

CoDA Service Conference Items

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Item:
Intent
Remarks Pro: 39
Con: 0

MOTION 14007 7/8/2014 **Vote** 2/3 VOTE **Committee** Board of Trustees **Name** Florence, seconded by Lorraine
Subject To Move Motion

Item: Florence, Hal Lisa, Barbara, Dagmar, Mercedes, David Mc., Chris, Charles, Lorraine
Motion to rearrange order of motions.

Intent
Remarks Pro: 36
Con: 3
Abstentions: 0

FYI 14008 7/8/2014 **Vote** **Committee** Board of Trustees **Name** All Members
Subject Report and Introductions of Board

Item: Florence, Hal, Lisa , Barbara, Dagmar, Mercedes (not able to attend), David Mc., Chris, Charles, Lorraine
Talked about accomplishments; introduced SOS employees and website team; relationship building; communication via technology; board mission statement; strategic planning-nine initiatives; CoDA Board Policies and Procedures Manual; talked about communication within CoDA and outside of CoDA; areas of growth; ideas for

Intent
Remarks

MOTION 14009 7/8/2014 **Vote** TABLED **Committee** Board of Trustees **Name** Lorraine
Subject Motion # 10

Item: Motion # 10: To continue the services of SOS, Association Management Solutions (Association Management Company)

Intent To continue to support the Fellowship by helping the board fulfill its fiduciary and legal responsibility

Remarks Pro:
Con:
Abstentions:

MOTION 14010 7/8/2014 **Vote** UNANIMOUS **Committee** Board of Trustee **Name** Florence
Subject Motion # 3

Item: Motion #3: (change #1) To add a new section titled: "Nominations and Elections Process"" in Section 10 FSM
(Change #2) To add a new section titled "Voting Procedures at CSC" in section 10 FSM and (change #3) to replace section titled "Conference Election Procedures" with new section titled "Elections Procedures at CSC" as worded below

Amendment #4 to read: "when the vote is taken no nominees should be in the room." (accepted)

Amendment #2 not possible because it requires a bylaw change.

Amendment #6 under Election Procedures: to provide for the posting of the board candidates. (accepted)

Intent To update the FSM to be consistent with the CoDA Board Policy and Procedures Manual and the Bylaws. To clarify voting and election procedures for Voting Members and gain CSC approval.

CHANGE # 1- ADD this wording just before Change #2 in Section 10 FSM

NOMINATION AND ELECTION PROCESS

(Ref. CoDA Board Policy and Procedures Manual section 4.1 and 4.2)

The Events Committee acts as the Nomination Committee for annual Board elections. They will confer with the CoDA Board of Trustees and the CoRe Board concerning positions that need to be filled. They will seek people who

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would fulfill those needs, and present a slate of qualified candidates at the annual CoDA Service Conference (CSC). Members of the Events Committee who are not Delegates will serve as the Conference Election Committee at the CSC. If there are less than two committee members that are not Delegates, then the Events Committee can appoint up to two people to the Conference Elections Committee at CSC.

SUGGESTED TIME SCHEDULE FOR NOMINATION AND ELECTION PROCESS

Tasks by Month- April/May/June

1. The Events chair asks Board members for likely nominees and how many expected positions are open.
2. The Events chair creates the announcement to call for nominations to post to the website and announce via email.

3. Nominee applications with CoDA and CoRe Board Trustees and Alternate Trustees descriptions will be distributed to the Fellowship via the email blast and Delegate mailing no later than April 15th and will be included in the Delegate package.

4. The Events Committee shall contact potential nominees and provide information about the role and responsibilities of Board members, the time commitment and have them complete the "Board Nominee Application."

5. They will advise Nominees that if elected their position starts at close of CSC and to plan their time accordingly. New Board members will be expected to attend the July Board Meeting which is held on the same day immediately following the end of CSC. A Board orientation by the previous Board members will be provided after election and immediately prior to this meeting. (see Changing of the Guard in Section 2 of CoDA Board Policies and Procedures Manual)

6. The Events Committee compiles the questionnaire information and compiles the Ballot with bios.

CHANGE # 2- ADD this wording after Change #1 and before Change # 3 in Section 10 FSM

VOTING PROCEDURES AT CSC

(Ref. CoDA Bylaws Article V, section 4 and CoDA Board Policy and Procedure Manual section 4.3)

1. General Business a. Definition of a Voting Member- a Voting Member may be a Delegate, Trustee of CoDA, Inc., or Director of CoRe, Inc. and, under certain circumstances, an Alternate Delegate. The Conference may extend voice or vote privileges at the Conference to any member of the CoDA Fellowship that it deems appropriate or necessary. Voice or vote may be granted for the entire Conference, or on individual issues. No Voting Member will have more than one vote.

b. Determination of a Quorum- The Events committee confers with the Board Secretary in the process of registering and accounting for accredited Voting Members. The Events Committee then oversees the quorum process including selection of the CSC Facilitator. The Facilitator determines how many Voting Members are present at the Conference and will determine a quorum. This quorum is established at the beginning of the first business meeting of the Conference. A two-thirds (2/3) count of the registered and accounted for accredited Voting Members in attendance shall constitute a quorum.

Once the quorum has been determined, the business of the Corporation may proceed. Voting Members who arrive after this quorum is determined may vote and exercise all the rights and privileges accorded to Voting Members, but the quorum count does not change. If the Conference continues over several days, the presence of a quorum must be confirmed at the beginning of each business session. If a quorum is present, business may proceed.

2. Simple vs. two-thirds ($\frac{2}{3}$) majority

A motion passes if it is accepted by a simple majority of the total number of Voting Members present. If it passes by a two-thirds (2/3) vote of the total number of Voting Members present, it is binding upon the Trustees, except to the extent the implementation of such a motion would cause the Trustees to be in violation of the Board of Trustees' legal responsibilities to the Corporation and its members or would put the fiscal integrity of the Corporation at risk. A simple majority is not binding on the Board of Trustees, although they may agree to be bound by the vote.

3. Accounting for Abstentions

According to our Bylaws a vote required for a motion to pass is a simple majority or two thirds of the Voting

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Members present (not just votes cast), therefore; an abstention will have the same effect as a “no” vote. Although an abstention is not counted as a “vote”, an abstention is included as a Voting Member present. For example, 24 votes are cast, plus six voters abstain. A simple majority of the 30 members present constitutes 16 yes votes. A two-thirds majority would require 20 yes votes.

CHANGE # 3- REMOVE Section 10 FSM “Conference Election Procedures” and REPLACE with new section titled and worded as below:

ELECTION PROCEDURES AT CSC

(Ref. CoDA Board Policy and Procedures Manual section 4.4)

1. Voting for Trustees, Alternate Trustees and CSC appointed Committee and/or Task Force members shall be done by written ballot. This allows nominees who are standing for election to remain in the room to vote. If there is only one candidate for an elected position, voting may be done by a show of hands, or by acclamation, at the discretion of the designated Election Committee member with permission from the Fellowship.
2. The designated Election Committee member shall announce or ask the CSC Facilitator to announce the proposed slate of Board of Trustees and if additional applications have been received and are available.
3. The designated Election Committee member will announce and facilitate a candidate’s forum the evening before the election.
4. Election Day
 - a. The Voting Process is handled by the Election Committee. Facilitator turns time over to Election Committee.
 - b. The ballots will be distributed to each voting member.
 - c. Voting Members must have a Conference ID badge that identifies them as a Delegate, Board Trustee or other designated Voting member.
 - d. After sufficient time for Voting Members to vote the ballots should be collected, again taking care to only accept from Voting Members with Conference ID badge.
 - e. Election Committee should move to a secure area and count the votes. At least two members of the Election Committee should view each ballot and agree on the applicants voted for on each ballot. If possible two people should also be involved in recording the votes. Alternatively each member of the Election Committee may view each ballot and record their tally.
 - f. When all votes are counted and there is agreement on the vote totals for each applicant; the committee should order the applicant names from those getting the most votes to the least votes.
 - g. Alternate Trustees should be labeled as “Alternate one”, “Alternate two” etc. and recorded in the motions database as such. The order will designate the order in which they fill vacancies on the Board.
 - h. Return to the Conference floor and announce the election results. Do not announce the vote totals.
 - i. Destroy the votes and tally sheets.
2. Trustee or Alternate Trustee: Each position will be voted on separately.

Remarks Pro: 38

Con: 0

Abstentions: 0

FYI 14011 7/8/2014 **Vote** **Committee** Facilitator **Name** Michelle
Subject Break for Lunch
Item:
Intent
Remarks

FYI 14012 7/8/2014 **Vote** **Committee** Facilitator **Name** Michelle
Subject Quorum
Item: Quorum reached

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Intent Remarks

MOTION 14013 7/8/2014 **Vote** 2/3 VOTE **Committee** Board of Trustees **Name** Lorraine
Subject Bringing back motion #10 tabled in 14009
Item: Motion to: To continue the services of SOS, Association Management Solutions (Association Management Company)

Amendments: #8: take out the word "marketing" and substitute "managing consultant." (accepted)

Intent To continue to support the Fellowship by helping the Board fulfill its fiduciary and legal responsibilities
Remarks

Pro: 32
Con: 2
Abstentions: 0

MOTION 14014 7/8/2014 **Vote** 2/3 VOTE **Committee** Board of Trustee **Name** Dagmar
Subject Motion #1

Item: Motion: To allow CSC to be held outside of the US and reverse the 2002 motion- NSC02011 that requested a change to the Bylaws to add the wording: "in the United States of America" to the first sentence in Article V Section 1 and allow the 2012 approved Bylaws to remain as currently written.

