



# Codependents Anonymous

[www.CoDA.org](http://www.CoDA.org)

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## Meeting Planning for CoDA Committees / Boards

### **Location**

Where do the members of the Board/Committee live? Plan a meeting in a city where one or more of the members live, to save at least one airfare.

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

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

### **Hotel**

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

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

Do you need a room in which to work? Oftentimes, there's a breakfast room in the hotel that is unoccupied all day and this can be a good, free place to meet.

### **Conference Calls**

Teleconferences can be a cost-effective (often free) alternative to a meeting. Consider a teleconference to do service work, in addition to email. For free service, search for "free conference calls" on the Internet, or ask the Finance Committee. ([finance@coda.org](mailto:finance@coda.org))

### **Chairs**

Bring expense reports with you to distribute to meeting attendees.