

**CoDA Board of Trustees**

**Agenda**
**November 7, 2020**

The Board of Trustees held a public meeting on Saturday, November 7th by videoconference. Members in attendance included: Nancy O./Canada, Gail S./Nevada, Yaniv S./Israel, Barbara D/NorCal, Faith J./Canada, Joe/Guatemala, Matt T./Texas, Don B./SoCal; Rob O, Chairs Rep.
Guests: Linda A /NorCal, Carole T/Canada; Gabrielle V.

**CONSENT AGENDA**

***Motion 1*** - That we approve the attached Combined Board 3rd Quarter Report for submission to QSRsubmit@coda.org on Oct. 15, 2020.

***Motion 2*** - To accept the revised October 3, 2020 Public Board Meeting Minutes

***Motion 3*** - Motion:  That the Pre conference and Post Conference versions of the Fellowship Service Manual (FSM) and CoDA ByLaws be saved on [codependents.org](http://codependents.org).  Intent: To preserve the historical record of these important documents and for reference from year to year.

***Motion 4*** - Move that the revised 3rd Quarter, 2020 Quarterly Service Report be approved for publication on the website and to be shared with the Fellowship.

**Treasurer’s report/Financials**

JP Morgan Chase Checking: $ 206,648.36

JP Morgan Chase Savings: $ 120,346.92

National Bank of Arizona: $ 100,639.45

Total Assets: $  **427,634.73**

**Motion to Accept Consent Agenda:** Passed Unanimously

**OLD BUSINESS:**

**7th Tradition Donations – Quick Response (QR) Code –** Using a Quick Response (QR) Code for 7th Tradition Donations was discussed. There were some concerns with security. Nancy agreed to get the website consultant to provide his opinion on security.

**Website – Meeting Search Prototype Testing Update –** Nancy gave a report on the status of the Meeting Search Prototype testing currently underway on the website which is proceeding well. Most feedback has been for enhancements which would be an additional cost to CoDA, however, the website developer has already made some updates to the prototypes based on user feedback.

**Website Security – Cloudflare App - Motion -** Move that we authorize our website developers to install the free Cloudflare App at a cost of 1-2 hours installation/setup time at a cost of up to $140 (@$70/hour) to be completed in one week after sending approval.  **Intent**:  To further strengthen our website security against hackers. **Passed Unanimously**

**Website Minor Work & Website Logo -** There are frequent requests for approval of minor work on the website that require Board approval and that hold up these minor changes. For example – upgrading the CoDA Logo to a clearer version will cost approximately $20 but requires Board approval. **Motion**:  To approve up to 3 hours worth of work from the website developer to assist the webmaster with changes to the website when necessary; plus, approve an 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 of 6 hours worth of work at a total cost of $420, based on 15 minute 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. **Passed unanimously**

**Spanish Website –** Matt identified the need to clarify the direction the Board wants to take with the Spanish Website that has not been included as part of Phase II of website development. Questions have been coming from the webmaster on who will be providing direction on this. **Decision** – The Web Liaison and Matt who is Spanish Outreach Liaison will meet with the webmaster to review the current status and to make recommendations to the Board on what direction to take and when and how this will occur. The Board agreed that all requests for webmaster work on the website need to be directed to the Web Liaison and the Spanish Outreach Liaison.

**CoDA** **Board By Law Revisions – Motion:** Move to accept the attached Revised Version of CoDA By Laws 2020 CSC dated 08/26/2020. **Passed Unanimously**

**Fellowship Service Manual Updates –** Nancy advised that the Service Structure Committee (SSC) have been provided with the Board requests for changes to the Fellowship Service Manual (FSM) post Conference. Once the approved CoDA By Laws are posted on the website, the link can be forwarded to SSC to be included in the updated FSM.

**Spanish Outreach Fellowship Service Worker (FSW) Contract Update –** Matt gave an update on the status of the contract for the Spanish FSW. He hopes to have that completed in the near future. In the meantime, he will ask the Spanish FSW to submit an invoice for work she has completed that the Board will need to review. Gail is working with SOS to create an Independent Contractor Agreement template that can be used for both USA and International FSWs.

**Spanish Outreach Convention Recordings -** Gail withdrew her motion on this topic and advised that the page has been created on the codependents.org website. Once the Spanish FSW’s contract is signed, she can be given access to the Spanish page on Codependents.org.

**NEW BUSINESS:**

**Ottawa 2021 Contract/Events Insurance - Motion**: To sign the revised Ottawa 2021 Contract.  **Passed Unanimously**. Barbara asked whether the Board would support a request to provide event insurance for the 2021 Ottawa CSC. It is noted that no Covid insurance is needed as we have the impossibility clause in the contract. Barbara is to ask SOS to obtain a quote for the 2021 CSC Event insurance and then it can be voted on.

**Office 365 Email Accounts –** There was agreement that the**WorldChair@coda.org**Office 365 account that had been assigned to the World Connections Chair (WCC) name needs to be changed to**wccchair@coda.org****.** Thisis consistent with how other Committee Chair Office 365 accounts are named.Nancy will ask SOS to make this change and Matt who is the WCC Liaison, will advise the WCC Chair.

**Change the date for the Next Workgroup Meeting to Nov. 14 –** Majority agreed.

**Next Public Board Meeting –** December 5, 2020  **Next Workgroup Meeting** - November 14, 2020 at 7:00 am Pacific