



**CoDA Board of Trustees
Virtual F2F Meeting Minutes
September 19, 2021
Day/Time: Saturday -
8-9:15 am Pacific
9-10:15 am Guatemala
10 am -11:15 am Central
11 am-12:15 pm Eastern
12 Noon-1:15 pm Atlantic
6:00-7:15 pm Israel**

Acknowledging that we are all here for our personal recovery, the mission of the CoDA Board of Trustees is to ensure the longevity and fiscal health of the organization, to support the Fellowship's ongoing service work, to promote CoDA unity and to reach the still suffering codependents.

OPENING (8:00 am – 8:05 am – 5 min)

Serenity Prayer - God, grant me the serenity to accept the things I cannot change, courage to change the things I can, and wisdom to know the difference.

Attending – Barbara, Faith, Florence, Joe, Katherine, Yaniv, Gail

Minutes: September 4, 2021

Motion to approve: Faith 2nd: Barbara Vote: unanimous

OLD BUSINESS: (8:10 am – 8:40 am - 30 min)

Website:

- **Meeting Search Issues (Time Zone Strategy)** – Jason did submit a mockup, Florence will update as she goes.
- **Meeting in Print MiP** – PDF's - Still working on this.

Post CSC Motion related action items:

- **Social Media Policy** – This has been updated on the website.
- **Canada VE Literature** – 12 Service Concepts. Waiting for Legal Liaison, regarding the copyright. Literature committee has nothing to do with this. Ask

CoRe for the proper wording for copyright. Add to P&P for copyright actions to be listed.

- **Tradition 11 change on website** – Not accomplished yet.

Fellowship Service Manual (FSM) -

- **Bylaw.** Use a capital B when referring to the document and a small b if the word is used in any other capacity. We should have final updated copies by mid week. Board to review before Motion to approve.
- <https://coda.org/wp-content/uploads/FSM-Part-3-Guidelines-for-Other-Service-Levels.pdf>
Robert's Rules of Order in Part 3 of the FSM. (Robert's Rules of Order is a set of rules (standards) for facilitating discussions and group decision making in meetings. CoDA does not use Robert's Rules, we use the community problem method, so how did it get into the FSM? SSC Board Liaison to ask SSC when this was inserted and what motion approved it. Consider changing with a 2022 CoDA Service Conference (CSC) motion.
- Ask Evie to create a "how to" update the FSM. Keep a running log of the changes.

Service worker proposal

- **Proposed Process for Bringing on New Service Worker** for H&I and other Committees.
 1. Assess needs for H&I.....10 hours per month
 2. Send email to Chairs Forum to assess committee wide needs - Done
 3. Compile proposal and have treasurer discuss with Finance
 4. Determine process for requests from committees
 5. Assign number of hours for the position.
 6. Write a job description.
 7. Hire a new service worker.
 8. Review quarterly: utilization, need, and feedback from committee chairs.
 9. Committee to oversee to include Katherine T, Board Treasurer, and another, to be determined, Board member.
- Next steps: send reminder email to Chairs Forum, reply due date Sept 26, then send email to Fellowship.

NEW BUSINESS:

- **Appealing an IMC decision: inquiry from Communications Committee.**
According to the FSM, it states the decision can be appealed to the board, but there is no written procedure.
If the appellant doesn't agree with what the board says, the next step is to take the

dispute to CSC. FSM is clear regarding sending to the board, but no clear instructions of how to present to CSC if it gets that far.

IMC Liaison to ask IMC to create a possible 2022 CSC motion to clarify the procedure.

- **Meeting issues.**

All meeting issues emails to be sent to IMC. Unanimous.

IMC Liaison to inform IMC and Communications Committee.

If a previous issue was mediated by IMC, and anyone wishes to appeal, they are to send an email to the Board and IMC. Board will review and discuss with IMC to see how to proceed.

- **Outreach Committee** wants to change the tab on the website to **World Outreach** (not their committee name.) This could cause confusion with the World Connections Committee (WCC). Conversation needed between Outreach and WCC Board Liaisons to invite both committees to a 2x2, the two committees and their Board Liaisons.

- **YouTube – Update.** Account has been resecured. The two versions of the PSA are on our YouTube account.

- **DocHub versus DocuSign**

DocHub Pro: \$59.88 paid April 8, 2021, expires April of 2022

DocuSign: \$120 Annual, single license, for up to 5 documents per month.

or \$300 Annual, up to 5 users, no stated limit of how many documents per month.

<https://www.docusign.com/products-and-pricing>

This matter will be brought back for a Motion to change from DocHub Pro to DocuSign for much easier and simpler use for electronic signatures. DocHub is not user friendly, very frustrating.

- **Voting Entity Liaisons.** Do we not assign Board VE Liaisons anymore?

TABLED.

- **Spanish interpretation** for Chairs Forum and CoDA Teen:

To provide interpretation for SPO to attend Chairs Forum once a month would cost \$200 - \$250 for 2 hours. (\$700-1000 for an 8 hour day.)

MOTION by Barbara to approve a monthly expense of \$200-250 per month to provide interpretation for SPO for Chairs Forum and/or CoDA Teen Task Force.

Second: Gail: Vote: yes = 4, 1 no. Motion passes.

- **Public Information Campaign project**

Chair will ask AMC to get **Requests for Proposals** (RFPs) to design a campaign.

- **Strategic Plan**

AMC is currently looking for prospective companies.

Meeting: Oct 3rd, Sunday 8 am Pacific time, for working on the Strategic Plan.

- **Email from a member:** Is CoDA an Essential Service? An unvaccinated member wishes to attend a CoDA regular meeting when the group wishes to limit attendance to vaccinated members. Continue discussion via email.

Next Public Board Meeting – October 2, 2021

Meeting: Oct 3rd, Sunday 8 am Pacific time, sole discussion will be the Strategic Plan.

Next Workgroup Meeting – October 17, 2021 - Katherine will be in Europe.

Motion to adjourn: Faith

2nd: Yaniv