

CoDA World Board December 7, 2013 Conference Call

8:30am-10:30am PDT

MINUTES

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

APPROVE SUMMARY & MINUTES

| MOTION 1. | PERSON RESPONSIBLE |
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| To approve the November summary & minutes | First - David Second - Barbara Vote results: Unanimous |

RATIFICATION OF BOARD GCS VIA EMAIL

| MOTION 2. | PERSON RESPONSIBLE |
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| <ul style="list-style-type: none"> Proposed response to trusted servant regarding the Excel file in the Committee Work Area Approve \$1254 for sending Mexico a cease and desist letter | First - Barbara Second - David Vote results: Unanimous |

TREASURER'S REPORT

| REPORT | PERSON RESPONSIBLE |
|---|---------------------------|
| Written report submitted Will be sending information to Hal & Lisa for signatory information | Barbara |

DATE & LOCATION OF NEXT F2F MEETING

| REPORT/DISCUSSION | PERSON RESPONSIBLE |
|--|--------------------|
| Date of next F2F meeting in Phoenix, AZ Saturday February 1 – Monday February 3, 2014 Saturday would be strategic planning Sunday-Monday would be Board meeting | Hal/Florence |

MOTION

| MOTION: DATES FOR NEXT FACE TO FACE (F2F) MEETING WILL BE FEBRUARY 1 THROUGH FEBRUARY 3, 2014 IN PHOENIX, AZ. | PERSON RESPONSIBLE |
|---|--|
| Include pertinent information | First - Barbara Second - Lisa Vote results: Unanimous |

TIME MANGEMENT OF MEETINGS

| DISCUSSION | PERSON RESPONSIBLE |
|--|--------------------|
| Extending our work day by 2 hours at our F2F meeting was too much. We need to keep our discussions within time limits set. | Florence |

CONSIDER AN ADDITIONAL F2F BEFORE CSC 2014

| DISCUSSION | PERSON RESPONSIBLE |
|--|--------------------|
| Would need more money for the budget Much will come from the strategic planning meeting; may not have time to follow up on it. Consider end of April – prepare motions for the CoDA Service Conference (CSC) 2014, team building workshop, etc. This will allow the agenda for the meeting before CSC to be less full. Round robin discussion Work in small groups between F2F meetings; meet a couple times by phone or web Maybe a F2F meeting with a few people if needed (example – web work group) Ask Conni about options for doing this (she is already doing this) | Florence |

TELECONFERENCE FOR CHAIRS PER PRE-CSC MEETING 2013

| DISCUSSION | PERSON RESPONSIBLE |
|--|--------------------|
| Having a mid-year teleconference with chairs and Board members; should we do it? Round robin discussion Could be a large, unmanageable call; could break into smaller groups | Florence |

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| Board Chair + 3 volunteers could join a chairs forum meeting for some of their time (30 minutes?) to keep scheduling more manageable | |
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MOTION

| MOTION: MOVE TO HAVE A TELECONFERENCE BETWEEN THE CODA BOARD AND COMMITTEE CHAIRS; DATE TO BE DETERMINED. | PERSON RESPONSIBLE |
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| | First - David Second - Hal Vote results Unanimous |

ACTION ITEM

| ACTION ITEM | PERSON RESPONSIBLE | ACTION REQUIRED |
|-------------|---------------------------|--|
| | Lisa Lorraine Chris | Will work together to facilitate making the teleconference between Board and Chairs. |

ACTION ITEM

| ACTION ITEM | PERSON RESPONSIBLE | ACTION REQUIRED |
|-------------|--------------------|---|
| | Hal | Will bring up the teleconference idea at the next Chairs forum meeting. |

CORE CONTRACT

| DISCUSSION | PERSON RESPONSIBLE |
|---|--------------------|
| Hal & Chris will attend a meeting of the CoRe Board as CoDA Board liaisons on Sunday Dec 8, 2013. They will discuss resuming 2 x 2 contract meetings in January 2014. | Hal |

