

CoDA World Board October 2013 Conference Call

8:30am-10:30am PDT

MINUTES

MEETING CALLED BY	Florence F. , Board Chair
ATTENDEES	Hal H. - Vice Chair, Barbara D.- Treasurer, Lisa B. - Secretary, Chris H. - Trustee, Dagmar M. - Trustee, Mercedes M.- Trustee, and Lorraine O. - Alternate Trustee. Evie S. – Trustee, David Mc. Trustee, and Charles Z. - Alternate Trustee not in attendance.
OBSERVERS	

APPROVE MINUTES

MOTION 1.	PERSON RESPONSIBLE
To approve the September 2013 minutes and summary	First - Hal Second - Barbara Passed Unanimous

RATIFICATION OF BOARD GCS VIA EMAIL

MOTION 2.	PERSON RESPONSIBLE
<ul style="list-style-type: none">Approval for archiving project at our face to face meeting, which includes reimbursement for extra days for selected board membersApproval for Board and Finance Liaison documentApproval for Board 3rd quarter 2013 QSR submission	First - Chris Second - Barbara Passed Unanimous

TREASURER'S REPORT

REPORT	PERSON RESPONSIBLE
<ul style="list-style-type: none">Over \$400K in the bank totalCSC is paid in full	Barbara

FACE TO FACE (F2F) MEETING NOV 2013

REPORT	PERSON RESPONSIBLE
Embassy Suites El Segundo – rooms at \$126 a night, 2 room suites, 2 queen beds; conference room \$200 a day connected to a suite room. Hopes to do a	Hal

<p>site visit today. Free airport shuttle, quick to order breakfast. Also looking at the Doubletree; closer to shopping malls. Hopes to have a quote from Doubletree by Monday.</p> <p>Dagmar will not be attending</p> <p>Need to check on internet and parking fees</p> <p>Request that all Board members traveling by air send their flight info to Hal</p>	
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ACTION ITEM	PERSON RESPONSIBLE	ACTION REQUIRED
	Board Members flying to F2F	Send flight information to Hal.
	Hal	Provide proposal from Doubletree; research parking fees and internet. Will request a group conscience decision for F2F location after proposal is received.

CORE

REPORT	PERSON RESPONSIBLE
Nothing to report	Hal

WEBSITE DEVELOPMENT

REPORT	PERSON RESPONSIBLE
<p>A written report was submitted:</p> <p>The Request for Proposal was finalized in time for October 1 planned distribution. We only received 4 notifications of intention to bid so we decided to redistribute including a few new places and extend the notification of intention to bid until October 16.</p>	Evie

COMMITTEE WORK AREA (CWA) DOCUMENT STORAGE CONCERNS

DISCUSSION	PERSON RESPONSIBLE
<p>The issues:</p> <p>Establish the difference between items to be stored and items to be archived. Leo needs guidelines for what gets put where. There is a concern that things will get cluttered and the areas will not be maintained. He suggested using a cloud server for archive purposes.</p> <p>Points discussed included:</p> <ul style="list-style-type: none"> • CWA is not a storage site. We need 2 types of areas: one for archives, one for work area that would be open to people on the committees. • Need to establish boundaries and rules; what is archived and what is stored • Need some place to work and confer such as Google Docs; website 	Lisa B.

<p>is not the place to do it.</p> <ul style="list-style-type: none"> • Don't want to clog website • Work area has been difficult to use; • Guidelines for now will need to be revised with the new website; then all will need to be moved; • Keep old versions of foundation documents such as the FSM, which is updated annually. • When there is a change of leadership, uploaded documents, too. • Cloud storage is a good idea. Could be a temporary measure until we have new website. Committees can decide what they need to save. • It is important to post the committee work on the website. • After the protocols/guidelines are in place – who maintains it. Number of requests could be overwhelming. • A lot of the documents may be with one member of a committee and can suddenly be gone at any time. We could choose one place to have it all and then organize it later. • Important discussion for F2F meeting • Possibly a password protected section of the website that does not compromise the entire CoDA website. • It might be good for Leo and Evie to discuss this for the future website. • Include Leo in the discussion at the F2F meeting 	
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ACTION ITEM	PERSON RESPONSIBLE	ACTION REQUIRED
	Lisa B.	Will contact Leo about including him in the discussion at our Board F2F meeting and his availability to attend.

CODA EMAIL TEAM (CET) EMAIL CHANGE

DISCUSSION	PERSON RESPONSIBLE
<p>The issue: Flo received multiple requests for changes; Lorraine received a request from the chair of Communications. They have a group conscience decision to change their email alias from outreach@codas.org to info@codas.org.</p> <p>Points discussed included: If we are going to change it everywhere on the current website, wait for new website The community is accustomed to sending to outreach; the priority is what's easier for the community, not the committee. Isn't a big deal to change – can make the email point to whatever alias is needed. Writing to info@codas.org makes sense. It's a standard used on many websites. Outside people having trouble getting information Don't make the outreach@codas.org go away as many people will lose contact with CoDA Suggest no change to current website at this time</p>	<p>Florence, Lorraine, Lisa B.</p>

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ACTION ITEM	PERSON RESPONSIBLE	ACTION REQUIRED
	Lisa B. & Lorraine	Will discuss a plan to contact CET about the email change.

C-PHONE CONCERNS

DISCUSSION	PERSON RESPONSIBLE
<p>The issue: Changed to C-phone volunteer answering method; no report since the June QSR. No idea how many calls are received, what types of calls, and if responses were made. Back when Answer 1 was there – 45 calls a week. As the Board, we should be concerned how well we are communicating with the outside world and the codependent who still suffers. Are the calls dropping? C-phone has a way to see how many calls came in, etc. We should be getting a monthly report of calls and actions taken. Raised issue because of a conversation with the Administrative Fellowship Service Worker who stated there are only two people left volunteering. Are we scaring them off?</p> <p>Background: The history of the transition from a paid answering service to all volunteers was described. Due to a change in the recorded greeting, people may be looking up meeting information themselves or emailing CoDA, which could account for a perceived decline in the number of calls. All messages go to a Gmail account, and then the volunteer gets the email and responds.</p> <p>Points discussed included:</p> <ul style="list-style-type: none"> • There is a way to get a report. • One volunteer thinks people are discouraged and not calling because they aren't getting the help they need • Hopes new website will facilitate finding meetings; • Doesn't like the idea of non-CoDA people taking CoDA inquiries. • Staffing is a problem; need to present a gracious front to people who are suffering. So many don't want to do service. Very frustrating locally, too. • Concern – lack of transparency. It's our responsibility as the Board to know if it is still working. • C-phone communication among members is strong. • The zip code database is not completely accurate as new codes are added. • Calling the 800 number is for information only, not a therapy session; • Does the liaison have access to the C-phone dashboard? No - Communications Chair and C-phone people have access; Florence (as backup liaison) will try to get on the Google account. 	Barbara

ACTION ITEM	PERSON RESPONSIBLE	ACTION REQUIRED
	Lorraine	Will contact C-phone volunteers and ask them to provide a report to the Board. They are meeting tomorrow.

ITEMS NOT COVERED

EVENTS REQUEST FOR EXTRA MONEY FOR SPANISH WORKSHOP ROOM: *Lisa B. will email group conscience request*

BOARD POLICIES & PROCEDURE PROJECT: *Florence will email discussion*

FUTURE BOARD MEETINGS

Saturday & Sunday, November 16-17, 2013
 Saturday, December 7, 2013 8:30AM Pacific Time