**SSC Con Call Minutes *(Derived from Agenda by addition of annotations in italics)***

**Sunday, September 13, 2020, 12:30-2 ADT, 11:30-1 EDT, 10:30-Noon CDT**

**Dial-in number (US): (605) 313-4100**

**Access code: 230645#**

**International dial-in numbers: https://fccdl.in/i/evie\_stern**

**Online meeting ID: evie\_stern**

**Join the online meeting: https://join.freeconferencecall.com/evie\_stern**

**For additional assistance connecting to the meeting text "Help" to the Dial-In number above.**

**Opening:**

* Establish round robin order for discussion ***John, Eric, Dave, Judi, Debbie, Eric***
* Serenity Prayer
* Read Tradition 2 - For our group purpose there is but one ultimate authority --a loving Higher Power as expressed to our group conscience. Our leaders are but trusted servants; they do not govern. ***Dave***

**Quick check-in - 1 minute each**

**Start recording**

**Any agenda changes needed?**

**Links:**

* Link to 2016-2017 history document if needed: <https://docs.google.com/document/d/1dgMCptNgxIyWhtB0rT--fVr_xLxwn7nmQMEUPo7res0/edit?usp=sharing>

* Link to 2017-2018 history document if needed:

<https://docs.google.com/document/d/1uIIe-3W1-HcQwfekoFcvMZTDMc8TvisopavtCuHU2Ak/edit?usp=sharing>

* Link to 2018-2019 history document if needed:

<https://docs.google.com/document/d/1EBYXoUnuAxokI-ilyT54m8ACd1Erje_nfUYEAC-XmSo/edit?usp=sharing>

* Link to combined FSM:

<http://coda.org/default/assets/File/SSC/Newest%20FSM/FSM_Combined%5B1%5D.pdf>

* Link to SSC current page on CoDA.org:  
  <http://coda.org/index.cfm/service-info/service-structure/>
* Link to SSC CSC report:

<https://docs.google.com/document/d/1MsKYZGgu4NA53ow4CKeFBlwf7lNK2UzseruHXUlzmQ0/edit?usp=sharing>

**Previous Action Items:**

* Evie to submit an FSM correction regarding who can send delegates to the CSC to make the FSM consistent with the By Laws; this can be done without CSC approval since it is correcting an error. **Done**
* Evie, John, Judi and Eric will work together to plan who will update what. We decided we would include this as part of our next meeting. **Done**
* Evie to include the following in the procedure for updating the FSM:
  + When updating the FSM a marked up version should be sent out to the Fellowship so that they can see the changes and not have to reread the entire FSM
    - We need to discuss this further since we typically don’t send the files out but rather supply a link to the FSM web page on coda.org
    - This has been added as an agenda item to today’s call so action item can be considered completed **Done**
* Evie to send the email about practice CSC calls to everyone **Done**
* Evie to revise the updated P&P manual and send to everyone for review **Done**

**Committee transition plan**

* New officer(s)
* ***Chair responsibilities - running meetings, setting up meetings, point of contact, initiator***
* ***Secretary and chair are important and should work together***
* ***Initiation is everyones’ responsibility***
* ***John will be chair***
* ***Judi will act as secretary through the end of the calendar year***
* Select meeting day and time
* ***Will continue with Sunday at 11:30***
* ***Next meeting will be Oct 11 ET***
* Documentation transition plan
* Will be transferred to either the [sscchair@coda.org](mailto:sscchair@coda.org) Microsoft Online account or to a SSC Google Drive account
* Who should have login information besides the chair?

***AI - Evie will share login info with John and Judi***

* Other items?
* ***How will SSC meet? Will use freeconferencecall.com***

***AI - Evie to set up account and send it John***

**Old Business**

* FSM updating
  + Status
    - Sent for review on Monday, September 7
    - Will be submitted for posting on Monday, September 21
    - Only feedback received so far came as a result of Evie’s asking to have a motion corrected related to motions involving procedure (quorum counts, breaks, adjournment, etc.) at CSC not using the Community Problem Solving Method
* How to handle notifying Voting Entities (VEs) about changes made to the FSM
  + Previous suggestion: When updating the FSM a marked up version should be sent out to the Fellowship so that they can see the changes and not have to reread the entire FSM
  + Evie talked to the TMC Chair and we suggested that a page be created that will contain that year’s changes post CSC. The TMC chair will then be able to give that link to any VE that has a current translated FSM.
  + ***Suggest that a member of SSC meet with TMC chair to work out the details***
* Review of the proposed revisions to the SSC Policies and Procedures (P&P) Manual

