



CoDA, Inc. Board of Trustees

Saturday, May 4, 2024

Approved Public Board Meeting Minutes

Day/Time: Saturday, 9:00 AM PDT; 11:00 AM CDT; 12:00 PM EDT

Observers Present:

Chairs Forum member in attendance: Barbara D.

Observers: Beverly P., Gail S., Barbara D., Jocelyn K., Carole T., Maribel, Brooke, Connie, Caryn, Marily, Kate MB., Terry D.

Board Members Present:

Jay G., Steve S., Katherine T., Chris H., Byrle S., Paul N., Tina R., Laurie C.

Quorum:

Met

Minute Taker: Laurie C.

• **Readings:**

- **Serenity Prayer, Step Four, Tradition Four, Promise Four and Service Concept Four**

• **Consent Agenda:**

1. **Motion:** to approve the Board Public Meeting minutes from 2024 April 06
By: Laurie C. **Seconded:** Katherine T.
Result: Unanimous via email 2024 April 13
2. **Motion:** For CSC 2024, make a hotel reservation (single room/double occupancy), paid for by CoDA, to be used by the elected Delegate from the Russia Voting Entity in lieu of them receiving \$1500.00 USD grant funds. The reservation would be made beginning Friday, July 19 - Thursday, July 25 for seven (7) nights. Due to government restrictions, they are unable to receive monetary electronic or wire transfers. The elected Delegate would like to attend CSC 2024 in person.
By: Laurie C. **Seconded:** Tina R.

Result: Unanimous via email 2024 April 17

3. **Motion:** move that we vote Paul N. in as Board Member
By: Katherine T. **Seconded:** Tina R.
Result: Unanimous via email 2024 April 17
4. **Motion:** to approve the Board F2F Meeting Minutes from 2024 March 22-24 - Friday, Saturday, and Sunday afternoon session
By: Laurie C. **Seconded:** Tina R.
Result: Unanimous via email 2024 April 23
5. **Motion:** to approve the Board F2F Meeting Minutes from 2024 March 24 – Sunday morning session
By: Laurie C. **Seconded:** Katherine T.
Result: Unanimous via email 2024 April 23
6. **Motion:** to nominate Paul N. to serve as Board Secretary
By: Steve S. **Seconded:** Tina R.
Result: Unanimous at Executive Session Meeting 2024 April 27
7. **Motion:** to allow current Tax Attorney, Brandon Kiem, to complete the work that we have already asked of him and not to exceed \$1,000.00
By: Tina R. **Seconded:** Katherine T.
Result: Unanimous at Executive Session Meeting 2024 April 27
8. **Motion:** move we bring on Brian P. as a Fellowship Service Worker (FSW) with an IT, Security, Microsoft 365 training, Dropbox, and Constant Contact scope of work.
By: Katherine T. **Seconded:** Laurie C.
Result: Unanimous by email 2024 April 29
9. **Motion:** to obtain a Microsoft 365 license for webliaison@coda.org at the cost of \$3.00 per month
By: Laurie **Seconded:** Tina R.
Result: Unanimous by email 2024 May 1
10. **Motion:** to approve Board Executive Work Group Minutes - 2024 April 27

By: Paul N. **Seconded:** Laurie C.
Result: Unanimous by email 2024 May 2

• **Treasurer Report and Update to the Fellowship:**

NOTE: All amounts are rounded to the nearest \$100 USD

April Income		May Beginning Account Balances	
Royalties	\$14,600	Chase Checking	\$18,000
7 th Tradition	4,400	Bank of America Checking	115,300
Unpaid Interest Earned (to date)	3,400	7 th Tradition PayPal	4,800
		Certificates of Deposit	200,000
May Beginning Combined Balances		Events Committee Funds	7,100
Total Holdings	\$345,300	Books for Inmates Funds	7,000

1. Question about cost of MS365 account \$3.00/month
That monthly cost is correct
2. Question about the BFII program amount
Correction made

MOTION: to approve consent agenda

Discussion/Report -

Motion by: Katherine **Seconded:** Byrle **Yes:** 6 **No:**

Abstentions:

Result: Unanimous

Additional Reports to the Fellowship:

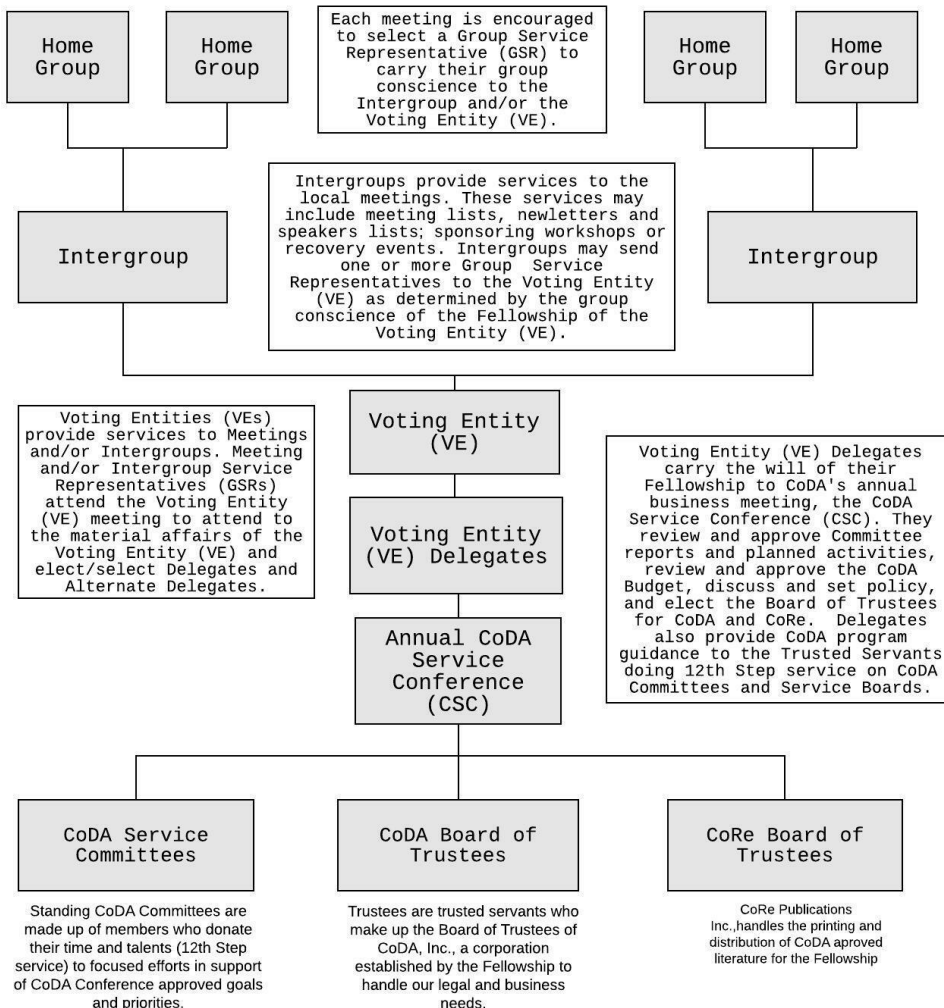
- **Chair reminder-** Motions for the CoDA Service Conference are due this week, May 8th with revision due on May 23rd. If there are any Intergroups or Voting Entities that would like support writing a motion, please email Board@codas.org. We will make ourselves available Sunday, Monday, Tuesday and Wednesday to help. This is also available to all committees. (Board, let's make sure we approve these minutes as soon as this meeting is over so we can send them out to the fellowship today
- **Web Liaison Update:**
 - Translation into Spanish of the Fellowship Service Manual (FSM) is close to being completed. We anticipate it will be ready for CoDA.org/es next week. Work continues to ensure all pages on CoDA.org are translated into Spanish along with translation of new service pamphlets and CSC 2023 CoDA Conference endorsed literature.

- Plans to work with the Delegate Relations Committee (DRC) and the CoDAteen Committee (CTC) to develop their main Committee pages on CoDA.org for placement of Policies & Procedures, Public Meeting Minutes, Mission Statement, etc.
 - CoDA App Work Group is in progress.
 - Continued work with our Web Developer and Web Master for updates to CoDA.org as requested by members of our Fellowship.
- **Legal Liaison Update:** New Fellowship Service Workers (FSW) contracts have gone out, and the majority have been signed; beginning new process for copyright assignments for committees, and CoDA members on Monday.
- **Translation Management-** We have finally put together a new process with CoRe to get all the needed masters.
 - This week we sent out Master to Canada, Russia, and the UK
 - Correspondence continued with Mexico, Netherlands, Iran, Columbia, Russia - Moscow/AMF, Russia - St. Petersburg, Canada, Czech Republic, Paris, Japan, Portugal, Israel, Turkey, Spain, United Kingdom
 - New Webpage, and links to start translation process and grant application
 - New Growing up CoDA Book is available:
<https://www.corepublications.org/>
 - Establishing Boundaries in Recovery
https://www.corepublications.org/?s=establishing+boundaries+in+recovery&post_type=product
 - Welcome to Co-Dependents Anonymous
<https://www.corepublications.org/product/welcome-to-co-dependents-anonymous>
 - The Twelve Steps & Twelve Traditions Workbook of Co-Dependents Anonymous. Twentieth Anniversary, Fourth Consolidated Edition (Spiral Binding)
<https://www.corepublications.org/product/twelve-steps-twelve-traditions-workbook>
 - Move to Executive Session: Would like to motion that approve Canada printer to print for 250 “*What Is CoDAteen*” free downloadable flyer for CoDA Service Conference (CSC) in Ottawa for CoDAteen to distribute during CSC and the International CoDA Convention (ICC) at a cost of \$114.75 USD. Discussion was held.