Intent To address Canada Voting Entity Issue from 2013--CA-13-01 and to change Bylaws to allow CSC to be held outside the US reflecting that we are CoDA World

Remarks Pro: 36
Con: 0
Abstentions: 1

MOTION 14015 7/8/2014 **Vote** 2/3 VOTE **Committee** Board of Trustees **Name** David
Subject Motion # 7

Item: Motion: To form a Task Force to address MA- 13-01- to explore the use of modern communications technology using suggested Board strategic plan and guidelines provided by our attorney to be in accordance with Arizona Law. Membership will be comprised of volunteer CoDA members in collaboration with the CoDA Board and all relevant CoDA World Committees to this process. Also see criteria for a Task Force.

Intent To increase access by Voting Entities (VEs) to participate in the annual CoDA Service Conference (CSC.)

Remarks Pro: 34 Con: 2 Abstentions: 1

MOTION 14016 7/8/2014 **Vote** 2/3 VOTE **Committee** Board of Trustees **Name** Lisa second by
Subject Barbara

Item: Motion to extend time by 8 minutes

Intent

Remarks Pro: 35
Con: 0 Abstentions: 0

MOTION 14017 7/8/2014 **Vote** 2/3 VOTE **Committee** Board of Trustees **Name** Lisa
Subject Motion #5

Item: Motion: To change CoDA Bylaws in Article IV- V-miscellaneous as noted below:

Intent To streamline Bylaws referencing our CoDA Board Policies and Procedures Manual. To bring our Bylaws in conformity to current practices of the Board and CSC.

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Remarks Pro: 36
Con: 0
Abstentions: 0

FYI 14018 7/8/2014 **Vote** **Committee** CoRe Board of Trustees **Name** Loretta, David, Dephny, Della

Subject Report

Item: Asked for more members to run for board. Listed accomplishments. Listed goals. Gave financial report.

Intent

Remarks

MOTION 14019 7/8/2014 **Vote** TABLED **Committee** CoRe Board of Trustees **Name** Della

Subject Motion # 1 (see 14021)

Item: Motion: CoRe By-Law Change ARTICLE 4.3 Election and Term of Office

From Current:

4.3 Election and Term of Office. Each Director shall be elected at the annual meeting of the Service Conference of Co-Dependents Anonymous, for a term of three years, and shall hold office until such Director's successor is elected and qualified. Directors elected at the Conference will assume office at the annual meeting of the Board of Directors of CoDA Resource Publishing, Incorporated (CoRe). A Director may serve a maximum of 3 three year terms.

To:

4.3 Election and Term of Office. Each Director shall be elected at the annual meeting of the Service Conference of Co-Dependents Anonymous, for a three year term. CoRe Board Members may be elected by the annual Service Conference of Co-Dependents Anonymous for three consecutive terms. There is to be at least a one year lapse after serving three terms. Directors elected at the Conference will assume office at the annual meeting of the Board of Directors of CoDA Publications Resource Publishing, Incorporated (CoRe). Alternates are elected by the Service Conference for one year, the order in which they would fill vacancies is designated by the Conference at time of election. If an alternate board member has assumed the position of a board member since the previous Conference, said alternate may request election by conference for a full term of three years.

Intent To have continuity of experience of an ongoing corporation

Remarks

Pro:

Con:

Abstentions:

MOTION 14020 7/8/2014 **Vote** 2/3 VOTE **Committee** CoRe Board of Trustees **Name** Loretta second by Barbara

Subject To extend time by 5 minutes

Item: Motion: To extend time by 5 minutes

Intent

Remarks Pro: 27 Con: 0 Abstentions: 0

MOTION 14021 7/8/2014 **Vote** DEFEATED **Committee** CoRe Board of Trustee **Name** Loretta

Subject CoRe Motion #1 bylaw change

Item: This motion recorded in record 14019

Amendment to section 4.3: changed 1 year lapse to 2 years lapse. (accepted)

Intent

Remarks Pro: 0

Con: 30

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Abstentions: 0

FYI 14022 7/8/2014 **Vote** **Committee** Facilitator **Name** Michelle
Subject Break 3:00pm to 3:15pm
Item: Break 3:00pm to 3:15pm
Intent
Remarks

FYI 14023 7/8/2014 **Vote** **Committee** Facilitator **Name** Michelle
Subject Quorum Count
Item: Quorum reached.
Intent
Remarks Pro: 24
Con:
Abstentions:

FYI 14024 7/8/2014 **Vote** **Committee** Finance Committee **Name** Lou
Subject Explanation of budget process
Item: Explanation of budget process
Talked about prudent reserve. Showed many helpful graphs. Expressed recommendations.
Intent
Remarks

FYI 14025 7/8/2014 **Vote** **Committee** Board of Trustee **Name** Barbara D.
Treasurer Report
Subject Report
Item: Showed income by quarter. Showed many helpful graphs. Explained duties of treasurer. Presented future projects.
Intent
Remarks

FYI 14026 7/8/2014 **Vote** **Committee** Facilitator **Name** Michelle
Subject Self introductions of CoDA & CoRe Board candidates
Item: Introduction of CoDA & CoRe Board candidates and ballots

CoDA: John R (alternate), Werner (alternate), Charles, Lorraine, Gerald

CoRe: Barbara, Dagmar, Salle, Loretta,

Intent
Remarks

MOTION 14027 7/8/2014 **Vote** MAJORITY **Committee** Arizona Voting Entity **Name** Jen seconded by Lisa
Subject VEI AZ-14-01
Item: Arizona VEI AZ-14-01

Motion: To list only CoDA announcements, activities and matters on the CoDA, Inc. website calendar.

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Intent To reverse the recent decision of the Board that allows non-CoDA announcements be listed on the CoDA, Inc. website, in order to uphold and follow the Twelve Traditions of Co-Dependents Anonymous, which were hammered out by trial and by fire and given to CoDA

Remarks Pro: 18
Con: 14
Abstentions: 2

FYI 14028 7/8/2014 **Vote** **Committee** **Name** Various Members

Subject Reports from voting entities

Item: SoCal: Michelle and Addie: meetings doing well 2 in Farsi, lots of activities -- conventions and retreats.

Mexico: Linda and Maria gave the report. Intergroup established. Will have offices and distribution of literature in Mexico. CoDA is growing in Mexico. Many difficult problems have been solved. On new webpage 50 groups are registered nationally.

France: Daniel T gave update on starting meeting in Paris. It has grown but is still small. There are 10 active members.

Washington State: Timothy, Loretta, Lorraine, Jen gave update on coda website: codawa. Increased communication between meetings and state. First womans only retreat in January. They have 4 main events happening every year.

Malaysia: Renu B. shared country report. They have 1 meeting. This group cooperates with other groups and they have a community center with other 12 step groups. Expressed need for translation of CoDA literature.

Intent
Remarks

MOTION 14029 7/8/2014 **Vote** 2/3 VOTE **Committee** Facilitator **Name** Chris and seconded by David

Subject Ratify board motions from June 2013 - June 2014 with the exeption of 14005 motion. To include a note that this motion was not ratified per CSC 2014.

Item: Ratify board motions from June 2013 - June 2014 with the exeption of 14005 motion. To include a note that this motion was not ratified per CSC 2014.

Intent

Remarks 14005 is not ratified by the conference due to earlier vote today.

Pro: 30
Con: 0
Abstentions: 1

MOTION 14030 7/8/2014 **Vote** **Committee** **Name** David

Subject Motion to Ajourn

Item: Motion to Ajourn

Intent
Remarks

FYI 14031 7/9/2014 **Vote** **Committee** **Name** Renu, Joan, Michele, Darlene,

Subject

Item: Serenity Prayer, 12 Steps, Traditions, Service Concepts

Intent
Remarks

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FYI 14032 7/9/2014 **Vote** **Committee** Facilitator **Name** Michelle
Subject
Item: Quorum Count #24 reached
Intent
Remarks

FYI 14033 7/9/2014 **Vote** MAJORITY **Committee** Events **Name** Scott
Subject Agenda Changes
Item: Agenda Change: Move communication report to 3:30pm today for 30 minutes. Voted yes.

4:00-4:45 voting entity report section #2
QSR report will be at 4:45pm
Events will be scheduled to Friday 9:25 today to 10:25.
Thursday 4:05 to 4:30 is board business
Intent
Remarks Voice vote all changes accepted.

