

**Co-Dependents Anonymous, Inc.**

 **Board of Trustees Minutes**
**January 9, 2021**

The Board of Trustees held a public meeting on Saturday, December 5th by videoconference. Members in attendance included: Nancy O./Canada, Gail S./Nevada, Barbara D/NorCal, Faith J./Canada, Joe/Guatemala, Matt T./Texas, Don B./SoCal. Yaniv/Israel, John R – Chairs Forum,

**CONSENT AGENDA**

***Motion 1***  - Approve an additional 1 hour of work  @ $70/hr for the website developer to include the ID#, MEETING NAME (which we call “Group name”), DAY, TIME, FACILITY, LOCATION and LANGUAGE) in the Meeting Roster by State (back and front end) for a total of $297.  Note:  The Board approved $227 for the initial work in July 26, 2020.

***Motion 2*** - Move to accept revision 2 of the Dec. 5, 2020 Board Meeting Minutes.

**Treasurer’s report/Financials**

JP Morgan Chase Checking: $ 233,148.80

JP Morgan Chase Savings: $ 120,355.06

National Bank of Arizona: $ 100,649.62

Total Assets: $  **454,153.48**

**Motion:** To Accept Consent Agenda – Moved: Barbara, Seconded: Don, Passed Unanimously.

**OLD BUSINESS:**

**Website:**

* **Phase II Update –** The Phase II website review is nearing completion. After Phase II is completed the website review committee will consider options to fix the time zone problem. Many people are confused about what the time zone is when they are looking for meetings.
* **Google Non Profit Application Status –** We are still waiting the outcome of the Board’s application for a Google Cloud Nonprofit account.

**Spanish Outreach (SPO) Fellowship Service Worker (FSW) Contract Update –** The SPO FSW contract is soon to be signed. The wire transfer form need to be competed before payments can be made.

**AMC Transition Update**

* **Financial –** bank account changes have been completed.
* **Online Accounts –** Discussion regarding changes to the PayPal account (MOVED TO EXECUTIVE SESSION)
* **Phones –** Telephone lines that are no longer needed have been cancelled. A Google telephone number will be applied for once the application for Google NonProfit application is approved.
* **Address –** The official CoDA address has been changed to the address of the CoDA attorney, John Gilbert until the new AMC is selected.
* **CoDA Historical Storage –** The Meeting FSW is in possession of all CoDA historical documents and is sorting through and organizing everything which will be moved to a storage unit for safekeeping this is completed.
* **TMC Physical Documents –** The Meeting FSW is organizing the TMC physical documents prior to delivering these to the CoDA attorney, John Gilbert.
* **G Drive storage –** A new folder was created in the CoDA G Drive where all new files moving forward will be saved. The Chair, Vice Chair and Treasurer have access to the CoDA G Drive account.
* **Alternate AMC Companies** – The Board has received threes potential AMCs. Two have already been interviewed and we will set up a meeting to interview the third company next week. Barbara to contact the applicant to set up that meeting.
* **Motions Database** – Motions passed since November 2020 and loss of our AMC executive assistant have not been entered into the Motions Database. This will be completed by the new AMC once they are hired and trained. All approved motions are recorded in the Board Minutes.

**NEW BUSINESS:**

**4th Quarter, QSR due Jan 15, 2021 –** Faith will prepare the first draft of the QSR4 2020 within the next few days and will send this out for input from other board members. To meet the Jan. 15, 2021 deadline, we will need to act quickly to finalize and vote on the Board portion of the QSR4, and to then approve the Combined QSR4 2020 that includes the FSW reports.

**Income by Quarter Report –** The Income by Quarter Report for year ending 2020 indicates that income from donations received in the last quarter are up. Don will draft an email to the Fellowship to acknowledge their continued support in the past year.

**CoDA Seal Legal Advice –** There was discussion regarding the inappropriate use of the full CoDA Seal by some voting entities and individual groups on websites and social media and whether legal advice should be pursued. It was decided to not pursue legal advice at this time. The conversation on how to protect CoDA Copyrights and Trademarks will continue by email.

**Next Workgroup Meeting -** January 16, 2021 at 7:00 am Pacific

**Next Public Board Meeting –** February 6, 2021 at 8:00 am Pacific