WEBSITE WORKGROUP REPORT

| DISCUSSION | PERSON RESPONSIBLE |
|---|--------------------|
| Postponed interviews for a month due to unsatisfactory responses to the Request for Proposal (RFP). Added explanations to the RFP as an addendum went out on Monday Dec 2, 2013 to all persons who sent proposals, and to additional people who have developed other 12 Step websites. There is a conference call scheduled for next week with Conni (our Account Executive [AE]) and Dominic (the Association Management Company's [AMC's] project leader) | Evie/Charles |
| Any questions for the interview team, please send to the Charles & Evie | |

ACTION ITEM

| ACTION ITEM | PERSON RESPONSIBLE | ACTION REQUIRED |
|-------------|--------------------|--|
| | Lisa | Send process for interviewing webmaster to the interview team. |

ARCHIVING PROJECT REPORT

| DISCUSSION | PERSON RESPONSIBLE |
|--|--------------------|
| Spent 3 days going through the archives. We looked at everything at least once. Number of legal suits, and people who had their own folders – we kept it all together. Evie sent a list to the Board with a general list of contents of each box. Next step – we need to go through it all in detail. Focused on things to keep in the official archives vs. history to make use of in the future. | Evie/Lisa |

MOTION

| MOTION: MOVE TO DEVELOP AN OFFICIAL ARCHIVE [PHYSICAL AND DIGITAL] AND A VISUAL DISPLAY FOR CSC/ICC. | PERSON RESPONSIBLE |
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| | First - Lisa Second - Evie Vote results Unanimous |

ACTION ITEM

| ACTION ITEM | PERSON RESPONSIBLE | ACTION REQUIRED |
|-------------|--------------------|---|
| | Lisa, Evie, Hal | Will develop a plan for the archive project |

AMC REPORT

| DISCUSSION | PERSON RESPONSIBLE |
|---|--------------------|
| Policies & Procedure (P & P) project – Florence & Lisa working closely with Conni; looking at potential changes to the bylaws, Fellowship Service Manual changes, cross referencing, and a policy for changing the policy manual. All committee manuals should be included in it, too. Will develop a template that they will follow so that there is continuity in format. Email Voting: Nothing in the law that specifically speaks to email voting. | Florence |

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| There is something called written consensus. There is a law covering this. Every member must have a chance to respond. Conni will research this for us, and provide information; we may need a change to our bylaws. Suggest establishing something for now until officially developed. | |
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MOTION

| MOTION: MOVE TO EXTEND MEETING BY 15 MINUTES | PERSON RESPONSIBLE |
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| | First -Hal Second -David Vote results Unanimous |

MOTION

| MOTION: MOVE TO HAVE A 7 DAY WAITING PERIOD FOR EMAIL GROUP CONSCIENCE DECISIONS UNLESS ALL TRUSTEES HAVE VOTED. | PERSON RESPONSIBLE |
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| | First - Chris Second - Barbara Vote results Unanimous |

ACTION ITEM

| ACTION ITEM | PERSON RESPONSIBLE | ACTION REQUIRED |
|-------------|--------------------|--|
| | Florence | To complete the second motion regarding email voting by email. |

MOTION

| MOTION: MOVE TO ADJOURN | PERSON RESPONSIBLE |
|------------------------------------|---|
| Adjourned at 10:47 am pacific time | First -David Second -Evie Vote results Unanimous |

ITEMS NOT COVERED

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| <i>UPDATE MEETING STATUS</i> |
| <i>Move to January 2014 agenda</i> |
| <i>VE LIAISON AND ALTERNATE TRUSTEE DESCRIPTION</i> |
| <i>Include action to occur</i> |
| <i>New Board Member Orientation</i> |

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| <i>Include action to occur</i> |
| <i>Absentee Voting and elections process (Florence & Chris)</i> |
| <i>Include action to occur</i> |
| <i>VE Signing agreements (Lorraine, Lisa & Evie)</i> |
| <i>Include action to occur</i> |

FUTURE BOARD MEETINGS

Sunday, January 12, 2014; 8:30AM Pacific Time

Face to Face meeting February 1-3, 8:30AM Pacific Time