair to attend CSC ● Email blast for upcoming Board vacancies in 2013 and 2014 	<p>First- David Second- Barbara Passed unanimously</p>

TREASURER'S REPORT

REPORT	PERSON RESPONSIBLE
<ul style="list-style-type: none"> ● We have over \$420K thanks to the 25K returned to us and the double payment by CoRe last month which brings them up to current ● Completed paperwork was delivered to Chase Bank to transfer 	Barbara

<p>CoDA's investment accounts to them</p> <ul style="list-style-type: none"> • Obtained info about potentially hiring a professional management company for CoDA (called an Association Management Company, or AMC) • Started application process for liability insurance and fidelity bond for CoDA • Shared with Finance Committee Board's suggestions for changes to prudent reserve policy and updates to ERR policy 	
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CORE CONTRACT

REPORT/DISCUSSION	PERSON RESPONSIBLE
<ul style="list-style-type: none"> • Previous 2+2 meetings have resulted in agreement on about 4 or 5 paragraphs • Next 2+2 meeting will occur in about two weeks. • David L was voted on to the CoRe board and Terri S resigned • We don't know yet who will replace Terri on the CoRe 2+2 team • Suggestion was made to wait to finalize contract until we hire an AMC since this is an area where they might be very helpful 	Hal

WEBSITE UPDATE

REPORT/DISCUSSION	PERSON RESPONSIBLE
<ul style="list-style-type: none"> • We agreed that the current version of the Website Request for Proposal (RFP) improved by Hal's coworker is ready to go. • It was reported that the RFP for the Meeting Search Engine needs to have the changes proposed by Hal's coworker incorporated and then sent to the board for review. • Although we want to have a new website and new meeting search engine as soon as possible we agreed that doing it right this time is more important than rushing things. We agreed that the AMC to be hired will be an invaluable asset in this process so we will have everything ready to go but will not initiate the process until they are on board. • We tabled discussion on the proposed RFP Process • We agreed that a note should be sent to members of the Web Work Group thanking them for their efforts 	Evie

ACTION ITEM	PERSON RESPONSIBLE	ACTION REQUIRED
	Lisa	To craft a thank you note for review by the board

FELLOWSHIP SERVICE WORKERS AT CSC

MOTION 4.		PERSON RESPONSIBLE
We authorize purchase of a laptop for CoDA, to be in the custody of the webmaster, at a cost of no more than \$600 including software.		First- Barbara Second- Jutta Passed Unanimously
ACTION ITEM	PERSON RESPONSIBLE	ACTION REQUIRED
	Lisa	To notify webmaster to purchase a Windows 7 laptop that has a version of Microsoft Office with Access since that is needed to access the motions database
MOTION 5.		PERSON RESPONSIBLE
We authorize the Administrative FSW to attend CSC 2013 with expenses and hourly rate paid for time on duty to be trained in and to do the entry of motions into the database		First- David Second- Barbara Passed Unanimously
ACTION ITEM	PERSON RESPONSIBLE	ACTION REQUIRED
	Barbara	To invite the Admin FSW to attend CSC 2013 as described in motion 5.
MOTION 6.		PERSON RESPONSIBLE
We authorize the Webmaster to attend CSC 2013 with expenses and hourly rate paid for time on duty to train and backup the Admin FSW in doing the entry of motions into the database		First- Barbara Second- Hal Passed 4-0-1
ACTION ITEM	PERSON RESPONSIBLE	ACTION REQUIRED
	Lisa	To invite the Webmaster to attend CSC 2013 as described in motion 6
DISCUSSION	We discussed the fact that we were told that the hotel is totally booked for Friday, 7/5. Just in case Events is not able to do anything about this it was suggested that people make reservations at another hotel (Circus Circus was suggested) for Friday and Saturday night and make their reservations at the Marriott for Sunday through Thursday nights.	
ACTION ITEM	PERSON RESPONSIBLE	ACTION REQUIRED
	Hal	Ask Events to see if they can get us 4 rooms for Friday and Saturday nights. Also determine how many additional rooms are likely to be needed for Chairs and FSWs on Sunday night and ask Events to arrange those.

FINANCE SMALL GROUP REPORT FROM F2F

DISCUSSION	Finance Committee is in agreement with us on proposed changes to the ERR policy and procedure and the prudent reserve and is working on motions to present at CSC..
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FSM SMALL GROUP REPORT FROM F2F

BOARD CSC MOTION 1 FSM SECTION 6		
Remove "Bookkeeper" from Fellowship Services list since Bookkeeper is not an FSW.		
BOARD CSC MOTION 2 FSM SECTION 7		
Change "actively encourages" to "provides the opportunity for" in 5th bullet under "Email list coordinator".		
BOARD CSC MOTION 3 FSM SECTION 13 (SEALS)		
Since the Literature seal is not being used on literature we agreed to eliminate it and have a single seal. Motion will be redone to reflect this. Based on recent input from our intellectual property lawyer "trademark" needs to be changed to "registered".		
BOARD CSC MOTION 4 FSM SECTION 10		
Correct two typos.		
ACTION ITEM	PERSON RESPONSIBLE	ACTION REQUIRED
	Barbara, Lisa and Florence	Send each FSW description to their FSW for their review and feedback
	Evie	Make corrections to motions and to each motion's attachment and resend to the board for GC.

CSC SMALL GROUP REPORT FROM F2F

WHAT GOES IN DELEGATE PACKAGE?		
Committee goals and budgets were also included last year.		
EMAIL BLASTS		
Board Vacancies blast sent		
Blast to solicit Voting Entity reports for CSC still needs one person for GC		
WHAT GOES IN DELEGATE PACKAGE?		
<p>Proposed form reviewed and several changes were suggested:</p> <ul style="list-style-type: none"> • Delete home and mobile phone and replace with preferred phone • Add email address (accidentally deleted) • Add "Name to Appear on Nametag" <p>Some discussion took place as to whether last name is required for legal purposes. This will be verified with our corporate lawyer. If required, a message will be added with explanation and a promise of confidentiality.</p>		
ACTION ITEM	PERSON RESPONSIBLE	ACTION REQUIRED
	Evie	Check with corporate attorney whether last name of delegate is required.
	Evie	Update form and resend to board
	Hal	Send updated form to Events for review

FUTURE BOARD CON CALLS

Saturday, May 4th, 8:30AM Pacific Time
 Saturday, June 15th, 8:30AM Pacific Time (tentative)