
Issues Mediation Committee (IMC)

Goals for 2023-2024

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| **GOALS** | **ACTION PLANS** |
| 1. Continue to follow CoDA’s Steps, Traditions, Service Concepts and Principles. Hold high ethical standards as outlined in our FSM and Bylaws
 | Encourage use of IMC’s “Dealing with Disagreements” process for handling of disputes; treat all involved parties with respect and fairness; maintain confidentiality/anonymity and objectivity (recusal process when needed);  |
| 1. Held face-to-face meeting
 | In Chicago, IL 2022 October 28-30th |
| 1. Recruit and/or maintain 7-10 trusted servants as IMC volunteers (must have attended CSC as a Delegate)
 | Attend CSC and introduce the IMC to possible volunteers by hosting a ‘hospitality room’ during break; create a flyer to include in Delegate package; be available to answer any questions; ensure that new members either know or are willing to learn our FSM, CoDA’s principles and IMC’s processes and standards (confidentiality/anonymity, follow through, etc.)  |
| 1. Continue to update, collect, and store past/current IMC documents in our OneDrive account
 | Maintain a history of our documents in one safe and secure location (currently on OneDrive) |
| 1. VEL-Voting Entity Liaison: review and service role description for ease of transition when term has ended; work with Vice-VEL for easier transition of responsibilities; maintain databases; begin communication and vetting processes with Delegates; assist in forming new and/or VE splits; assisting fellowship members with questions and directing to correct source for resolution
 | Post updated service role description in IMC’s OneDrive; maintain newly created Outlook mailbox for imcvel@coda.org; maintain Smartsheet for North American and International Delegate Grant applications; update history of these grants; maintain Delegate Verification Form and verify Delegates have been properly elected for their VE/Intergroup and report to Board Secretary that all CSC Delegates have been properly vetted; VEL to be neutral party to solely serve the VE’s |
| 1. P&P (Policies & Procedures) Review and update as needed
 | Complete the update to our P&P for posting on coda.org |
| 1. Synergy Project
 | Work with Board Liaison and other Committee Chairs to determine best process to share information/VE database and CoDA’s processes with Fellowship with ‘how to’s, resources for answers, shared experiences about service roles such as Delegate, Group Service Representative |
| 1. Public Minutes
 | Submit monthly IMC public minutes (edited version for confidentiality and anonymity for CoDA.org website publication; IMC meets the third Sunday of every month; previous months’ minutes are approved at each meeting so it may take up to 6 weeks for submission |
| 1. Voting Entity Database
 | Work group to complete this task: create a user-friendly and updated database to post on coda.org; work with Committee Chairs and other members. We have asked those registering for CSC 2023 to provide updated VE/Intergroup contact information which has been added to our Smartsheet database; we have compiled the three VE/Intergroup contact information links from coda.org and plans are to send an email message to all VE/Intergroups and request updated information. |
| 1. Voting Entity Structure
 | Work group to complete this task: create clear and concise guidelines to help define the VE and Intergroup structures in our FSM |