FYI 14034 7/9/2014 **Vote** **Committee** Issues Mediation Committee **Name** John
Subject Issues Mediation Committee (IMC) Report
Item: Issues Mediation Committee (IMC) Report
Introduced Addie M and Chuck J, Natasha and Kevin not able to attend.
Talked about responsibility of tracking Voting Entity Issues.
Talked about Dealing with Disagreements procedure.
Talked about operations manual.
Discussion about rotating chair position.
Intent
Remarks

MOTION 14035 7/9/2014 **Vote** WITHDRAW **Committee** Issues Mediation Committee **Name** John
Subject Motion # 1
Item: Motion: All timely submitted Voting Entity Issues (VEI's) shall be presented to CoDA Service Conference (CSC) for vote at CSC either in theyear they are presented or the next year. If not submitted for vote immediately, VEIs shall be assigned to the Board or a standing committee. When they are presented for vote at the succeeding CSC they may be accompanied by recommendations by the Board or Committee. The Boardor Committee shall establish and maintain communication with the originating Voting Entity (VE) during their process of deliberation to the extent that is possible. The Voting Entity may choose to withdraw the Issue. The Voting Entity Issue tracking function of the Issues Mediation Committee (IMC) shall be expanded to tracking and reporting on the status ofthis procedure.This motion applies only to Voting Entity Issues submitted after CSC 2014. Voting Entities may withdraw and resubmit Issues submitted before CSC 2014.
Intent Voting Entities carry to CSC the voice of the Fellowship in their regions so the Issues presented by them deserve consideration and vote by CSC. The expertise of World Service is a valuable resource which should also be considered at CSC but does not merit veto power over the wishes of Voting Entities.
Remarks

MOTION 14036 7/9/2014 **Vote** TABLED **Committee** Finance Committee **Name** Lou
Subject Finance Report & Motion # 2

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Item: Finance Report & Motion # 2
Introduced Barbara, Addie and Lorraine

Motion: Modify the Meeting Starter Packet on page 12, paragraph 3 under the question: "Is There A Limit to The Amount an Individual May Donate to CoDA?" to read:

For individual groups, Intergroups, and Voting Entities Service bodies, the value for donated cash, goods, or professional services rendered is recommended not to exceed \$3,000 (three thousand dollars) per year. That limit is raised to \$6,000 (six thousand dollars) per year for Co-Dependents Anonymous, Inc. in accordance with the larger scale of operation.

Amendment: such donations may not be allocated/designated for any specific purpose. (accepted)

Amendment: add: "pursuant to the Seventh Tradition individual groups" (accepted)

Amendment: increased to \$10,000 (not accepted)

Amendment: add "by a member" (accepted)

Amendment: take out the word "recommended" (accepted)

Pursuant to the Seventh Tradition, donations to individual groups, Intergroups, and Voting Entities Service bodies, the value for donated cash, goods, or professional services rendered by a member, is not to exceed \$10,000 per

This motion brought back in record 14040.

Intent That the limits an individual may donate to CoDA be raised to keep up with inflation. The old limits of \$1,000 and \$2,000 be raised to \$3,000 and \$6,000.

Currently the MSP reads:

Is There A Limit to The Amount an Individual May Donate to CoDA?

Seventh Tradition cash donations are anonymous, and are not monitored or regulated in any way. The amount given by any individual in a meeting is personal and confidential.

Gifts of cash, goods (such as computers or books), or donations of services of value (such as auditing financial records or website maintenance) are subject to limitations on an annual basis. For optimal spiritual health, CoDA groups and service bodies adhere to our Seventh Tradition,

File: Finance motion 2-0 Individual Donation Limits Page 2

Finance Committee motion 2-0 Last revised 4/11/2014

which states that we remain self-supporting. Even though people donate with the best intentions, we are warned that problems of "money, property, and prestige" may "divert us from our primary, spiritual aim." If the group relies too heavily on one individual or a small group of donors, autonomy is compromised, and group unity may suffer. Therefore, limits are placed on individual contributions, and these limits vary according to the size of the body receiving the gift.

For individual groups, Intergroups, and Voting Entities Service bodies, the value for donated cash, goods, or professional services rendered is recommended not to exceed \$1000 (one thousand dollars) per year. That limit is raised to \$2000 (two thousand dollars) per year for Co-Dependents Anonymous, Inc. in accordance with the larger scale of operation. All gifts are to be receipted, and for service bodies that are incorporated nonprofit organizations, gifts may be tax deductible for the donor. For the spiritual health of CoDA, all donations shall be anonymous, to the extent permitted by the gift documentation process.

Remarks Pro:

Con:

MOTION 14037 7/9/2014 **Vote** 2/3 VOTE **Committee** Finance Committee **Name** Barbara

Subject Motion 3

Item: Motion: Modify the Meeting Starter Packet on page 12, by adding the following question after the answer to the

question: Is There A Limit to The Amount an Individual May Donate to CoDA? The question and answer will

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read:

Can people leave money to CoDA Inc. in their wills?

Bequests in wills are acceptable only from CoDA members, with a maximum of \$8,000 from any one person, and only on a onetime basis not in perpetuity.

Intent To establish a limit an individual may donate to CoDA through their own will.

MOTION 14038 7/9/2014 **Vote** 2/3 VOTE **Committee** Finance Committee **Name** Lou

Subject Motion # 5

Item: Motion: Modify the Meeting Starter Packet on page 12, to read:

On Page 12:

What is a "prudent reserve," and what do we do with excess moneys collected?

A "prudent reserve" consists of two or three months' worth of group expenses. Group expenses include items such as rent, supplies, refreshments, and Conference Endorsed literature. The prudent reserve is intended to cover expenses in the event that the group has unusually low attendance or donations. It is suggested that, at least quarterly, groups determine if there are excess funds left after the reserve amount is satisfied and, a group may decide by group conscience to make a Seventh Tradition donation to the CoDA entities that support the meeting.

Each Group needs to decide for themselves.

- ___% to your local intergroup
- ___% to your Voting Entity
- ___% to Co-Dependents Anonymous, Inc.
- ___% to another CoDA project or program

Some examples are:

- 40-50% to your local intergroup
- 20-30% to your Voting Entity
- 25-35% to Co-Dependents Anonymous, Inc.
(if you have no intergroup)
- 65-75% to your Voting Entity
- 25-35% to Co-Dependents Anonymous, Inc.

Amendment: add "reasnoble time frame every quarter" (accepted?)

Amendment: add to Fellowship Service Manual (rejected)

Intent To emphasize to all CoDA groups, especially new groups, that they need to decide by group conscience how to disperse their funds in excess of their prudent reserve.
Revised 7/8/14 to show donation ranges in text and examples. Changes to Welcome letter removed (will be addressed in motion 8 from SSC)

Remarks Pro: 33

Con: 0

Abstentions: 2

FYI 14039 7/9/2014 **Vote** **Committee** Facilitator **Name** Michelle

Subject Quorum

Item: Quorum count of 24 reached

Intent

Remarks

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MOTION 14040 7/9/2014 **Vote** 2/3 VOTE **Committee** Finance Committee **Name** Lou

Subject Motion # 2 Final Crafting

Item: Motion: Modify the meeting starter packet on page 12, paragraph, 3 under the question: Is there a limit to the amount an individual may donate to CoDA to read:

Pursuant to the Seventh Tradition, for donations to individual groups, Intergroups, and Voting Entities Service bodies, the value for donated cash, goods, or professional services rendered by a member, is suggested not to exceed \$3000USD (three thousand dollars) or equivalent per year. That limit is raised to \$6000 USD (six thousand dollars) or equivalent per year for Co-Dependents Anonymous, Inc. in accordance with the larger scale of operation. Such donations may not be allocated/designated for any specific purpose.

Intent That the limits an individual may donate to CoDA be raised to keep up with inflation. The old limits of \$1,000 and \$2,000 be raised to \$3,000 and \$6,000.

Currently the MSP reads:

Is There A Limit to The Amount an Individual May Donate to CoDA?

Seventh Tradition cash donations are anonymous, and are not monitored or regulated in any way. The amount given by any individual in a meeting is personal and confidential.

Gifts of cash, goods (such as computers or books), or donations of services of value (such as auditing financial records or website maintenance) are subject to limitations on an annual basis. For optimal spiritual health, CoDA groups and service bodies adhere to our Seventh Tradition,

File: Finance motion 2-0 Individual Donation Limits Page 2

Finance Committee motion 2-0 Last revised 4/11/2014

which states that we remain self-supporting. Even though people donate with the best intentions, we are warned that problems of “money, property, and prestige” may “divert us from our primary, spiritual aim.” If the group relies too heavily on one individual or a small group of donors, autonomy is compromised, and group unity may suffer. Therefore, limits are placed on individual contributions, and these limits vary according to the size of the body receiving the gift.

For individual groups, Intergroups, and Voting Entities Service bodies, the value for donated cash, goods, or professional services rendered is recommended not to exceed \$1000 (one thousand dollars) per year. That limit is raised to \$2000 (two thousand dollars) per year for Co-Dependents Anonymous, Inc. in accordance with the larger scale of operation. All gifts are to be receipted, and for service bodies that are incorporated nonprofit organizations, gifts may be tax deductible for the donor. For the spiritual health of CoDA, all donations shall be anonymous, to the extent permitted by the gift documentation process.

Remarks Pro: 33

Con: 1

Abstentions: 0

MOTION 14041 7/9/2014 **Vote** 2/3 VOTE **Committee** Finance Committee **Name** Addie

Subject Motion 6.2

Item: Motion:

To replace the Expense Reimbursement Procedure with the Expense Reimbursement Approval Procedure which reads as follows: Expense Reimbursement Approval Procedure Complete the Expense Reimbursement Request (ERR) Form, available from your chair or from the Finance section of the Committee Work Area (CWA) on the website. ERRs submitted more than 60 days after the end of the event that necessitated the expense will be reimbursed but will be considered income to the person receiving the reimbursement and a 1099 will be sent documenting the income If an Advance was received, indicate the amount of the Advance on the ERR and subtract the amount from the subtotal. Do not send check with ERR! If the Advance exceeds the expense incurred, the trusted servant agrees to submit a check or money order, within 10 days of notice of approval of his/her ERR, made out to CoDA Inc. to repay the difference. Checks are to be sent to the CoDA mailing address with a copy of the approved ERR. Foreign nationals should return the money via bank wire transfer directly into CoDA's bank account (contact the Treasurer for instructions.)

