

# CoDA World Board Face to Face Meeting November 16-17, 2013 Minutes

Saturday, November 16, 2013; 9 am – 5:30 pm

<b>MEETING CALLED BY</b>	Florence F. , Board Chair
<b>ATTENDEES</b>	Hal H. - Vice Chair, Barbara D.- Treasurer, Lisa B. - Secretary, Chris H. - Trustee, David Mc. - Trustee, Evie S. - Trustee, Mercedes M.- Trustee, Charles Z. - Alternate Trustee, Lorraine O. - Alternate Trustee; Dagmar M. – Trustee attempted to join us for the morning session via Skype, but technical difficulties wouldn't allow her participation.
<b>OBSERVERS</b>	

## APPROVE MINUTES

MOTION 1.	PERSON RESPONSIBLE
To approve the October 2013 minutes	First - Barbara Second –David Vote results Yes – 7 No – 0 Abstain – 1

## RATIFICATION OF BOARD GCS VIA EMAIL

MOTION 2.	PERSON RESPONSIBLE
<ul style="list-style-type: none"> <li>• GC for second back up legal liaison to be Lorraine</li> <li>• GC for Limited Royalty-free Publication Agreement that gives authorization to at least two people per country to make copies and trademark the publications.</li> <li>• GC for extra meeting room at CSC 2014 for Spanish Speakers &amp; Workshops</li> <li>• GC for the Embassy Suites hotel as venue for Nov. 2013 CoDA Board f2f meeting</li> <li>• GC for proposed response to China re: payment for Translations</li> <li>• GC for posting of thank you letter from our founders on the coda.org website</li> </ul>	First - Barbara Second - David Vote Result: Unanimous

### DISCUSSION

REPORT/DISCUSSION	PERSON RESPONSIBLE
We would like to complete this list by the end of the weekend. Lorraine, Charles, David & Lisa B. will discuss and complete the list.	Lisa B.

### CHECKIN/SHARING/GROUP INVENTORY

REPORT/DISCUSSION	PERSON RESPONSIBLE
	All present

### TREASURER'S REPORT

REPORT	PERSON RESPONSIBLE
<p>Submitted written report; have over \$400,000 as of 10/31. Received 7<sup>th</sup> Tradition donations from Netherlands. Finance is attempting to create a chart for tracking 7<sup>th</sup> Tradition donations. Want to improve communication with meetings to gather more 7<sup>th</sup> Tradition donations.</p> <p>Want to move money to another bank. Must be in an FDIC insured account. Only covers \$250K per tax ID.</p>	Barbara

### MOTION

MOTION: MOVE THAT THE TREASURER CLOSE THE ACCOUNT AT MORGAN STANLEY AND MOVE THE MONEY TO CHASE SAVINGS ACCOUNT.	PERSON RESPONSIBLE
	First: Barbara Second - Evie Vote results Unanimous

### ACTION ITEM

ACTION ITEM	PERSON RESPONSIBLE	ACTION REQUIRED
	Barbara	Close the existing Morgan Stanley account.

## MOTION

<p><b>MOTION: OPEN A SECOND ACCOUNT AT AN FDIC INSURED BANK WITH ANY FUNDS IN EXCESS OF \$225K IN THE CHASE ACCOUNTS. AT ANY TIME IN THE FUTURE SHOULD THE BALANCE IN ANY BANK EXCEED \$225 K, THE TREASURER IS AUTHORIZED TO TRANSFER EXCESS FUNDS AS NEEDED.</b></p>	<p><b>PERSON RESPONSIBLE</b></p>
<p>Discussion included:            Changing the amount to move to \$225K to allow for fluctuation            Suggests permitting the treasurer to make transfers as necessary when the \$250K limit is reached.</p>	<p>First -Barbara            Second -Evie            Vote results            Unanimous</p>

## ACTION ITEM

ACTION ITEM	PERSON RESPONSIBLE	ACTION REQUIRED
	Barbara	Open a second bank account and move the money.

## NAMES ON THE BANK ACCOUNTS

REPORT/DISCUSSION	PERSON RESPONSIBLE
Should have 3 people on the accounts. Lisa & Barbara are on. Suggested Hal be the third signature on Chase accounts. Hal Agreed.	Barbara

## ACTION ITEM

ACTION ITEM	PERSON RESPONSIBLE	ACTION REQUIRED
	Barbara, Hal & Lisa	Barbara will notify Hal and Lisa about what to do to add their names to the bank accounts.

