

**Co-Dependents Anonymous, Inc.**

 **Board of Trustees Minutes**
**April 3, 2021**

The Board of Trustees held a public meeting on Saturday, April 3rd. by videoconference. Members in attendance included: Nancy O./Canada, Gail S./Nevada, Barbara D/NorCal, Faith J./Canada, Joe R/Guatemala, Matt T./Texas, Yaniv S/Israel, Don B./SoCal. Representing Chairs Forum: Jay G/Outreach Committee

**CONSENT AGENDA**

***Motion 1*** – To adopt the Events plan for CSC/ICC for 2021:

1. We will not hold ICC the same week, it will most likely be in September or October but no definite decision as yet.
2. We decide that we did not want to work on any weekend days for the CSC…, so the dates for the CSC will start on Monday, July 26th orientation, then Tuesday July 27th – Friday July 30th. For a 4-day CSC we have not decided on the exact time for the day yet but it will be 4 days vs. 3 days as we did last year.

***Motion 2 –*** Move to authorize the purchase of Visio 2 for WCC (World Connections Committee) and subsequent committees requesting this service at current cos of $72/yr. Committee’s requesting Visio 2 must demonstrate a committee group conscience decision supporting the service in their committee minutes.

***Motion 3*** - To authorize up to $125 for the new CoDA Google Maps account for the month of March 1-31, 2021 This will pay for Google Maps charges that go above the monthly $450 non profit credits that CoDA receives towards their new Google Maps account.

***Motion 4*** – To authorize the accrued Google Map charges of $117.44 for the old SOS Google Maps account for January and February 2021, that were not included in previous invoices. Note: this account has now been disabled.

***Motion 5*** – Move that the WCC zoom account attendance limit be increased to 1000 for one month, at the cost of $90.

***Motion 6*** – To accept the revised March 2021 Public Board Meeting Minutes.

***Motion 7*** – Move to authorize $455.00 for services provided by the website developer Intersection Online over the period Dec. 10, 2020-Feb. 20,2021 for the following services: $157.50 Phase II work and $297.50 for Debugging and Google Maps work. Also move to authorize $227.88 to be paid to the website developer for the purchase of renewable annual software license for the following WP Toolset at $149/yr. WB Bakery Page at $56/yr. and for Ultimate Add-ons for WB Bakery at $33.89/yr.

***Motion 8*** – To approve and additional 3 hours worth of work from the website developer to make changes to the website when the webmaster is NOT able to do so; for a total cost of $210, based on 15 minutes increments of $70/hour. These services are to be approved by GC of the Web Liaison and backups not to exceed $140 per task without board approval. Intent: to ensure that important changes to the website are made in a timely manner.

**Treasurer’s report/Financials**

JP Morgan Chase Checking: $ 269,705.69

JP Morgan Chase Savings: $ 120,366.86

National Bank of Arizona: $ 100,662.03

Total Assets: $ 490,734.58

**Motion**: To accept consent agenda. Move – Gail, Second – Barbara, Vote - Unanimous

**OLD BUSINESS:**

**Website:**

* **Phase II Website Update –** Nancy advised that the web liaison committee has agreed that the Phase II website development related to improving the meeting searches on the website are complete.
* **Phase III –** The board unanimously agreed to commence a Phase III website improvement project to address the issues with Time Zone confusion, to address meeting search printing needs, and to transition the Spanish.coda.org website from Mura to WordPress. It was agreed that Matt as liaison to Spanish Outreach (SPO) should be involved in the initial planning meetings. SPO should be included in the process of moving the current Mura based Spanish.coda.org website to WordPress. Matt will discuss this with SPO.
* **Website Hosting issues –** Nancy advised that both the Contact Us emails and email notifications to the Fellowship Service Worker (FSW) responsible for meetings have not been working since the migration to the new website host. We have found a workaround to the Contact Us emails, but we still need to find a solution to the broken email notifications to the FSW. The Spanish.CoDA.org website has also been down, but that appears to be related to either the Spanish website hosting service, Hostek, or to the Mura software. The website developer has referred the matter to a Mura developer to troubleshoot the problem.

**Associated Management Company (AMC) Transition:**

* **Financial –** Thetask of updating who is on the bank accounts is now complete: Barbara as Treasurer and Gail as Vice Chair, removed Conni from SOS (Old management company).
* **AMC Account Manager Training –** Training for the AMC account manager is complete and any additional training that is needed will be provided on a go forward basis.
* **Storage Unit Update –** The storage unit has been rented and the majority of items have been moved there. The FSW will move the remainder once it has been sorted and organized.
* **Email to Fellowship –** Gail is to draft an email announcement on behalf of the Board to welcome the new AMC, and Barbara is to send an email to our FSW thanking her for her hard work during the transition. An email announcement will also be sent advising the Fellowship to continue to send mail to the CoDA PO Box as displayed on our website.

**NEW BUSINESS:**

**Zoom Security Settings for Recovery Meetings Video –** The Board discussed a suggestion from a trusted servant to share a Zoom Video with the Fellowship regarding Zoom Security Settings. Barbara is to ask for a contact in order to address any copyright issue with sharing the video with the Fellowship via an email announcement.

**2021 CoDA Service Conference (CSC)**

* **CSC Prep and Events –** Gail (CSC Prep) and Barbara (Events) provided updates on the status of planning for the 2021 CSC.
* **Events - AMC –** Nancy advised that MCS have been given training on managing the Motions Database and are willing to have two of their employees share motions on screen and manage the motions during CSC; however, they will require training on how the process actually works at an actual CSC via Zoom. Barbara is to ask if Events could provide that.
* **Winter Retreat –** Barbara advised that approximately $3500 was donated from the Virtual Winter Retreat that was organized by the Events Committee.
* **2021 Motions -** (Submission Deadlines: **75 Days** - Bylaws, Motions - May 13; **60 days** – Revisions to Bylaws, Motions May 28; **30 Days** - Annual Reports, Goals, Budgets, Voting Entity Submissions – June 27)
	+ Annual Reports and July 2021 Quarterly Service Report (QSR) Submissions – The Board agreed to forego the QSR for July 2021 in lieu of CSC Reports. Nancy is to draft an email announcement to the fellowship for Board review.
	+ Board 2021 Motions – The Board will continue working on their 2021 CSC Motions at the next Workgroup meeting of April 17, 2020.
* **Board of Trustee Application Forms (CSC PDF Version vs Post CSC Word Version) –** For simplicity,the Board agreed that both the PDF and Word versions of the Board of Trustee Application need to be the same and that both should require a signature. Nancy is to update the forms and forward them to the web master to be updated on the website. Geff is to be advised to update the links to the application in his email announcements.

**Next Quarterly Report Due April 15, 2021 –** Nancy reminded Board members that the draft of the Quarterly report is available for editing.

**Next Public Board Meeting –** May 1, 2021 at 8:00 am Pacific **Next Workgroup Meeting** - April 17, 2021 at 7 am Pacific