File: Finance motion 6-2 ERAP revision Page 2

Finance Committee motion 6-2 Last revised 5/16/2014

Attach an explanation of the purpose if Other is checked on the ERR. Upon completion of a F2F, the committee chairs are responsible for submitting 1) an agenda for the F2F meeting to: a) document the purpose of the meeting and b) clearly shows dates and daily beginning & ending times of the meeting(s), 2) a list of those who actually attended, 3) a housing list so it is clear who shared hotel rooms and for how many nights, and 4) any unusual

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expenses or situations that need special attention in relation to reimbursements of expenses. Attach all receipts and maps to and from destination when submitting reimbursement for mileage. Documentary evidence ordinarily will be considered adequate if it shows the amount, date, place, and essential character of the expense. For example, a hotel receipt is enough to support expenses for business travel if it has all of the following information: 1) The name and location of the hotel, 2) the dates you stayed there, and 3) Separate amounts for charges such as lodging, meals, and telephone calls. In cases where receipts have been lost, attach a signed statement to the ERR, explaining the missing receipt. Attach a copy of the credit card statement and any other available proof of purchase. Attach Additional Info/Detail as may be required (for example, documentation of currency conversion rate used and currency conversion fees.) Foreign nationals only: include a typed Wire Transfer Form to enable the Treasurer to transfer funds directly into your account (Contact the Treasurer for a copy.) Submit all Expense Reimbursement Requests as described below: Email submission is preferred. (Scan documents and insert in email.) Any other form of submission may result in delays. Submit ERRs to the bookkeeper with a CC to the treasurer (treasurer@codanet.org) and the finance committee (finance@codanet.org). bookkeeper@codanet.org Ms Lauren Alston 16869 N Pine Valley Dr. Sun City, AZ 85351 FAX (623) 455-5166

The bookkeeper will send the compiled paperwork to the approvers as shown below.

The table below is not in this database only verbaige.

ERR From Approved By 1 Approved By 1

Member

Committee Chair

Finance Liaison

Committee Chair

Board Liaison

Finance liaison

Finance Liaisons

Committee Chair

Board Finance Liaison

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Finance Committee motion 6-2 Last revised 5/16/2014

Finance Chair

Board Chair

Board Finance Liaison

Board Member

Board Chair

Finance Liaison

Board Chair

Board Vice-Chair

Finance Chair If there is a conflict of interest between an approver and the submitter of the ERR, the next approver down the column will approve. CoDA's bookkeeper will Check ERRs to be sure all receipts are included. Send ERRs & receipts to appropriate Chairs and Finance Liaisons. Upon receipt of approvals, bookkeeper forwards the ERR to the Treasurer for payment Treasurer processes payment and notifies submitter that payment has been processed. If there are corrections needed on an ERR, one of the approvers contacts the submitter for resolution. Discrepancies will be handled between approver and submitter. Our goal is to send reimbursement check within 30 days of submission to the bookkeeper.

Intent To Change the name to Expense Reimbursement Approval Procedure (ERAP), document change in the reimbursement of excess advance funds, document what information chairs need to send to those working with ERRs to prevent mistakes, to request maps and give an example of an adequate hotel receipt, to change a reference to Expense Report to ERR, to simplify the submission process, and to address the conflict of interest issue between approvers and ERR submitters. Changes were made in the 4th, 6th, 7th, & 8th paragraphs, and under "Submit all Expense Reimbursement Requests ... (title and to whom), and added note about conflict of interest under table of approvers. The Bookkeepers address was also changed.

Remarks Pro: 34

Con: 0

Abstentions: 0

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MOTION 14042 7/9/2014 **Vote 2/3 VOTE** **Committee** Finance Committee **Name** Lorraine

Subject Motion 7.2

Item: Motion 7.2:

To replace Appendix C of the Expense Reimbursement Policy with the following:

Expense Reimbursement Policy

Appendix C

Responsibilities of Chairs Regarding Finances

Committee chairs will review and understand CoDA's Expense Reimbursement Policies (ERP) and Expense Reimbursement Approval Procedures (ERAP).

Committee chairs are responsible to ensure that expenses fall within their committee budget.

Committee Chairs are responsible to submit to the Bookkeeper, Finance Committee, and Treasurer a list of expected attendees to your face to face meeting (F2F), dates, and location as soon as a F2F is planned.

Chairs are responsible to approve Advance forms. Forms are to be submitted to the Treasurer and Finance Committee. Treasurer will send to Chair for approval and will submit advance funds in accordance with CoDA ERP. If a chair submits an Advance forms, it will be approved by the board liaisons as outlined in the Chart of Approvers in the Expense Reimbursement Approval Procedure.

Upon completion of a F2F, the committee chairs are responsible for submitting 1) an agenda for the F2F meeting to:

a) document the purpose of the meeting and b) clearly shows dates and daily

File: Finance motion 7-2 ERP Appendix C Page 2

Finance Committee motion 7-2 Last revised 5/16/2014

beginning & ending times of the meeting(s), 2) a list of those who actually attended, 3) a housing list so it is clear who shared hotel rooms and for how many nights, and 4) any unusual expenses or situations that need special attention in relation to reimbursements of expenses.

Chairs are responsible for approving ERRs following the ERAP which is outlined here:

Trusted Servants on committees fill in an ERR, and send it with all receipts to the bookkeeper, Finance Committee and treasurer from their own email account (that acts as their electronic signature.) Optionally, they can print the form and scan signed form to submit with receipts.

Bookkeeper verifies ERRs for math, proper support documentation, and compliance with CoDA ERP.

Bookkeeper then sends ERR to the approvers according to the chart in the ERAP. Chairs approve ERRs for committee members.

o If receipts or other information is missing it is the responsibility of the bookkeeper with the aid of the finance liaison to help get the needed documentation.

Upon approval by the two approvers, the bookkeeper forwards the ERR to the treasurer to process reimbursement for the expenses claimed on the ERR.

Committee chairs should use the following guidelines when planning committees meetings or conference calls:

Location

o Plan a meeting in a city where one or more of the members live, to save at least one airfare.

o Hold the meeting in a city where members can get direct flights.

o Plan ahead so members can watch for good airfares. Often, it is difficult to get reasonably priced airfares around holidays and school vacations.

Hotel

o People should always share rooms unless the number and/or gender of attendees makes that impossible.

o Plan to spend approx. \$100 per room (maybe less in a low-cost area or a little more in a high-cost area)

o Book a hotel that includes breakfast, provides free Internet service, and has a free shuttle to and from the airport.

o If you need a room in which to work try to find a hotel that can provide a free or very low cost meeting room.

Conference Calls

o Face to Face meetings should only be scheduled when there is work that cannot be done effectively via teleconference or email. For free service, search for "free conference calls" on the Internet, or ask the Finance Committee (finance@codas.org)

Bring ERR's with you to distribute to meeting attendees and review the Expense Reimbursement Policy (ERP) and Expense Reimbursement Approval Procedure (ERAP) with your committee during your meeting.

CoDA Service Conference Items

for 2015.

Intent
Remarks

FYI 14046 7/9/2014 **Vote** **Committee** Translation Management (TMC) **Name** Evie, Gerald, Crystal
Committee

Subject Translation Management (TMC) Report

Item: Introduced members Fernando, Evie, Crystal Gerry and Liaisons Dagmar, Mercedes (unable to attend)

Talked about accomplishments for example: they included spanish outreach, Spanish CoDA Book is 100% proofed; sought resolution of responsibility overlaps. Newly developed limited Publication Agreement.
Talked about future goals. They are working on their policy and procedure manual. They shared the vision: to work closely with the CoDA Board and other CoDA entities to create a collaborative process facilitating the translation of CoDA materials into other languages.

TMC did not present any motions this year.

Intent
Remarks

FYI 14047 7/9/2014 **Vote** **Committee** Facilitator **Name** Michelle

Subject Break for lunch

Item: Break for lunch from 12:00pm - 1:30pm

Intent
Remarks

FYI 14048 7/9/2014 **Vote** **Committee** Facilitator **Name** Michele

Subject Quorum Count

Item: Quorum Reached at 24

Intent
Remarks

FYI 14049 7/9/2014 **Vote** **Committee** Outreach Committee **Name** Annie, Charles,
Sharon, Addie

Subject Outreach Report

Item: Annie presented members Charles, Addie and Sharon.

Talked about brief history on what has happened with outreach.
Talked about activities: completing mission statements and planning resource guide. Detailed their action plan.

Talked about Outreach Resource Guide and the outreach page on new website.

They worked most on the project proposal process this year.

Intent
Remarks

MOTION 14050 7/9/2014 **Vote** UNANIMOUS **Committee** Outreach Committee **Name** Annie

Subject Motion 1

Item: Motion:

We move to replace the current Fellowship Service Manual (FSM) description for the Outreach Committee with the

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FYI 14055 7/9/2014 **Vote** **Committee** Spanish Outreach **Name** Linda
Subject Spanish Outreach Report
Item: Spanish Outreach Report

Talked about purpose: carry the message to Spanish speaking codependents who still suffer, per Tradition Five.

Named members of the committee. Talked about ongoing projects and goals. Have helped to start spanish language meetings.