## AMC REPORT

DISCUSSION	PERSON RESPONSIBLE
<p>Florence had several conversations with Conni:</p> <ol style="list-style-type: none"> <li>1. Policy &amp; Procedure Manual shell with table of contacts; shared with Lisa B. as second liaison. Invited other members to help. Lisa B. will be helping. Chris is willing to be involved with brainstorming and ideas.</li> <li>2. By Laws – Some things need to be in our P &amp; P, not the By Laws. Reviewed them to point out what was needed or not. Will be ready to present a draft at February 2014 F2F.</li> <li>3. Email Votes: The way we do group conscience decision making by</li> </ol>	<p>Florence</p>

<p>email is not appropriate. If the By Laws don't outline how to do this, we may need to include it in the By Laws. Heard history of how email voting came to be on the Board of Trustees</p> <p>4. Webmaster: Sent a document about this issue. Conni brought up having a professional webmaster. Discussed possible conflict of interest with Evie about recusing herself from the discussion. Round robin discussion about Evie recusing herself</p>	
---	--

**ACTION ITEM**

ACTION ITEM	PERSON RESPONSIBLE	ACTION REQUIRED
	Florence	Send Conni's By Law change suggestions to the Board before next con call.

**MOTION**

MOTION _.	PERSON RESPONSIBLE
Move that Evie leave the room during the discussion of the "Other Website Considerations" document. If we have any technical questions, we will invite her back in to give answers	First -Barbara Second -Florence Vote results Yes: 5 No: 1 Abstain: 2

**Break for Lunch: 12:35pm – 1:45pm**

**ACTION ITEM**

ACTION ITEM	PERSON RESPONSIBLE	ACTION REQUIRED
	Lisa	Call Leo during lunch and ask him to come at 3:30pm today.

**Resume at 2:17pm**

**WEB LIAISON REPORT**

DISCUSSION	PERSON RESPONSIBLE
Leo called Lisa and said he would not be here for the meeting. If we have any questions for him, we can email them to him.	Florence

## LEGAL LIAISON REPORT

DISCUSSION	PERSON RESPONSIBLE
<p>Working on procedures for Voting Entity agreements. All are in process. Wants to show us the approach she is taking. Reviewed the procedures. Included her suggestions.</p> <p>Tabled for now. Will discuss either tomorrow during small group time or over email.</p>	Evie

## ACTION ITEM

ACTION ITEM	PERSON RESPONSIBLE	ACTION REQUIRED
	Lorraine, Lisa, Evie	Will work with the legal liaison to edit the procedures and present them to the Board in the future.

## REPORT/DISCUSSION

DISCUSSION	PERSON RESPONSIBLE
Described what the committee updates are and how they are used. They are used internally for us only.	Lisa

## CODA PHONE (C-PHONE) QUESTIONS

DISCUSSION	PERSON RESPONSIBLE
<p>C-phone questions; would like a more in depth report of how it's going. Big change of interface with the outside world. Wants an overview of the types of calls. Florence sent a report; no one responded.</p> <p>Discussed committee structure of C-Phone as it relates to Communications. Discussed how the C-Phone process changed. C-Phone is discussing how to have adequate back up. There is not a complete set of processes &amp; procedures in writing.</p>	Barbara

## WEBSITE PROJECT UPDATE REPORT

DISCUSSION	PERSON RESPONSIBLE
<p>Only received 6 proposals. Conni &amp; Dominic chose 4 possible candidates. They were disappointed in the selection. Thought about contacting the 2 websites they listed as examples of what we liked. Wrote to them but no response.</p> <ol style="list-style-type: none"> <li>Conni &amp; Dominic are working on getting other contacts from other 12 Step websites.</li> </ol>	Evie

<p>2. Evie will review the Request for Proposal (RFP) to clarify the use of the word “search” in the document.</p> <p><b>Discussion included:</b> Can a member of the Board send the RFP to anyone? Suggested that the contact information be sent to Conni &amp; Dominic so that they can send out the RFP.</p>	
--	--

**CONDUCTING WEBSITE INTERVIEWS**

DISCUSSION	PERSON RESPONSIBLE
<p>Who is conducting the interview? Leo and Evie both want to be part of the process. Who else from the Board will participate?</p>	<p>Florence/All</p>

**MOTION**

MOTION: TO FORM AN INTERVIEW COMMITTEE WITH EVIE, LISA B., HAL, & CHARLES TO INTERVIEW THE INITIAL WEB DEVELOPER CANDIDATES, AND TO BRING THE PROSPECTIVE CANDIDATE(S) TO THE BOARD FOR A FINAL INTERVIEW.	PERSON RESPONSIBLE
	<p>First - Florence Second -Chris Vote results Unanimous</p>

**MOTION**

MOTION: TO MOVE INTO EXECUTIVE SESSION	PERSON RESPONSIBLE
<p><b>Started at 4:13 pm.</b></p>	<p>First - Hal Second - Barbara Vote results Unanimous</p>

**MOTION**

MOTION: TO END EXECUTIVE SESSION	PERSON RESPONSIBLE
<p><b>Executive session ended at 5:19 pm</b> <b>Regular session resumed without Evie at 5:20 pm.</b></p>	<p>First Barbara Second -Hal Vote results Unanimous</p>

