

**CODA BOARD F2F Minutes**

**Phoenix, AZ (June 7-9, 2019)**

The Board of Trustees met from Friday, June 7th to Sunday, June 9th in person. Members in attendance included: Jen L, Don B, Salle H, Nancy O, Linda A, Matt T.; Staff: Conni, Anna

**Friday, June 7, 2019**

**Zoom Call with website consultant**

1. **PayPal** – Advised that we wait to implement this change until the new website is up and running, since the new site could potentially use several platforms for payment gateways. Decided to hold off until new site is up.
2. **Meeting with Developers** - Consultant will meet with them on Tuesday to go over any questions.
3. **Web App** - Discussed the possibility of changing this app to one that helps people find a meeting or contact someone when they are in trouble. Main focus should be an app for the phone - access to telephone numbers or where they can find a meeting. Possibly adding a “Meeting-Guide” – Showed us a 12 Step application from AA.
4. **Drop-Box** – Finalized set up and starting to import documents.
5. **Consultant’s Goal** - To focus on completing the website with Intersection Online, and look into web application. Leave Apple account open for now until we decide how to move forward.

**Consent Agenda**

 Are there any items on the consent agenda to be moved to the regular agenda?

* 1. May 4, 2019 Board Minutes approved.
	2. May 2019 motions approved
		1. Motion 1 – Move the Board of Co-Dependents Anonymous asserts ownership of audio broadcasts during their live broadcast and in their archived format at CoDA.org. **Intent**: to protect and insure CoDA’s ownership of copyrighted audio material.
		2. Motion 2 – Move that Finance, Legal Liaison, SOS and the Translation Management Committee each have access to different parts of the Drop Box repository of CoDA documents, at a cost of $25/month per email address, or $100/month.
		3. Motion 3 –Move that CoDA Inc. engage a tax attorney as General Counsel as soon as possible, to answer any and all legal questions about the relationship and compliance of CoDA, Inc. with the IRS that are put to them by the Finance Committee, with the support of the CoDA, Inc. Board.
		4. Motion 4 –Move the Fellowship Service Worker who collects Seventh Tradition contributions from the Co-Dependents Anonymous postal box be provided Payment Gateway access equal to the link provided to SOS and further that both links provide the same information to the recipient.  **Intent**: Guarantee that a CoDA Fellowship member who is contractually responsible to the CoDA Board receive the same financial information as the outside contractor. Insure that thank you notes be sent to contributors, expressing CoDA's gratitude in a timely fashion.
		5. Motion 5 – Move that the official address for Co-Dependents Anonymous, Inc. is: Fellowship Services Office, PO Box 33577, Phoenix, AZ 85067-3577. Further move that members and contractors use the official CoDA address when providing return addresses for official CoDA business. **Intent**: Provide clarity with the world about the CoDA address. Eliminate contractors providing their business address as the CoDA address, as that causes confusion and creates the appearance of mission creep.
		6. Motion 6 - Move that the summary of changes to the navigation of the website be forwarded to the web designers requesting they provide us with a quote for the cost of these changes to be made as well as an estimated completion date.
		7. Motion 7 - Move the current Email List Coordinator and Administrative Assistant positions be returned to their former Eighth Tradition-related title of CoDA Fellowship Service Worker. **Intent**: Remove the confusion that corporate titles may cause and return to recognition of service as outlined in the CoDA program in general and Tradition 8 in particular.
		8. Motion 8 - Move Hospital and Institution Committee be given a Zoom account.
	3. **Treasurer’s report/Financials**

JP Morgan Chase Checking: $ 188,330.73

JP Morgan Chase Savings: $ 120,211.61

National Bank of Arizona: $ 100,561.22

Total Assets: $ 409,103.56

* 1. **Committee/Liaison Reports** – Summary report from Liaisons

***Nancy made a motion to approve the consent agenda as edited. Matt seconded. Approved unanimously.***

**Old Business**

1. **Board of Trustees Recovery in Service: Healthy Boundaries & Civility** –Clarified reasonable expectation of response time between Board members and with SOS.
2. **Website Update** - Discussed earlier with the consultant, but the PayPal transfer was readdressed in terms of waiting for the new website. There was further discussion about creating an app in the future.
3. **Look at stored CoDA boxes** - Task for Board to do all weekend.
4. **Review of Agenda for June 8-9, 2019 for additions/deletions**  - None

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**Saturday, June 8, 2019**

* + - 1. **Strategic Planning** - The strategic planning session was successful. The Board reviewed the previous Strategic Plan from 2014 to measure success and then selected four areas of focus they would like to work on in the new Strategic Plan. Staff will create the full report.
			2. **Luncheon Meeting with Local Fellowship**
			3. **Meet with Events** - Discussed CSC logistics. The Events Chair presented information about the upcoming CSC as well as logistics for CSC 2020. Discussed ways to overcome any technology challenges at the 2019 CSC. Events Committee is on top of this.
			4. **Potential Board Member –** Rita B from Phoenix - is a local Phoenix Fellowship member. Brought forth as an applicant for board appointment.

***Jen made a motion to appoint Rita B as a board member through September/CSC. Unanimously approved.***

1. **Possible Motions for 2019 -** Board decided on several motions to bring to CSC.

**Sunday, June 9, 2019**

**Old Business, Continued**

**1. Review, Analyze and Prepare Historical Information Related to CoDA Structure Reports for Presentation at CSC 2019 -** There is a lot of archival information and materials at the SOS Office. The Board agrees that it is important to preserve everything, agreed to start scanning documents so that they can be easily viewed and kept digitally as well. There are a lot of old tape and VHS recordings that should be listened to and translated to digital format.

**2**. **Financial Reimbursement Policy Update and Discussion** - Board wants to meet with the Finance Committee to show their support for their work and to get updates about the new Reimbursement Policy.

**3. Audible Literature Update -** Matt can talk to Gerry of CoRe in Atlanta, to find out where CoRe is on this matter. Not too much can be accomplished until after the roll out of the new website.

**4. Budget Projections and Financial Trend Reports -** Nancy went over budget projections for the rest of the 2019 fiscal year. Anna presented a financial dashboard overview to help visualize financials on a monthly basis. This report included a financial trend analysis to start analyzing income and expense trends on a quarterly basis. Board discussed doing a future breakdown of income and expenses from CSC/ICC.

**5. Changing of the Guard -** Yearly Post-CSC Process Established for placement in the P&P to update the website, motions database, and to ensure all related CSC documents are properly saved for safe keeping, including any documents and presentations made by the Board, Committees and Voting Entities.

**New Business**

* + - 1. **CSC Planning -** Board discussed the CSC schedule - when to arrive, possible meeting times, presentations during the Welcome Reception and Orientation, and the daily agenda for the business days.

**Adjournment** – 3-day Face to Face meeting adjourned at noon on Sunday.