Intent
Remarks

MOTION 14056 7/9/2014 **Vote** 2/3 VOTE **Committee** Spanish Committee **Name** Linda
Subject Motion 1
Item: Motion:

Spanish Outreach shall be the CoDA Committee that edits and cross checks Spanish translated CoDA literature for grammatical consistency with Standard Spanish, from the Spanish CoDA webpages to the printed page and on to digital versions of Spanish language CoDA materials.

Intent Spanish Outreach seeks to insure consistency in translated Spanish materials, across formats.

Remarks Pro: 27
Con: 4
Abstentions: 2

FYI 14057 7/9/2014 **Vote** **Committee** Communications **Name** Jen
Subject Report
Item: Communications Report

Expressed that the committee would like help. Talked about email lists on www.codependents.org.
Presented members of committee: Jen, Allan, Linda Cathy, James.
Explained what Cphone is to CoDA.
Expressed wanting to improve communication with board.

Intent
Remarks

MOTION 14058 7/9/2014 **Vote** 2/3 VOTE **Committee** Communication **Name** Jen
Subject Motion #1
Item: Motion #1:

The Events Committee shall provide Communication Committee and CoDA World Service Conference (CSC) attendees with a list of registered Conference attendees, their contact information and their status at the Conference.

Intent Provide an important element of transparency to Conference deliberations and facilitate cooperation among Delegates and other Conference attendees.

Remarks Pro: 30
Con: 4
Abstentions: 3

FYI 14059 7/9/2014 **Vote** **Committee** **Name** Various Members
Subject Reports from Voting Entities Session 2
Item: Israel: Yiftach and Rami - Talked about starting national committee. They have done an election for the regional group in Jerusalem.

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Canada: Deborah, Gerald, Richard, Sharon - They have seen an increase in 34% for groups. Talked about overcoming challenges. CoDA Canada established 3 years ago and is doing lots of work. There is now an estore for literature in Canada. Working on CoDA Canada website and increasing service.

Hungary: by Skype - There is one meeting per week.

Italy: Alexa by Skype - They have about 10-12 people per group. Their strength is their conference. They have once a month business meetings. Talked about growth for Italy.

Intent Remarks

FYI 14060 7/9/2014 **Vote** **Committee** **Name** Charles
Subject About the Quarterly Service Report
Item: QSR Liaison Report (information for delegates)

Talks about what the board and each committee has been working on during the pertinent quarter. Talked about new website and where you can submit information.

Intent Remarks

FYI 14061 7/9/2014 **Vote** **Committee** Facilitator **Name** Michelle
Subject Adjournment at 5pm

Intent Remarks

FYI 14062 7/10/2014 **Vote** **Committee** Facilitator **Name** Michelle, Jim,
Yvonne, Julie,
Kathy

Item: Serenity Prayer, 12 Steps, Traditions, Service Concepts

Intent Remarks

FYI 14063 7/10/2014 **Vote** **Committee** Facilitator **Name** Michelle
Subject Quorum Count
Item: Quorum 25 reached

Intent Remarks

FYI 14064 7/10/2014 **Vote** **Committee** **Name** Deborah
Subject Reports from Voting Entities

Item: South Africa: Estelle - They have 7 CoDA meetings running at the moment. Estelle invited us all to come. She showed us the map and beautiful flag of South Africa and gave us much info about CoDA meetings there.

Las Vegas: Gail - Revamped their website. Intergroup meeting is three years old. They have 12 weekly meetings. They started a Spanish speaking group.

Germany: Werner - The first CoDA meeting started in 1992 in Germany. Shared their service structure. Shared list of German literature. Meditation book is now published in German. Shared pages from their website. Shared financial information and goals.

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Australia: Yvonne - Shared map of Australia, this year they celebrate 26 years. They have a total of 24 meetings. They have invited New Zealand and Singapore to participate in their intergroups. Literature is the biggest part of their budget. Showed their great website containing more information.

Pennsylvania: Kathy and Dave - They have a yearly retreat and 60 people attend. It has been held for 25 years. They are rebuilding the intergroup. New Jersey meetings are a part of the Pennsylvania intergroup. The website has been updated for responsive design.

Czech Republic: Angie - They have regular meeting everyday in English and Czech. They are working on translation. They want to have online workshops.

United Kingdom: Geraldine and Kara - Have had CoDA meetings since at least 1998. They have 81 meetings and 23 are in Central London. They have three committees: literature, CoDA shares, website. Some regions have been established. They are working on having Hospitals and Institutions meetings.

Intent Remarks

FYI 14065 7/10/2014 **Vote** **Committee** Facilitator **Name** Michelle
Subject Break
Item: Voted on 10 minute Break (voice vote)
Intent
Remarks

FYI 14066 7/10/2014 **Vote** **Committee** Facilitator **Name** Michelle
Subject Quorum Count
Item: Quorum reached 25 people
Intent
Remarks

FYI 14067 7/10/2014 **Vote** **Committee** Literature **Name** Barbara, Leslie, Joan, Kathy
Subject Literature Report
Item: Literature Report- Leslie introduced members. They work very closely with CoRe. Literature is the proof readers for CoRe. They were not a functioning committee but now they are organized and things are getting done. They plan on updating their policy and procedure manual.

Many members were not able to attend.

Intent Remarks

MOTION 14068 7/10/2014 **Vote** UNANIMOUS **Committee** Literature **Name** Leslie
Subject Motion #1
Item: Motion:
Approve the attached text for use as a service piece, i.e. a piece available for downloading from the www.coda.org website.

Amendment: Under proposed group inventory text: Put " In this document, "Group" and "Meeting" are used interchangeably." (agreed)

Amendment: In #9 change to "Do we elect a group service Rep (GSR) to represent our meeting in the wider CoDA world, such as intergroup or Voting Entity (VE) organization?"

Amendment: In #2. Are CoDA's four foundation documents read, as written, at each meeting? Reading The

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Preamble The Welcome The Twelve Steps and The Twelve Traditions are required for a meeting to be an officially recognized CoDA meeting.

Intent To respond to requests, including VE Issue TX-13-01, for a tool to perform inventories of individual meetings.

Remarks Pro: 37

Con: 0

Abstentions: 0

MOTION 14069 7/10/2014 **Vote** 2/3 VOTE **Committee** Literature **Name** Leslie

Subject Motion #3

Item: Motioned for 5 minutes more voted yes with voice vote.

Motion:

Modification to CoDA booklet "Peeling the Onion" to make some items gender neutral

Modify the text as follows: 1. Replace I don't want to be in a relationship anymore. I'm tired of caretaking, trying to please, and paying for a man who doesn't reciprocate my feelings.

I don't want to be in a relationship anymore. I'm tired of caretaking, trying to please, and paying for someone who doesn't reciprocate my feelings.

2. Replace

When I first went for marital counseling, the therapist asked what I wanted out of life. I answered, "I want my husband to finish school, and I want my kids to be happy." She brought me back to the question—what did I want? I couldn't answer. That concept was foreign to me.

When I first went for couples counseling, the therapist asked what I wanted out of life. I answered, "I want my spouse/partner to finish school, and I want my kids to be happy." The therapist brought me back to the question -- what did I want? I couldn't answer. That concept was foreign to me.

3. Add

When I was a child, my father would say, "Don't cry. That is for babies." I came to believe I had to hide my feelings and that I was never good enough.

4. Replace

I entered my profile on an online dating website. One man was eager to meet me face to face. I put my picture online. I never heard from him again. I felt ugly and unlovable.

I entered my profile on an online dating website. One person was eager to meet me face to face. I put my picture online. I never heard back. I felt ugly and unlovable.

5. Replace

I used to describe my husband's bad moods as a "thundercloud." The tension would mount, like the increasingly dark, menacing clouds before a summer thunderstorm.

Eventually, I'd take on his anger. Instead of expressing it to him, I took it out on our children.

I used to describe my spouse's / partner bad moods as a thundercloud. The tension would mount, like the increasingly dark, menacing clouds before a summer thunderstorm.

Eventually, I'd take the anger on myself. Instead of expressing it, I took it out on our children.

Intent To reduce the number of statements written from a female point of view by replacing them with gender-neutral statements.

Remarks Pro:33

Con: 3

Abstention: 2

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FYI 14070 7/10/2014 **Vote** **Committee** Facilitator **Name** Michelle
Subject Change in Agenda
Item: Change International Task Force and Hospital & Institutions are changing with Service Structure Committee
Intent
Remarks

MOTION 14071 7/10/2014 **Vote** 2/3 VOTE **Committee** Service Structure **Name** Eric Judi, Leo Jim,
Subject Motion #1 Dave, Lisa (liaison)
Item: Voice vote to change order of report to motions first.
They are withdrawing motion 5.

Motion 1:

To change the name of the “(New) Meeting Starter Packet “ to the “CoDA Meeting Handbook.”

Intent Originally, the “New Meeting Starter Packet” was mailed out to people who asked to register a new meeting through the (long defunct) Fellowship Service Office. (hard copy, by postal mail)
Our intent is to emphasize that the Meeting Handbook benefits existing meetings, as well as new groups. We’d like every CoDA group to have a copy.

Remarks Pro: 36
Con: 0
Abstentions: 1

MOTION 14072 7/10/2014 **Vote** 2/3 VOTE **Committee** Service Structure **Name** Eric Judi, Leo Jim,
Subject Motion 2 Dave, Lisa (liaison)

Item: Motion 2
In the Fellowship Service Manual, Section 9, under Service Structure Committee, under Purpose, second bullet;
DELETE CoDA Articles of Incorporation, Bylaws,
so it reads: To support and maintain CoDA fundamental structural documents, including the Fellowship Service Manual, Twelve Concepts, and other documents, as directed by the CoDA Service Conference.