### MOTION

MOTION: CHARLES WILL BE THE CO-LIAISON TO THE AMC FOR THE WEBSITE PROJECT	PERSON RESPONSIBLE
	First - Barbara Second - Mercedes Vote results Unanimous

### MOTION

MOTION TO ADJOURN	PERSON RESPONSIBLE
Adjourned at 6:04 pm	First David Second - Chris Vote results Yes: 7

**Sunday November 17, 2013**  
**Resume: 8:15 am**

### CHECKIN & SHARING

REPORT/DISCUSSION	PERSON RESPONSIBLE
	All present

### BRAINSTORM

REPORT/DISCUSSION	PERSON RESPONSIBLE
David left at 9:45 am.	All present

**Break 10 am (30 minutes)**

**Resume 10:30 am**

### SUMMARIZE BRAINSTORM

REPORT/DISCUSSION	PERSON RESPONSIBLE
Categorized brainstorm ideas	All present

## PLANNING SESSION FOR SMALL GROUPS

REPORT/DISCUSSION	PERSON RESPONSIBLE
Developed 3 small groups <ol style="list-style-type: none"> <li>1. Update meeting process &amp; VE Intergroup Contact Maintenance</li> <li>2. Website Guidelines &amp; Web Liaison description/procedure</li> <li>3. Storage of archive materials/hard copies</li> </ol>	All present

**Break at 2:35 pm**

**Resume at 3:00pm**

### MOTION

MOTION TO BRING THE AMC TO THE NEXT FACE TO FACE MEETING FOR A ONE DAY STRATEGIC PLANNING	PERSON RESPONSIBLE
Reviewed Conni's suggestions. She would facilitate the meeting. Share the brainstorming document with Conni	First – Barbara Second – Evie Vote results Unanimous

### ACTION ITEM

ACTION ITEM	PERSON RESPONSIBLE	ACTION REQUIRED
	Florence	Will send brainstorming document to Conni

## STRATEGIC PLANNING MEETING

REPORT/DISCUSSION	PERSON RESPONSIBLE
Tentative dates for the Strategic Planning Meeting; will have date and location decided by next conference call on December 7, 2013.  Saturday-Monday January 18-20, 2014 Saturday – Monday February 1-3, 2014 Saturday – Monday February 15-17, 2014	Florence

### ACTION ITEM

ACTION ITEM	PERSON RESPONSIBLE	ACTION REQUIRED
	Florence	Ask Conni about payment & reimbursement for the strategic planning meeting (including travel time)  Ask Conni about possibilities for remote conference with international members



## SMALL GROUP PRESENTATIONS

REPORT/DISCUSSION	PERSON RESPONSIBLE
All groups presented on their topics.	All present

## MOTION

MOTION: THAT THE EXCEL FILE CONTAINING PRIVATE INFORMATION FROM THE MEETING DATABASE IS REMOVED FROM THE COMMITTEE WORK AREA, AND REQUEST THAT ALL VOLUNTEERS DESTROY EXISTING COPIES IN THEIR POSSESSION.	PERSON RESPONSIBLE
	First – Lisa Second – Evie Vote results Yes: 6 No: 0 Abstain: 1

## ACTION ITEMS

ACTION ITEM	PERSON RESPONSIBLE	ACTION REQUIRED
	Lisa	Contact the person who requested monthly updates of the file, and communicate the Board's decision to him.
ACTION ITEM	PERSON RESPONSIBLE	ACTION REQUIRED
	Lisa	Ask the webmaster to remove the file from the Committee Work Area, and no longer generate that file twice a year.
ACTION ITEM	PERSON RESPONSIBLE	ACTION REQUIRED
	Lisa	Send out a notice to all alias' with a request to destroy and delete all copies of the Excel file.

## CLOSING SHARES

DISCUSSION	PERSON RESPONSIBLE
Make this a permanent part of our face to face meeting format.	All present

## MOTION

MOTION: TO ADJOURN THE MEETING.	PERSON RESPONSIBLE
Meeting adjourned at 5:10 pm.	First – Florence Second – Barbara Vote results Unanimous

## ITEMS NOT COVERED

<i>ABSTENTION VOTING/ELECTION PROCESS</i>
---

<i>Florence &amp; Chris will work on this and present the process to the Board for December 2013 Board meeting.</i>
---

<i>ALTERNATE TRUSTEE DESCRIPTION/VE LIAISON DESCRIPTION</i>
---

<i>Tabled</i>
---------------

<i>Further categorizing brainstorming</i>
---

<i>Tabled</i>
---------------

<i>Personnel Policy</i>
-------------------------

<i>Florence will get information from the AMC on personnel policies</i>
---

## FUTURE BOARD MEETINGS

Saturday, December 7, 2013, 8:30AM Pacific Time

Sunday, January 12, 8:30AM Pacific Time

### **Next Face to Face Meeting (tentative)**

Saturday-Monday January 18-20, 2014

**or**

Saturday – Monday February 1-3, 2014

**or**

Saturday – Monday February 15-17, 2014