



**CoDA, Inc. Board of Trustees
September 9, 2023
Public Board Meeting**

Day/Time: Saturday, 09:00 AM Pacific Time
(Please adjust for your time zone)

Attendance and order of Round Robin:

Katherine, Kevin, Jay, Byrle, Gail, Tina, Florence, Steve

Absent:

Lisa, Byrle voting for Lisa

Welcome Visitors

Serenity prayer

Service Concept 9:

Concept 9: By tradition, the CoDA Service Conference gives responsibilities to working committees composed of Conference Delegates and other CoDA volunteers or to separate service boards or corporations. All are directly responsible to the Conference. The scope of the work a committee does is determined by the Conference group conscience. The chairperson of each committee assumes the responsibility to ensure the work assigned to the committee is completed in a timely manner.

Introduce New Board

Check in

CONSENT AGENDA

Motions passed by email

1. MOTION: To have CoDAteen name sent to copyright lawyer for trademark as it is now officially part of CoDA.

Motion: Florence; 2nd: XX; Vote: Yes: 6 No: 0 Abstain: 0

2. MOTION that the Board consult with a tax attorney to review the Finance Committee's reimbursement policy "Co-Dependents Anonymous, Inc. Expense Reimbursement & IRS Accountability Plan", and notes from conversation with Sechler and Morgan CPA. (both attached to this email)

Motion: Tina; 2nd: Lisa; Vote: Yes: 6 No: 0 Abstain:0

3. MOTION: To obtain a credit card in place of our debit card to be used for business that is paid in full each month with no revolving credit debt. Extended credit or large out of the normal business purchases will be approved by the Board

Motion: Tina; 2nd: Florence; Vote: Yes: 5 No: 1 Abstain:0

4. MOTION: To Authorize CoDA Chair, Kathrine T and CoDA Treasurer, Tina R to be added as signers on all of Codependents Anonymous Inc's accounts at Chase Bank and Wells Fargo Bank, as well as to remove Gail S from said accounts.

Motion: Florence; 2nd: Jay; Vote: Yes: 6 No: 0 Abstain:0

Motions approved in Executive Session

5. MOTION: Ensure one M365 license is available for each board member and alternates each year in perpetuity

Motion: Katherine; 2nd: Tina; Vote: Yes: 7 No: 0 Abstain:0

Treasurer Report (rounded to the nearest \$100)

Wells Fargo Savings	\$151,500.00		
Chase CD	200,000.00		
Chase Savings	5,700.00	Prudent Reserve:	\$250,000.00
Chase Checking	26,500.00	General Funds Available:	\$133,700.00
	Total \$383,700.00		

MOTION TO APPROVE: Above Consent Agenda.

Motion: Byrle; 2nd: Florence; Vote: Yes: 6 No: 0 Abstain:0

August Executive sessions topic summary:

- Board communication within the Board
- Approval of Minutes & QSR discussion
- Email protocol for conducting Board business
- Rotation for responding to Board emails
- CoDA obtain a Credit Card
- Microsoft 365 accounts for Board Members update and GC

NEW BUSINESS

- 1) Web liaison CoDA App discussion and clarification for Bids

Received (5) proposals from Request for Proposal (RFP) the Board will be reviewing.

Question to Web Liaison regarding App

Can we do podcasts? Not planned but can find out about it. Could possibly link podcast. It was noted podcast could be under AVM subcommittee
Will it be monitored? Plan to have it monitored, detail not worked out yet as app hasn't been developed

In general, positive vibes about having a CoDA app

2) Tutorial on how to setup interpretation for Chairs Forum Meetings, CoDAteen etc.

Interpretation Coor shared info on Zoom and Interpretation.

Noted a meeting has to have Interpretation setup in the meeting settings. Globe will show up in the meeting, if no globe, meeting was not set up with Interpretation. The Host has to actively add the interpreter to each meeting. (press globe)

3) Questions from guests

- Board Public, 1st Sat of month at 9 AM Pacific Time (unless adjusted for holiday)
- Member mention non-Coda endorsed podcasts out there. Would be good to get CoDA endorsed podcasts out there.
- Is there a policy about committees record their meeting? Board Chair notes reading through doc, no policy for committees to record their meetings. Good for minutes and when people can't attend. Concerns with recording, as some people in foreign country don't want it recorded that they are communicating with Americans. In past, can pause recording when person is sharing. Mentioned CoDA is an Open and Honest Org, should record. Noted that when Board sends invite, Board determines if recorded. Board will be discussed.

Adjourn to executive session at 9:50 am Pacific Time

Next Public Board meeting will be October 7 @ 9 AM Pacific Time

Submitted by: Kevin M, Board Secretary