Intent To remove the maintenance of CoDA bylaws and the Articles of incorporation, which are legal documents, from SSC’s description. These are legal concerns for the lawyer(s) and Board of Trustees, not committee work.

Remarks Pro: 29
Con: 3
Abstentions: 2

MOTION 14073 7/10/2014 **Vote** 2/3 VOTE **Committee** Service Structure **Name** Eric Judi, Leo Jim,
Subject Motion 8 Dave, Lisa (liaison)

Item: Motion 8
To replace the existing Welcome Letter in the Starter Packet with the following:
Welcome!
We welcome you to the program of Co-Dependents Anonymous. CoDA is the world-wide Fellowship of recovery from codependence.

The CoDA Meeting Handbook contains all basic documents needed to start and conduct CoDA meetings. It can be downloaded from the CoDA.org website. If you would like to receive a hard copy, it may be requested by email from meetings@codaa.org or by writing to CoDA Inc. at

PO Box 33577

Phoenix, AZ 85067-3577

Once registered, we will add you to the directory of meetings. Then, people who are looking for CoDA meetings in

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your area will find you listed in the meeting directory on the CoDA.org website

After we receive your registration, the meeting will be assigned a group number. Please use the number as identification on all correspondence between your group and CoDA service entities.

We recommend that you download a copy of the Fellowship Service Manual from the website. It is an important resource that contains all kinds of information about service, and the levels of the Fellowship, that a CoDA group may need.

You may order the paper copy of the Service Manual, as well as CoDA Conference Endorsed literature, at a link from the CoDA.org website. The link directs you to CoRe, CoDA's publishing organization.

In keeping with the 1st Tradition, it is recommended that you use only CoDA Conference Endorsed literature in your meeting; this promotes CoDA unity.

CoDA literature includes workbooks, pamphlets, anniversary medallions, and the book CoDependents Anonymous, also known as the CoDA Book.

Another option is to request an order form from:

CoRE Publications

PO Box 1004

Denver, NC 28037

As stated in the 7th Tradition, CoDA is self-supporting only by contributions from the Fellowship. CoDA can only offer assistance to codependents who still suffer when they have adequate financial resources.

Pay your expenses and set aside a prudent reserve to pay the group's expenses for two or three months. For excess funds left after the reserve amount, a group decides, by group conscience, to make 7th Tradition donation to other CoDA entities. It is part of our spiritual program to support CoDA as a whole. Even small donations are important.

A suggested guideline is :

40 - 50% to your Intergroup/Community Group

25 -35% to Co-Dependents Anonymous

20 - 30% to your Voting Entity

How to reach us:

By mail

PO Box 33577

Arizona 85067-35 775

By phone

602-277-7991

888-444-2359 (toll-free)

888-444-2379 (Spanish toll-free)

By email

info@codas.org (answers general questions concerning CoDA and can help you to contact with the right committee)

We believe that our Higher Power guidance, each of us in the CoDA program will grow healthier, one day at a time.

With best wishes for serenity and joy,

Your trusted servants of Co-Dependents Anonymous

Intent To clean it up. It wasn't updated in many years.

To include a new suggested donation percentages.

Remarks Pro: 36

Con: 0

Abstentions: 0

MOTION 14074 7/10/2014 **Vote** WITHDRAW **Committee** Service Structure **Name** Eric Judi, Leo Jim,
Subject Motion 10 Dave, Lisa (liaison)
Item: Motion 10:

To add the following material to Section 2 in the Fellowship Service Manual, adjacent to the existing inverted pyramid, titled "Chart: Structure of CoDA

Intent To offer a simpler inverted pyramid, which we hope will be helpful, especially to newcomers. To add an organizational chart showing levels of service.

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FYI 14078 7/10/2014 **Vote** **Committee** Facilitator **Name** Michelle
Subject Quorum Count
Item: Quorum reached
Intent
Remarks

FYI 14079 7/10/2014 **Vote** **Committee** Events **Name** Scott
Subject Elections of new CoDA Board and CoRe Board Candidates
Item: Ballots handed out and results will be announced later.

Elections of CoDA Board and CoRe Board Candidates
Scott introduced members of Events.

CoDA Board
Trustees: Lorraine O, Gerald B Alternates: John R, Werner S

CoRe Board
Loretta D, Barbara D, Dagmar M, Salle H

Intent
Remarks

FYI 14080 7/10/2014 **Vote** **Committee** Events **Name** Tammi
Subject IMC Elections
Item: Issues Mediation Committee Elections

Addie M, Southern California
Chuck J from Indiana
John R. from PA
Galil from Nevada
Natasha, from AZ not in attendance
James D, CT
Daniel T Paris France
Cara, from the UK
Kevin M. from New York not in attendance

Intent
Remarks

MOTION 14081 7/10/2014 **Vote** 2/3 VOTE **Committee** **Name** Lisa seconded by
Subject Motion Dave
Item: Motion:
To Vote for IMC slate by acclamation.

Intent
Remarks Pro: 30
Con: 4
Abstention: 2

FYI 14082 7/10/2014 **Vote** **Committee** Facilitator **Name** Michelle
Subject Break
Item: Break from 2:30 -2:45 pm

CoDA Service Conference Items

Intent
Remarks

FYI 14083 7/10/2014 **Vote** **Committee** Facilitator **Name** Michelle

Subject Quorum Count

Item: Quorum reached 24 people

Intent
Remarks

FYI 14084 7/10/2014 **Vote** **Committee** Hospitals & Institutions **Name** Kathy

Subject Reports and Goals

Item: Kathy introduced committee members. Lou and Barbara.

Talked about goals and priorities. Shared their accomplishments. Pointed out the donation form for the books for inmates program. Started an inmate sponsorship program. 546 Letters received from 58 different institutions. 265 CoDA Books up from 73.

They need sponsors for inmates. Thanks Liaison and CoRe and Linda A.

Intent
Remarks

MOTION 14085 7/10/2014 **Vote** UNANIMOUS **Committee** Hospital and Institutions **Name** Kathy L

Subject Motion #1

Item: Motion #1

In the spirit of transparency, we move to direct the CoDA Treasurer to provide quarterly reports on the status of the budget of each committee.

Intent To be able to develop a committee budget responsibly.

To increase transparency.

To follow tradition 7 (to be fully self-supporting)

Remarks Pro: 41

Con: 0

Abstention: 0

FYI 14086 7/10/2014 **Vote** **Committee** International Task Force **Name** Deborah

Subject Report

Item: Report Deborah introduced members:

Evie, Daniel T, Yvonne P, Geraldine H, Renu, Rami, Estelle and others were not able to be present.

Explained recent history and growth of the Task Force and listed 17 countries that have been active and that 40 out of 70 plus countries were contacted.

Shared some concerns they have. Shared accomplishments, concerns and desire for help. Conducted a survey and issued a report. Explained that on ITF standing committee needs to be established.

Intent
Remarks

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MOTION 14087

7/10/2014 **Vote** 2/3 VOTE

Committee International Task Force

Name Deborah

Subject Motion 1

Item: Motion #1

The International Task Force moves that an International Standing Committee of Co-Dependents Anonymous be formed to allow members to support the world wide fellowship.

Intent The intent of the International Task Force is to allow international members from voting entities to participate as an official standing committee of CoDA Inc. and allow members from around the world to come together to share experience, strength and hope in supporting CoDA meetings. This would involve:

1. Including one member and one alternate member per country/voting entity to represent each voting entity to create a CoDA Inc. International Standing Committee,
2. Supporting committee service roles, such as: chairperson, secretary, treasurer and other positions as needed.
3. Meeting regularly using a conference service that allows all members to participate,
4. Working cooperatively with CoDA Inc. Board, committee members and the Fellowship as a whole,
5. Increasing information concerning:
 - a. CoDA Inc. Fellowship,
 - b. Board of Trustees,
 - c. Service Conference,
 - d. Documents: Fellowship Service Manual, Service Concepts...
 - e. Website, and
 - f. Announcements,
6. Submitting CoDA Inc. Quarterly Service Reports,
7. Establishing communication through the Co-Dependents Anonymous Inc. Board liaison to have two-way communications with the Board of Trustees and other Standing Committees and ultimately, the Fellowship,
8. Incorporating experience, strength and hope from International Standing Committee Members, as well as individuals invited from other committees to exchange information regarding areas of expertise (examples: Translation Management, Literature, Events...) in regards to:
 - a. Support unity between the Fellowship and within own country/voting entity and regions,
 - b. Structure Development,
 - i National service structures,
 - ii. Intergroup growth,
 - iii. Website development,
 - iv. Literature: Shipping Costs, Translation and Publications, and
 - v. Service development
 - c. Continental conferences/conventions, as well as,
9. Collaborating and sharing information between international, national, state/provincial, and local levels.

Remarks Pro: 29

Con: 8

Abstentions: 4

FYI 14088

7/10/2014 **Vote**

Committee Events

Name Tammi

Subject Election results

Item: CoDA Board

Lorraine and Gerald have been elected
and Werner S first alternate
John R. second alternate

CoRE Board

Dagmar, Barbara Trustee and
Loretta and Salli alternates trustee

Intent

Remarks

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FYI 14089 7/10/2014 **Vote** **Committee** CoDA Board of Trustees **Name** Lorraine

Subject Acknowledgements of and for Board of Trustees

Item: Much gratitude was expressed by all.