Link: <https://nonprofit12steorganiza-my.sharepoint.com/:w:/g/personal/sscchair_coda_org/EaBlnS6RNi9OgGx-sz2d0EkBK8y9mFRt80LC1y-UhhGA1A?e=rL96zH>

* ***AI - When ready the revised P&P needs to be posted on the website***
* ***Jr adds updated link to P&P***
  + ***https://nonprofit12steorganiza-my.sharepoint.com/:w:/r/personal/sscchair\_coda\_org/\_layouts/15/Doc.aspx?sourcedoc=%7B92249FDB-6635-4A93-B6E9-790B63330E2A%7D&file=SSC%20P%20%26%20P%20manual%208-19-2020.docx&action=default&mobileredirect=true***
* Status of things needing board action
  + Two Adhoc motions that did not get ⅔ approval
    - Board has chosen not to allow implementation
  + Renaming of ByLaw file without a date
    - Requires some technical support
    - ***AI - Once the name has been fixed the links in the FSM need to be updated***
  + Alias update
    - Everything updated
    - Should Evie stay on the alias for the short term to assist with transition? ***Evie will stay on for now***
  + Update webpage to say that either version of the Welcome can be read at all meetings
    - On website todo list
    - ***Further discussion needed on whether the requirement to read the 4 documents should be eliminated***
  + Request to update the motion about CSC procedure motions
    - Request rejected so this motion will have to be brought back next year to make it applicable to all CSCs

***AI - Evie to remove it from the FSM before sending for loading***

* Previous discussions about ongoing updating of the FSM ***This is no longer an issue***
  + Do we feel that it is our responsibility to make a recommendation on who should maintain the FSM if SSC goes inactive?
    - We felt that we should make a recommendation of the qualifications necessary in order to be able to do this and to refer to the instructions included in the SSC P&P manual?
    - This is a Fellowship function and should therefore be performed by paid or unpaid a member of the Fellowship who is intimately familiar with the FSM
    - Previously brainstormed possible ideas
      * Volunteer within the Fellowship?
      * Possibly SOS if no volunteer available?
      * Board secretary?
      * Paid Fellowship Service worker?
      * Whoever does this needs to be a member of CoDA; need to have an understanding of the implications of the changes to ensure that they are done properly
* Previously postponed motion: Consider a CSC motion defining what has to be approved by the board prior to being sent to the Fellowship
  + Possibly say each committee may send at least two announcements, which may include surveys, a year without board approval since we are a bottom up organization
  + Include more guidelines on what can be announced - what is acceptable
  + Committees group conscience what they propose so why does it need to be reviewed by the board?
  + ***Possibly work with Events to get CSC registrants approval to set emails including surveys***
* Try to simplify the FSM as much as possible to make translations easier
  + Suggestion that we make an effort to keep things on the same page to make it simpler for people to find things even if they are looking at an older version; probably not doable; best solution is either to encourage people to use the most current version; another solution is to tell people the Part, Section and paragraph heading and suggest that they search for it; another possible solution is to have an index with or without links to the appropriate Part, Section and paragraph heading(s)

**New Business**

* 2021 as the year of service
* Suggest adding info about chairs attending board meetings on a rotating basis to this page on the website: <https://coda.org/service-info/guidelines-for-membership-participation-in-coda-board-conference-calls/>

**New Action Items**

* ***Evie will share login info with John and Judi***
* ***Evie to set up SSC freeconferencecall.com account and send information to John***
* ***When ready the revised P&P needs to be posted on the website***
* ***Once the name has been fixed on the ByLaw file on the website the links in the FSM need to be updated***
* ***Evie to remove the procedure motion information from the FSM before sending for loading***

**Closing:**

* Date and time of next meeting ***Sunday, October 11, 11:30-1 ET***

* CoDA Closing Prayer

“We thank our Higher Power for all we have received from this meeting. As we close may we take with us the wisdom, love, acceptance and hope of recovery.”