

**CoDA Service Conference 2021**

**Motion/Voting Entity Issue (VEI) Form**

**Check one: X Motion** (Committee/Board)

**\_\_ VEI** (See VEI Guidelines on reverse side of this form)

**Committee/Board** or **VE&DelegateName: Finance Committee**

**Date: 2/11/2021**

**Assigned Number: \_\_\_\_\_\_\_\_\_\_\_\_**

**Revision #: \_\_\_\_\_\_\_\_\_\_\_\_\_ Revision Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Motion** or **VE Issue Name: Update to CoDA Investment Policy**

**Motion/Issue:**

To replace the current CoDA Investment Policy with the following:

CoDA Investment Policy

The goal for the management and investment of CoDA funds is the preservation of capital and buying power. Earning interest income is secondary.

CoDA funds may be invested in the following financial instruments as indicated:

1. 40% of the CSC approved budget shall be held in Savings, Checking or Money Market Accounts (immediately available).

2. 60% of the CSC approved budget shall be held in savings, money market or Certificates of Deposit, Treasury Bills or Treasury Notes with staggered maturities no longer than 5 years.

3. Any additional funds may be held in safer lower risk investments (uninsured instruments such as state or federal bond funds).

4. For insured accounts, no investment in any single institution shall exceed the maximum insured limits.

Annually, the actual allocation will be reviewed and re-balanced to reflect this Policy.

**Intent, background, other pertinent information:**

Every year inflation reduces the buying power of our cash on hand by approx. 3%. The Finance Committee is requesting an update so that CoDA can invest some of our cash on hand to help preserve our buying power.

Example:

If the CSC approves a $250K Budget:

If there is $475K cash on hand, then ...

1. 40% Budget = $100K (40% of $250K) in savings, checking, or money market
2. 60% Budget = $150K (60% of $250K to be invested conservatively
3. Balance = $475K - $100K - $150K = $225K in low risk investments

Background:

CoDA Investment Policy (approved 8/20/2005)

The goal for the management and investment of CoDA funds is the preservation of capital. Earning

interest income is secondary. CoDA funds may be invested in the following financial instruments as

indicated:

1. Money Market Account

2. CDs with staggered maturities no longer than 5 years.

3. T Bills or T Notes with staggered maturities no longer than 5 years

4. No investment in any single account shall exceed the maximum insured limits.

**Remarks:**

When money comes in through the year, the money is deposited in a cash account (checking or savings account).

**This motion or VEI requires changes to: (please check any that apply)**

**\_\_\_\_ By Laws \_\_\_\_ FSM P1 \_\_\_\_ FSM P2**

**\_\_\_\_ FSM P3 \_\_\_\_ FSM P4 \_\_\_\_ FSM P5**

**\_\_\_\_ Change of Responsibility**

**\_\_\_\_ Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**(Data Entry Use Only)**

**Motion result: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**VEI Result – Assigned to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ on \_\_\_\_\_\_\_\_\_ (date)**

**Guidelines for Presenting Voting Entity Issues to CSC**

a. Local Voting Entity discusses an issue and forms a recommendation to resolve that issue by using the group conscience process. This issue and recommendation is called a Voting Entity Issue (VEI)

b. Voting Entity drafts the VEI, completes the VEI form, and sends it to the Board of Trustees via [VEI@coda.org](mailto:VEI@coda.org). From this point of submission, all email communication concerning the VEI from all parties must copy [VEI@coda.org](mailto:VEI@coda.org).

c. Board sends email confirmation acknowledging receipt of the VEI to the Voting Entity within 14 days.

d. Voting Entity Issues (VEI) may be submitted at any time of the year. Submission is not limited to the CSC

submission deadline.

e. Board assigns the VEI to either the board or the appropriate committee within 30 days of acknowledging receipt of VEI. Board notifies the VE at the time the VEI is assigned.

f. Assigned Board or committee examines the issue and through group conscience, develops a response or written plan to address or resolve the VEI within 90 days of being assigned. During the response/plan development, it’s important that the assignee and the VE collaborate, communicate transparently, and work together towards a mutually agreeable plan, in service to the VE.

g. The VEI may not dishonor or be in conflict with any By-laws, Steps, Traditions or legal considerations. If so, in it’s written response, the assigned Board or committee must cite specific reasons for the conflict.

h. Assigned Board or Committee, in collaboration with the VE, may develop a motion to be presented at the CSC.

i. In the event the VE is not satisfied with the response or plan from the Board or assigned Committee, the VE retains the right to draft and submit a motion to the next CSC using the electronic motion form available on the CoDA website. The motion must not dishonor any by-laws or legal considerations, and must meet all criteria for presenting a motion. (See procedures for submitting CSC items in part 4 of the FSM). The VE may request assistance from the IMC in drafting and presenting the motion.

j. The Issues Mediation Committee (IMC) will monitor the progress of the VEI to ensure the process is being followed and the timelines are being met.

k. The VE Delegate is responsible for following up on the status of their Voting Entity issues and reporting back to their membership.