Intent

Remarks

MOTION 14090 7/10/2014 **Vote** 2/3 VOTE **Committee** CoDA Board **Name** Chris

Subject Motion 6

Item: Motion 6

To Make the following CoDA bylaw changes in Articles VII- IX

Intent To streamline Bylaws referencing our CoDA Board Policies and Procedures Manual. To bring our Bylaws in conformity to current practices of the Board and CSC.

Remarks Pro: 33

Con: 0

Abstentions: 3

MOTION 14091 7/10/2014 **Vote** 2/3 VOTE **Committee** CoDA Board **Name** Lorraine

Subject Motion 2

Item: Motion 2

Change #1- TO REMOVE Board of Trustees Position Description and application in FSM Section 6-

Change #2- TO REPLACE with New Board of Trustee Description and updated application

Change #3- To ADD Alternate Trustee description

Intent To update Board description and application and add a description for Alternate Trustee

Remarks Pro: 36

Con: 0

Abstentions:0

MOTION 14092 7/10/2014 **Vote** 2/3 VOTE **Committee** CoDA Board **Name** David

Subject Motion 11

Item: Motion 11

Move that when Voting Entities, intergroups and groups have their own websites, they may use the terms CoDA and Co-Dependents Anonymous (these are registered trademarks) without entering into a formal agreement; but must display on the website the following disclaimer, !

“These pages may not have been reviewed, endorsed, or approved by Co-Dependents

Anonymous Inc.” ! The link from the CoDA website to the VE, intergroup or group website will display the following disclaimer, ! “These links are provided as a courtesy. Listing them here does not imply endorsement of these sites or any outside enterprise that may be referenced in these sites.”

Intent Minimum recommendation by our legal counsel to protect our registered trademarks.

Remarks Pro: 37

Con: 0

Abstentions:3

MOTION 14093 7/10/2014 **Vote** 2/3 VOTE **Committee** CoDA Board **Name** Florence

Subject Motion 12

Item: Motion 12

To change the wording in the Section 13 FSM “Use of CoDA

Seals and Symbols” under our registered trademark seal to read: “This is the

CoDA Seal (Above); it is a registered trademark. Use of this mark is only allowed

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under a Trademark License Agreement, which agreement may allow customization by adding the name of an Intergroup or Voting Entity to the outside perimeter of the seal and/or translation of the words within the circle other than "CoDA". No other changes are permitted. Please contact Board@coda.org

Intent This is upon recommendation from our intellectual property attorney to protect our

Remarks Pro: 39
Con: 0
Abstentions: 0

MOTION 14094 7/10/2014 **Vote** 2/3 VOTE **Committee** CoDA Board **Name** Florence

Subject Motion 9

Item: Motion 9

To remove the second paragraph of the section title "CoDA Standing Committee"- Committee Accountability in Section 7 FSM.

To REMOVE:

In addition, before leaving Conference, each committee provides the CoDA Board with a one-page list of committee goals for the coming year. This list is distributed along with the printed Conference motions and is made available before the next Conference.

And REPLACE with:

Before leaving Conference, each committee provides the CoDA Board with a copy of the committee goals for the coming year. This will serve as a guideline for the incoming Committee Chair and the new Committee Board Liaison.

Voice vote to extend for 5 minutes

Intent To Clarify verbiage about what really occurs. To encourage an early working relationship between the Board Liaisons and the Committees. To assist in transition after the CoDA Service Conference.

Remarks Pro: 35
Con: 0
Abstentions: 1

FYI 14095 7/10/2014 **Vote** **Committee** Finance **Name** Lou L

Subject Budget Approval

Item: Explained the budget and each line item.

Intent

Remarks Pro: 30
Con: 1
Abstentions: 4

FYI 14096 7/10/2014 **Vote** **Committee** Facilitator **Name** Michelle

Subject Adjourn

Item: adjourned after serenity prayer at 4:55pm

Intent

Remarks

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FYI 14097 7/11/2014 **Vote** **Committee** Facilitator **Name** Michelle, Geraldine,
Subject Serenity Prayer, 12 Steps, Traditions, Service Concepts Loretta, Jim, Lisa

Item:
Intent
Remarks

FYI 14098 7/11/2014 **Vote** **Committee** Facilitator **Name** Michelle

Subject Quorum Count
Item: Quorum reached at 24
Intent
Remarks

FYI 14099 7/11/2014 **Vote** **Committee** **Name** Jim

Subject Survey
Item: Handed out survey
Intent
Remarks

FYI 14100 7/11/2014 **Vote** **Committee** Facilitator **Name** Michelle

Subject Agenda Change
Item: Starting day with old business, then IMC, Finance and outreach.
Voice vote to approve agenda change (accepted)

Intent
Remarks

FYI 14101 7/11/2014 **Vote** 2/3 VOTE **Committee** CoDA Board of Trustees **Name** Barbara

Subject Motion 8

Item: Motion 8

To remove the following sections from the FSM Section 07 Board Overseen Service Functions and CoDA Standing Committees, and other CoDA Service Entities

Administrative Fellowship Services Worker

- Picks up U.S. mail at post office box and processes forwarding it as appropriate
- Registers new groups and updates existing meeting information as requested and supports members in understanding the processes involved
- Sends documents to groups who have requested them
- Coordinates receipt of 7th Tradition contributions received through U.S. mail and acknowledges online donations
- Prepares and makes bank deposits; maintains spreadsheets and prepares reports
- Attends to phone volunteer matters including scheduling, maintaining menus and coordinating with our online and paid answering service providers as necessary
- Returns calls made to office line
- Scans and delivers documents to our Corporate Attorney
- Other duties as assigned by the Board

Webmaster

- Maintain the CoDA.org website under the direction of the board
- Handle requests for changes and/or corrections to the website either by making the change or by responding with the explanation of why the change can't be made
- Maintain the email aliases and the corresponding document that is available on the website
- Forward emails that were sent to the webmaster incorrectly
- Manage the Spam folder to ensure that no valid messages were sent there in error
- Backup website monthly to two locations, one onsite and one offsite in the cloud
- Respond to requests to have links placed on the website after verifying that the proposed website is consistent

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with the current website guidelines

- Periodically review all linked sites to ensure that they are still consistent with web guidelines and when they are no longer consistent notify the Board Web Liaison to determine what action should be taken
- Periodically produce meeting list files for use by the committees that respond to emails and phone calls
- In preparation for annual CoDA Service Conference (CSC) load all motions and other CSC documents on the website at least 50 days before CSC
- Maintain the motions database and produce yearly post-CSC report that is made available on the website
- Maintain a list of usernames and passwords for various protected parts of the website and share the list with the Board Secretary
- Coordinate with the Board Web Liaison as needed
- Other duties as assigned by the Board.

Email list coordinator

- Maintains email address lists of those CoDA members who have requested receipt of CoDA World Fellowship announcements by email
- Sends out messages as provided or requested by committees, the board and their chairs. Also sends out various reminder emails (CoDA events, etc) that they may compose themselves
- Works to optimize methods of sending to reach as many list members as possible
- Maintains an internet archive of past messages and a web based list sign-up; and saves all list subscribe confirmation emails.
- Provides opportunities for CoDA members to sign up for the list
- Protects all list members' anonymity and privacy
- The list is only for Official CoDA World Fellowship use. It is essential (due to legal reasons and respect for list members) to send only to people who have requested the list and to limit e-mailings to CoDA Fellowship issues
- Works to be aware of and follow all USA email laws. Maintains a relationship with our email list host, to have the knowledge to follow their policies
- Other duties as assigned by the Board

Intent We believe the list of duties for workers and contractors is not necessary information for the general fellowship and belongs in the CoDA Board Policies and Procedures Manual , so removing this from the FSM will reduce redundancy between the documents and help streamline the FSM.

Remarks Pro: 29

Con: 0

Abstentions: 1

MOTION 14102 7/11/2014 **Vote** 2/3 VOTE **Committee** CoDA Board of **Name** Charles
Trustee

Subject Motions 10

Item: Motion 10:

We move that CSC (CoDA Service Conference) direct Literature Committee or another committee they see to be appropriate to extend the list of "Positive Affirmations of CoDA" that are on the CoDA website under Meeting Docs. This "list" of affirmations could come from "The Affirmations Booklet", and will be a service document that CoDA groups could download and use at meetings.

Intent Many CoDA meetings read affirmations during meetings. At present, the list of "Positive Affirmations of CoDA" under Meeting Docs on the website contains only four affirmations, which is not enough to be usable for reading at meetings. CoDA groups who want to read CoDAapproved affirmations at meetings must now buy enough copies of "The Affirmations Booklet" to satisfy their needs. While we encourage groups to buy CoDA literature, many groups want a simpler solution, and a shorter document than the booklet provides. The result of this motion will satisfy that need.

Remarks Pro: 25

Con: 3

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Abstentions: 6

MOTION 14103 7/11/2014 **Vote** 2/3 VOTE **Committee** CoDA Board of **Name** Lisa
Trustee

Subject Motion 4

Item: Motion 4

To Remove the actual list the twelve steps, traditions and service concepts in the Purpose and Guidelines Section of the Bylaws and to add a reference in the CoDA Board Policies and Procedures Manual.- to read : as set forth in the CoDA Board Policies and Procedures and Fellowship Service Manual.