- As we approach this year's CoDA Service Conference (CSC), we have had increased questions from Delegates related to not understanding the CSC process and rules. I would like to suggest to the Voting Entity Liaison (VEL), and CoDA Events Committee (CEC) Chair, who are both part of the CSC Prep Work Group, to separate out the Fellowship Service Manual (FSM) Part 1: Structure and General Information Summary, and Part 4: Service Conference Procedures for the Delegates.; make it more accessible since FSM can be overwhelming.
- For reference, the Co-Dependents Anonymous's Structure chart is in Part 1 Structure and General Information, from the Fellowship Service Manual (FSM) Part 1; Section 02 – page 12,

Co-Dependents Anonymous Structure Chart

Group conscience decision making provides a foundation for the entire service structure of CoDA. It begins in our home groups. The effectiveness of our program depends heavily upon the interest and participation of individual members as representatives of their home group or community's concerns and needs at local, state/regional and national committees.



- Also, to highlight the Bylaws for their use. Maybe send out a separate email to every vetted Delegate with these 3 items only and emphasis the importance of reviewing before CSC. We could schedule a zoom meeting with Delegates to review these documents if they would like that to occur.....happy to work with the Delegates Relations Committee if they would like to be involved...discussion

As we vet Delegates send email message with only Bylaws and FSM references and importance to review prior to CSC; if others are asking questions, we could set up a Zoom meeting. Discussion was held.

- **CoDA Events Committee (CEC) Interpretation Presentation**

Interpretation comes at a great cost; a lot at CSC; CEC has been doing research and share ways we may improve.

From Chris H. CEC Chair:

For the past several years, CoDA has been using a translation company for interpretation of committee meetings and at CSC. This company was charging us using a 4 hr block at \$300 per hr. and any function over the 4 hrs minimum, went to an 8hr block.

Earlier this year we started using independent contractors for committee meetings. Their cost is \$100 per hr., & \$50 for 1/2 hr. So, for a 1 1/2 hr meeting, the charge is \$150, vs \$400 from the translation co.

Events were interested in implementing independent contractors @ CSC.

We were asked, by the Board Treasurer, to do some research. I found switching to independent contractors for CSC, using 4 languages, would cost CoDA \$19,000. Compared to the most recent quote from the translation company which is \$49,900 USD.

Events recommends switching to independent contractors for CSC. For 2 reasons: 1st, it's working for the committee meetings and the cost is a more prudent decision.

CEC recommends using independent contractor Interpreters at CSC.

Question and Answer time from Observers:

1. Comment #1 – for Delegate information suggest a workshop end of May or June if you want to talk have them invited; #2 – interpreters for Observers it might be prudent for to request French as Canada has two languages
2. Questions about Translation Management (TMC) – read the masters were received by Russia but have not received them; sent message on March 4th; haven't heard from TMC Coordinator; at least get the new Workbook. Concerned in touch with Moscow and St. Petersburg and have come together for Literature; there has been an issue with three different translations and now have been working on bringing all of this together for Tradition One; now that TMC signs this contracts with everyone who wants to, this does not help as there are people who have nothing to do with program and they can sign the translation agreement but it is an issue; do we need to make a motion; need to figure out
Answer: apologize TMC has a lot on their plate and doing best job; suggest sending Chair@coda.org and schedule another Zoom meeting to get an update and get newest masters; have a Russia conversation and we had talked about before bringing all of Russia together and move forward
Response to answer: member will send an email
3. Question: #1 would like to have the new literature and had to go to TMC; had meeting what basis for is having 4 members of Board members; 11 the maximum and 5 minimum
Answers: fell through the crack and made note to get master's to Mexico; the number of Board members is in our Bylaws
4. Comment: equality of the opportunity for committees who wish to do recruitment pieces for CSC is important
Response: this is coming from our Treasurer, and they have a way of letting us know what we need to pay attention to; their suggestions is to make sure we put a budget in place to cover recruitment
5. Comment: the languages often used at CSC are Portuguese, Spanish, Russian, and German– Farsi Delegates come with good English; sign up in Eventbrite has designation for language; in CoDA people are last minute observers are harder to catch; the observers are usually riding on coattails of Delegates; time zones make it easier;
Question: interesting not very clear there is a definite budget for everyone that is coming for each Committee; if Canada is willing to do the printing it sounds like it is a CoDAteen effort and not Canada

Response: CoDAteen and CoDA Literature Committee (CLC) and brought this to us; our printer was under the impression that we CoDA were expecting him to print a free downloadable at his cost; a motion would need to be brought to the Board; no expectation for this to come out of Canada's budget; idea to be sent to Canada's publishing.

6. Comment: Interpretation last year I never used but the other Delegate did and the problem is very often they have no idea about the terms and they do not know how to translate it; they were really quiet; we have a glossary what if we shared this it might be helpful and send to Interpreters so they can prepare

Response: please send glossary to events@coda.org

7. Comment: great idea; proposing to the Board they have an orientation; it is a drain on the brain

Response: we will have an international practice session to include Interpretation services

Response: used to be an Interpreter and valued having script before; not all wish to read before, but some do like to review beforehand.

Response: Interpretation is her baby; we are hoping there is a transfer of knowledge to Events committee; didn't mention that there will be a transfer; not all of a sudden; you do have years of knowledge and so much that needs to be transferred.

- **Next meeting:** Saturday, 2024 June 2 at 9:00 AM PDT; 11:00 AM CDT; 12:00 PM EDT
- **Close with Serenity Prayer**
Adjourned at 10:10 am PDT