



Board Minutes/Summary for CoDA World Board Conference Call December 13, 2015

The Board of Trustees met on December 13th by teleconference. Members in attendance included: Gerald B, Mary I., Chris H., Denny H., and Lorraine O. as voting members.

After opening procedures, the following motion was ratified by unanimous vote:

- November 19-20, 2015 Meeting Summary as provided by CoDA Secretary with correction on time. (Meeting Minutes have not yet been made available by SOS.)

AGENDA

CoRe Related Issues

Discussion was held at CoRe's request to add the word "year" to the 30 year brass coin.

Gerry made a motion to allow CoRe to add "year" to the coin, just for the Anniversary coin, this year only. Motion seconded by Lorraine. Approved

Mary made a motion to allow CoRe to add "year" to all future year coins. Motion seconded. Approved

Action Item:

- ✓ Chris to check on legality of 2nd motion (as it may need to go before CSC, vote to be rescinded if necessary)

It was noted that CoRe's contract renews on January 1, 2016 automatically, with no changes made. It was stated that changes can be made throughout the year to the contract, with a 90 day notice.

Action Item:

- ✓ Gerry to send copy of current contract to Board. (*It was noted that it is currently available on Google Drive.*)

Discussion was held on Events Committee desire to have a special commemorative token created for the 30th Anniversary. It was noted that this is not intended to replace the 30 year chip and that no words or logos could be used on the token unless approved by the Board. This item was tabled, awaiting clarification.

Action Item:

- ✓ Mary to seek clarification from Events Committee and issue a motion regarding the Commemorative token via email, where discussion can take place.

It was noted that the conflict of interest issue relating to a CoDA member wishing to put in a bid on manufacturing will need to be discussed at a later date.

Country Assignments

Discussion on Board members and their country assignments, in the event a country should have a specific question, and who their first contact is to be with. This discussion was tabled until a larger Board of Directors can be assembled.

Action Item:

- ✓ Gerry to remove any country assignments currently listed on website
- ✓ Chair to route any incoming emails to a Board member to handle

Board Alternates

It was noted that one person has expressed interest in joining the Board. This issue was tabled until next month.

Committee Overlap

This topic is being moved to email discussion.

Treasurer's Report – Denny

Denny reported that the current accounts are as follows:

Chase Checking Account Balance:	\$ 64,936.07*
Chase Savings Account Balance:	<u>\$ 60,036.70</u>
Total:	\$124,972.77
Arizona Bank:	<u>\$180, 134.83</u>
Grand Total:	\$305,107.60

*This includes CoRe's monthly check, which was deposited on 12/11/15.

The Board was informed that the Professional Service Provider's contract has been reviewed and edited by the Chair and the Treasurer with input from the Provider. Once reviewed by the Provider, the contract is to be distributed by Denny to the rest of the Board, (with attachments showing both the old and new versions) along with a motion for approval, and the opportunity to make amendments. This is to be done prior to 12/31/2015.

Action Item:

- ✓ Denny to send old & new versions of the contract to BOD with motion for approval

Website Update – Gerry

Gerry reported that Zach has been working on updating the locator and he will send a link to the Board members so they can see his progress.

Gerry further reported that he has been utilizing a Microsoft trial package that has expired, so that he could compare it to Google's services.

Gerry made a motion to extend the trial on a month to month basis for 6 months. Motion was seconded by Denny. Approved

Mary made a motion to extend the Board meeting by 15 minutes and excuse Denny from the call. Motion was seconded by Lorraine. Approved

Secretary's Report - Mary

Mary reported that she has been speaking with her assigned committees regarding the Policy & Procedure (P&P) manual. She noted that the Events Committee is almost finished with theirs, expecting to complete it by December. It was also noted the hotel has not yet been offered a contract as no contract has been presented to the Board.

The Outreach Committee is said to be in process on their section of the manual, with an expectation of completion by CSC.

No action has been taken on the Awareness Campaign for the Fellowship.

Mary has completed the Secretary's section of the P&P manual.

Vice Chair's Report - Lorraine

Lorraine reported that in regards to her assigned committees for the Policy & Procedure (P&P) manual, the H & I Committee is almost done with their section and that Communications is working on their section.

No action has been taken on the Awareness Campaign for the Fellowship.

Lorraine stated that she will have the financial section of the P&P completed by the next Board meeting.

Chairperson's Report – Chris

Chris reported that she intends to contact her committees regarding the P&P prior to the next Board meeting. She further noted that the Issues & Mediation Committee has voted to create a new position within their committee and will present their ideas to Chris to present to the full Board once they are fully prepared.

Chris and Lorraine have been working on a procedural document for transitions. This is to be different from the Board members duties sections of the P&P. They would like input.

Action Item:

- ✓ Chris to send out what currently exists on transitions for email discussion.

Regarding Contractor's Agreements, it was noted that all agreements are to be posted on the legal repository. SOS does the posting and retains the physical copies. The Chairperson is responsible to verify they are posted.

It was noted that all Committees should go through their appointed Liaison when they need to communicate with the Board.

Action Item:

- ✓ Chris to create & send a statement to all Committee Chairs reminding them to work with their liaisons as their first line of communication with the Board of Directors.

Following closing prayer, the meeting adjourned at 2:30 pm.

Next Board Meeting scheduled for January 10th at 1pm, Pacific Time.