Changed "faith" to "spiritual principles" (accepted by voice vote)

Voice vote to extend 3 minutes (accepted)

Intent To remove redundancy between the Bylaws and the CoDA Board Policy and Procedures Manual.

Remarks Pro:29

Con: 5

Abstentions:0

MOTION 14104 7/11/2014 **Vote** 2/3 VOTE **Committee** Finance **Name** Lou

Subject Motion 1-0

Item: Motion 1-0

That the definition of the Prudent Reserve contained in the description of the Finance Committee in Section 7 of the Fellowship Service Manual be updated so it reads: (The word "operational" is added.)

* Prudent reserve equals 2 years of actual operational expenses.

Intent Occasionally CoDA has major expenses that are not customary for the regular operations of the fellowship. These large expenses should not become a part of the prudent reserve calculation as they are not expected to be repeated on a regular basis.

Remarks Pro: 32

Con: 0

Abstentions: 1

MOTION 14105 7/11/2014 **Vote** TABLED **Committee** Outreach **Name** Charles

Subject Motion 2

Item: Motion 2

(Foundational) We move to modify the "Twelve Promises of Codependents Anonymous" ("the Promises") to read as attached. The tense for each "promise" is changed from present to future generally by adding the word "will" and a qualification that requires patience and diligence is added at the end.

Voice vote to extend for 3 minutes (accepted)

Intent The 12 Promises of CoDA address very relevant issues for recovery from codependency, allowing members to have hope in what CoDA recovery can manifest in their lives. Yet, how the Promises are stated is unrealistic in the sense they claim to make our recovery problems go away immediately. The intent here is to change the tense and not the content so they will not appear as many business ads do ... as product promotions.

By changing the tense to future, The Promises will not read as if they have already happened. (For example; "I will know..." instead of "I

know...") Using the future tense also is in alignment with The Promises of many 12 Step programs.

Further, as in the AA Promises, which specify "... sometimes quickly, sometimes slowly ...", we recommend that we qualify our promises so that no one thinks we are claiming instant success. Adding a written qualification at the end to say that they will come about if we work hard for them will make them more pragmatic. They will also better satisfy Tradition 11's specification of "attraction rather than promotion".

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Remarks

FYI 14106 7/11/2014 **Vote** **Committee** Facilitator **Name** Michelle

Subject Group conscience

Item: Group conscience to send promises to literature

Intent

Remarks Pro: 25

Con:

Absentions:

MOTION 14107 7/11/2014 **Vote** DEFEATED **Committee** Outreach **Name** Annie

Subject Motion 2

Item: Motion 2:

We move that the literature committee creates options for the twelve promises to choose from, at the 2015 CSC, to submit to CSC in 2015, such as to modify the "Twelve Promises of Codependents Anonymous" ("the Promises") to read as attached. The tense for each "promise" is changed from present to future generally by adding the word "will" and a qualification that requires patience and diligence is added at the end. We also request the consideration of a "we" version.

Voice vote to go with first vote (accepted)

Intent

Remarks Pro: 16

Con: 15

Abstentions: 1

Recount

Pro: 16

Con: 16

Abstentions:

FYI 14108 7/11/2014 **Vote** **Committee** Facilitator **Name** Michelle

Subject Break

Item: Break until 10:40AM

Intent

Remarks

FYI 14109 7/11/2014 **Vote** **Committee** Facilitator **Name** Michelle

Subject Quorum Count

Item: Quorum reached

Intent

Remarks

MOTION 14110 7/11/2014 **Vote** 2/3 VOTE **Committee** Issues Mediation **Name** John
Committee

Subject Motion 1

Item: Motion 1

That the following changes take place in the Fellowship Service Manual (FSM), Section 10 page 51 Under "Guidelines for Presenting Voting Entity Issues to CSC"

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Change #1

Delete the first instance of the word “may” in bullet point c.

Change #2

Additional bullet point between current bullet points e & f:

The Board or Committee shall establish and maintain communication with the originating Voting Entity (VE) during their process of deliberation to the extent that is possible and form their issue into a motion and present it at the next Conference. If in deliberation the board or committee decides against the VEI, the VE Delegate has the option to bring it as a motion directly to CoDA Service Conference providing it’s not a Bylaw or legal issue.

Change #3

After Change #2, add another bullet:

The Issues Mediation Committee (IMC) will maintain and publish the progress of the deliberations regarding the Voting Entity Issue.

Voice vote to extend for 5 minutes (accepted)

Intent Voting Entities carry to the CSC the voice of the Fellowship in their regions so the Issues presented by them deserve

Remarks Pro: 26

Con: 1

Abstentions: 4

MOTION 14111 7/11/2014 **Vote** 2/3 VOTE **Committee** Finance **Name** Lou L
Subject Motion 4
Item: Motion 4

Modify the Meeting Starter Packet on page 12, by adding the following questions after the answers to the question: “Is There A Limit to The Amount an Individual May Donate to CoDA?” (and after the question on wills if passed.)
The questions and answers will read:

What is Gratitude Month all about?

In gratitude to our Higher Power and to Co-Dependents Anonymous, Inc. (CoDA), the 2014 CoDA Service Conference (CSC) has designated November as a time for individuals, local meetings, Intergroups and Voting Entities to give thanks for how CoDA has helped them to live life. CSC suggests that groups at all levels sponsor Gratitude Month by sending donations to CoDA entities of their choice and or by donating additional service to the CoDA entity of their choice.

Intent To establish Gratitude Month . We would like to encourage individuals and local groups to make an effort to make special contributions to CoDA in celebration of what CoDA has done in their lives.

Remarks Pro: 21

Con: 8

Abstentions: 3

FYI 14112 7/11/2014 **Vote** **Committee** Events **Name** Scott
Subject Events Report
Item: Scott introduced members: Tim, Julie, Marily, Tamie, Jen, James, Chrstine, Nancy (unable to attend) and Judy (FL liaison)

Purpose: plan and operate CoDA Annual Conference and Convention and accepted bids preferably 2 years in

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advance.

Had registration available in Spanish for the first time.

Shared goals for the year.

Explained that the work load has increased greatly over the years and the trusted servants work 12-15 hours for several days.

Committee expressed a vital need for more of their members to be reimbursed.

Given permission to bring motion 10 for vote.

Intent Remarks

FYI 14113 7/11/2014 **Vote** **Committee** Events **Name** Scott

Subject Group Conscience

Item: To allow the events committee to set a date in July for 2015 CoDA Service Conference and International CoDA Convention, not to require travel during July 4th holiday period.

Voice vote accepted

Intent Remarks

MOTION 14114 7/11/2014 **Vote** 2/3 VOTE **Committee** Event **Name** Scott

Subject Motion 10

Item: Motion 10

The CoDA Events Committee humbly requests approval for the increase of the CoDA Events Committee (CED) budget to provide three alternated members for one year. CoDA Events Committee will provide a report at the CoDA Service Conference in 2015 regarding their additional help. The CoDA Events Committee agrees to collaborate with other committees and Board Liaison in the interim

Intent To provide back-up coverage, training of new members, and the opportunity for current committee members to practice healthy boundaries and self-care.

Remarks Pro: 34

Con: 1

Abstentions: 0

MOTION 14115 7/11/2014 **Vote** TABLED **Committee** Events **Name** Scott

Subject Motion 6

Item: Motion 6

Events tabled all their remaining motions

Intent Remarks

FYI 14116 7/11/2014 **Vote** **Committee** Events **Name** Scott

Subject Concluded Report

Item: Talked more about goals. Talked about the accomplishments: Added alternate positions, streamline internet registration, spanish registration option added.

Intent Remarks

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MOTION 14117 7/11/2014 **Vote** **Committee** Facilitator **Name** Michelle
Subject Decision on how to proceed
Item: Voted to continue with Texas motion then to break for lunch for an hour and come back for half hour of work.

Pro:31
Con 0
Abstentions: 0

Intent
Remarks

MOTION 14118 7/11/2014 **Vote** DEFEATED **Committee** Texas Voting Entity **Name** Tina seconded by Denny
Subject Motion

Item: Motion
Require the Board to submit a Quarterly Strategic Report, concerning the outsourced work to SOS -Association Management Solutions (Association Management Company) detailing the progress of the work, and its cost. Based on this information the CSC will vote in regard to a new contract at the 2015 CoDA Service Conference.

Intent To provide transparency to the fellowship regarding the outsourced work, progress, and cost of work. We ask the Board to reflect on the 8th Tradition, Co-Dependents Anonymous should remain forever nonprofessional, but our service centers may employ special workers. In this respect, transparency to the fellowship is critical. We expect the board, as our trusted servant, to honor step 12 of the Twelve Service Concepts of Co-Dependents Anonymous.

Remarks Pro: 8
Con: 18
Abstentions: 1

FYI 14119 7/11/2014 **Vote** **Committee** Facilitator **Name** Michelle
Subject Break
Item: Break for 15 minutes
Intent
Remarks

FYI 14120 7/11/2014 **Vote** **Committee** Facilitator **Name** Michelle
Subject Quorum
Item: Quorum reached
Intent
Remarks

FYI 14121 7/11/2014 **Vote** UNANIMOUS **Committee** Facilitator **Name** Michelle
Subject
Item: Group Conscience: To approve the board editing this years minutes within the first month
Intent
Remarks

FYI 14122 7/11/2014 **Vote** UNANIMOUS **Committee** **Name** Lisa seconded by Frank
Subject Motion to Adjourn
Item: at 1:30PM
Intent
Remarks